



Office of the Director

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

STANDING COMMITTEE
Tuesday, May 10, 2016
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
6.1 Introduction of the 2016-2017 Student Trustee	D. Massaro	Verbal
6.2 Five Mile Public School - <i>Bridging Connections at Five Mile</i>	C. Kappel	1-4
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - April 12, 2016	G. Saarinen	5-7
8. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

<u>MATTERS NOT REQUIRING A DECISION</u>		<u>Resource Person</u>	<u>Pages</u>
9.	Information Reports		
9.1	Special Education Advisory Committee Meeting - Minutes – March 23, 2016	C. Kappel	8-13
9.2	Parent Involvement Committee Meeting Minutes - March 7, 2016	I. MacRae	14-17
10.	First Reports		

MATTERS FOR DECISION:

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	2016 To 2024 Policy Review Schedule (056-16)	I. MacRae	18-20
	<i>It is recommended that Lakehead District School Board approve the 2016 to 2024 Policy Review Schedule, Appendix A to Report No. 056-16</i>		
13.2	Approval of Standing Committee and Regular Board Meeting Schedule 2016-2017 (048-16)	D. Massaro	21-22
	<i>It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2016-2017, as set out in Appendix A to Report No. 048-16.</i>		
13.3	Policy Review – 3026 Budget Variance (055-16)	D. Wright	23-28
	<i>It is recommended that Lakehead District School Board approve 3026 Budget Variance Policy, Appendix A to Report No. 055-16.</i>		
13.4	Approval of Appointment to the Special Education Advisory Committee (SEAC) (057-16)	C. Kappel	29
	<i>It is recommended that Lakehead District School Board approve the appointment of Wilma Kleynendorst as member to the Special Education Advisory Committee representing Dilico Anishinabek Family Care for the term ending November 30, 2018.</i>		

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

Resource
Person

Pages

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

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

LAKEHEAD DISTRICT SCHOOL BOARD



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STANDING COMMITTEE
Tuesday, May 10, 2016
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 - November 10, 2015	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Personnel Matter	D. Wright	Handout
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



CELEBRATING STUDENT ACHIEVEMENT

School: Five Mile School

Title of Initiative: Bridging Connections at Five Mile

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	<p>Over the last couple of years increasing Parent Engagement and bridging those home/school connections has been a focus at Five Mile School. Through our School Improvement Plan we have explicitly defined our strategy to engage parents and to improve our school/home communication. At Five Mile we know that parent involvement leads to student success and that parent engagement matters.</p>
2. Rationale for selecting the initiative	<p>At Five Mile School we know that student achievement improves when parents play an active role in their children's education, and that good schools become even better schools when parents are involved. As a result parent engagement is a key factor in the enhancement of student achievement and well-being and is one of our "Collective Commitments" in our School Improvement Plan.</p> <p>Students are more likely to be motivated, to earn higher grades, to have better behaviour and social skills, and to continue their education to a higher level when their parents are actively engaged in supporting their success at school.</p> <p>Parent involvement takes many forms.</p> <ul style="list-style-type: none"> * serving on school councils and Parent Involvement Committees (PICs) * volunteering for field trips and school activities * making sure there is a quiet place set aside to do homework * helping with homework * meeting with teachers * talking to their child about their day at school. <p>Our EQAO data clearly reflected the need for some changes around how we engage/support parents :</p> <p>2013 EQAO Data 23% of Gr.3 parents and 11% of Gr.6 parents never talk about Math with their children 17% of Gr.3 parents and 7% of Gr.6 parents never talk about school with their children</p>
3. Intended outcomes of the initiative related to improved student achievement	<p>Our intended outcome is to strengthen the parent-school partnership and to improve parent involvement. The specific kind of parental involvement that we felt would makes the biggest difference to students' chance for success at Five Mile included.</p> <ul style="list-style-type: none"> • Parents letting their children know they have high expectations for their children. • Parents talking with their child about school

Components of Initiative	School's Details
	<ul style="list-style-type: none"> Getting parents to focus more on students' attitudes towards learning than their marks. <p>As a result of increased parent engagement we would expect student achievement to improve.</p>
4. Description of the data used	<p>EQAO data was analyzed to determine areas of strength and areas for improvement in relationship to parent engagement.</p> <p>In November of 2014 we also administered a survey to parents/guardians that requested feedback in several key areas. Specifically we were looking to get more information around which topics parents wanted more information about in order to help their child do well in school. We also wanted to provide parents with an opportunity to reflect on and provide feedback around the effectiveness of our home/school communication practices and areas for growth. Staff were administered a similar survey and other anecdotal information was collected.</p>
5. Brief description of the significant activities or strategies involved with the initiative	<p>Bridging learning connections between home/school through technology- A variety of methods are used to engage parents' support for student learning (e.g., electronic newsletters, class website, Seesaw, Dojo, twitter, etc.).</p> <p>Intentional Focus on Fostering a Growth Mindset with Parents- Through the purposeful language that we use in communicating to parents (conversations, articles in newsletters, report card comments, etc) we are working towards reinforcing/nurturing a growth mindset in our parents. <i>"If parents want to give their children a gift, the best thing they can do is to teach their children to love challenges, be intrigued by mistakes, enjoy effort, and keep on learning."</i> – Carol Dweck</p> <p>Consistent use of specific communication tools - every class/teacher has set up Remind (an electronic means of communicating with parents around important classroom events/activities) and use student agendas.</p> <p>Creating a community (Five Mile Family)-"Our Five Mile Family" has come to define our community. It speaks to the fact that everything we do is grounded in our relationships and that by working together everything is possible. It also addresses our belief that we are all valued members of our community and have important roles to play. Our parents especially are part of the school, not bystanders.</p> <p>Partnership with School Council – Thanks in large part to the incredible dedication and hard work of our School Council we continue to be able to provide various opportunities for our parents, students and staff. Through the organization of our Hot Lunch program, our Red Cross Nutrition Program and the various PRO Grant events they do so much to make Five Mile a better place. They have also spent some significant time and energy over the last couple of years on several playground improvement projects.</p>

Components of Initiative	School's Details
	<p>Family/Parent After School Events/Sessions: A variety of forums and supports are available at the school and in the community (e.g., curriculum evenings, workshops, guest speakers) to deepen parents' understanding various topics. <u>Family Games/Technology Night</u> - Feb 26th, 2015 –linked to math & technology in the classroom, <u>An Evening of Inspiration & Family Scavenger Hunt</u> Apr 9th, 2015-linked to growth mindset & inspiration <u>Parent Seminar: “The Power of Plasticity: The Neuroscience of Learning”</u>, <u>Student Movie Night: INSIDE OUT</u> Feb 25th, 2016-linked to learning & brain development.</p>
<p>6. One or two highlights of the above activities</p>	<p>Seesaw- Seesaw is a student-driven digital portfolio that empowers students to independently document what they are learning at school. At Five Mile many of our classes have embraced Seesaw both as a means of documenting and celebrating student learning but also as an effective means to bridge the learning connections between home and school. Students love uploading videos, images etc. and then look forward to sharing this learning with parents at home. Our parent/guardian community has had nothing but positive feedback and we look forward to expanding the use of Seesaw within our school community.</p>
<p>7. Description of any unexpected results or “moments of serendipity” related to the initiative</p>	<ul style="list-style-type: none"> • Students confidence has increased as has their engagement in the entire learning process • More students are sharing their learning with parents • All staff (classroom teacher, French teacher, primary planning teachers, admin) are able to be part of this effective learning link between school and home • Increased accountability throughout the entire learning process • More information about programming is getting home (fewer opportunities for things to be lost in transit) • Real time feedback for everyone. • More opportunities for rich conversations for parents/students at home • Broadening parents knowledge and understanding of what learning looks like in the classrooms (i.e. math, inquiry based learning) • Opportunities for extended family members to share in the learning through access to electronic communication tools (out of town parents, aunt, grandma, etc.) • Students are more actively involved and invested in the feedback process. • An emphasis is being placed on the process of learning as compared to the product of learning. • Lots of staff are getting excited about learning and the new changes to their instructional practices as well as the positive reactions from students (student academic success and changes in perceptions about learning).
<p>8. Description of one or two interesting findings that would be useful or helpful to</p>	<ul style="list-style-type: none"> • Staff must foster a Growth Mindset and a sense of trust to “try new things” and “take risks”. • Having “experts” in house and outside the school builds capacity • Administrator support as a co-learner • The entire community (students, parents and staff) needs to be invested in and feel ownership in and throughout the process

Components of Initiative	School's Details
other schools	(development of SIP, setting direction for changes) <ul style="list-style-type: none"> • Recognizing the importance of consistent practices while still giving both staff, students, parents some freedom to find their place
9. Identification of one or two noteworthy hurdles or stumbling-blocks	<ul style="list-style-type: none"> • Staff comfort level with technology and adjusting to this new way of teaching, learning and communicating. • In order for parents to learn to focus on the process rather than the outcome (marks) they too need to learn a growth mindset.
10. Next steps in pursuing the initiative	<ul style="list-style-type: none"> • Continue to challenge ourselves to be reflective and responsive in terms bridging those home and school connections. • Continue to look for opportunities to improve our ability to work with and support parents, students, & staff.
11. Lessons learned about the school's efforts to improve student achievement	Having a collective commitment that involves an entire school community has created a culture of "we are all learners" and together we can help our students and our children succeed.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2016 APR 12
7:30 p.m.

TRUSTEES PRESENT:

George Saarinen (Chair)
Marg Arnone
Ellen Chambers
Deborah Massaro

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

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Wayne Bahlheda, Managers
Rod Bessel, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Tuchenhagen

Seconded by Trustee Wilson

"THAT the Agenda for Standing Committee Meeting, April 12, 2016 be approved."

CARRIED

2. **Confirmation of Minutes**

Moved by Trustee Massaro

Seconded by Trustee Playford

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, March 8, 2016."

CARRIED

3. **Aboriginal Education Advisory Committee Meeting Minutes – February 18, 2016**

Sherry-Lynne Pharand, Superintendent of Education, presented the February 18, 2016 minutes for information

4. Special Education Advisory Committee Meeting Minutes – January 20, 2016

Colleen Kappel, Superintendent of Education, presented the January 20, 2016 minutes for information.

5. Special Education Advisory Committee Meeting Notes – February 17, 2016

Colleen Kappel, Superintendent of Education, presented the February 17, 2016 notes for information.

MATTERS FOR DECISION:

6. Policy Review – 7011 Teacher Performance Appraisal (042-16)

Moved by Trustee Chambers

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve 7011 Teacher Performance Appraisal Policy, Appendix A to Report No. 042-16”

CARRIED

7. Policy Review – 7040 Violence in the Workplace (043-16)

Moved by Trustee Wilson

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve 7040 Violence in the Workplace Policy, Appendix A to Report No. 043-16.”

CARRIED

8. Policy Review – 9030 Playground Structures (044-16)

Moved by Trustee Tuchenhagen

Seconded by Trustee Playford

“THAT Lakehead District School Board approve 9030 Playground Structures Policy, Appendix A to Report No. 044-16.”

CARRIED

9. Policy Review – 6020 Extended Field Trip (045-16)

Moved by Trustee Arnone

Seconded by Trustee Wilson

“THAT Lakehead District School Board approve 6020 Extended Field Trip Policy, Appendix A to Report No. 045-16.”

CARRIED

10. Policy Review – 6021 Day Field Trip (046-16)

Moved by Trustee Oikonen

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve 6021 Day Field Trip Policy, Appendix A to Report No. 046-16”

CARRIED

11. Special Education Advisory Committee Community Representatives (047-16)

Moved by Trustee Oikonen

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve the process and application form to select community representatives and alternate representatives to the Special Education Advisory Committee as outlined in Appendix A to Report No. 047-16”

CARRIED

12. Information and Inquiries

12.1 Trustee Chambers reported that she attended the *Everyone Matters Day* event hosted by Agnew H. Johnston School on April 12, 2016.

12.2 Trustee Playford attended Dolores Wawia’s, Co-Chair of AEAC, son’s funeral on Saturday, April 2, 2016.

12.3 Trustee Arnone reported that she attended *Literacy Night* hosted by Ogden Community School and Indigo on Monday, April 11, 2016.

12.4 Trustee Saarinen reported that Howard Kaplan, Toronto District School Board trustee, passed away on Monday, April 11, 2016.

13. Adjournment

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT we do now adjourn at 8:45 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2016 MAR 23

MEMBERS PRESENT:

Laura Sylvestre (Chair)	Angela Hill
Judy Kay (Vice Chair)	Sheila Marcinyshyn
Trustee Marg Arnone	Kelly Matyasovszky
Trustee Trudy Tuchenhagen	Mike Otway
David Fulton	Liz Tod

ABSENT WITH REGRET:

Theresa Graham

OTHERS PRESENT:

Colleen Kappel
Lori Carson
David Tranter
Wayne Bahlleda
Ryan Drury
Ron Gernat

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Moved by Judy Kay

Seconded by Trustee Trudy Tuchenhagen

“THAT the agenda for the March 23, 2016 SEAC meeting be approved.”

CARRIED

3. **Member Absent with Permission and Election of Temporary Vice Chair**

Laura Sylvestre, Chair of SEAC, informed members that Theresa Graham, Vice Chair of SEAC will be absent for an extended period. Ontario Regulation 464/97 *Special Education Advisory Committees*, Section 7. (1) (b) indicates *A member of a special education advisory committee vacates his or her seat if he or she, absents himself or herself without being authorized by resolution in entered in the minutes from three consecutive regular meetings of the committee.* Therefore members were asked to approve Ms. Graham’s absence until she can return to the SEAC table.

Member Absent with Permission

Moved by Mike Otway

Seconded by Kelly Matyasovszky

“THAT SEAC approve the absence of Theresa Graham, member representing Children’s Centre Thunder Bay, from consecutive meetings of the committee until such time as Ms. Graham is able to return to regular attendance at SEAC meetings.”

CARRIED

Election of Temporary Vice Chair

Laura Sylvestre, Chair of SEAC, informed members that Trustee Marg Arnone had pre-nominated Judy Kay for the position of temporary Vice Chair of SEAC. Judy Kay accepted the nomination. Laura Sylvestre called for nominations from the floor three times. There were no further nominations.

Moved by Trustee Trudy Tuchenhagen

Seconded by Liz Tod

“THAT nominations for the position of temporary Vice Chair of the Special Education Advisory Committee be closed.”

CARRIED

Judy Kay was acclaimed temporary Vice Chair of SEAC.

4. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

5. Presentations

5.1 Crown Ward Education Championship Team (CWECT) – David Tranter

David Tranter, Mental Health Leader at Lakehead Public Schools, presented information on the Crown Ward Education Championship Team and the Joint Protocol on Student Achievement development that is taking place. A handout was provided. Questions from members were addressed.

5.2 Violence in the Work Place Policy & Procedures – Wayne Bahlleda

Wayne Bahlleda, Manager of Human Resources, provided a presentation on the Violence in the Work Place Policy and Procedures that are currently under review. Questions from members were addressed.

6. Approval of the Minutes – January 20, 2016

Sheila Marcinyshyn's name was spelled incorrectly in the minutes and was corrected.

Moved by Mike Otway

Seconded by Sheila Marcinyshyn

"THAT the amended minutes of the January 20, 2016 SEAC meeting be approved."

CARRIED

7. Approval of Meeting Notes – February 17, 2016

Moved by Angela Hill

Seconded by Kelly Matyasovszky

"THAT the notes of the February 17, 2016 SEAC meeting be approved."

CARRIED

8. Business Arising From the Minutes

8.1 SEAC Guest Speaker Event

Colleen Kappel, Superintendent of Education, provided information to members on the speaker, Kim Doheny from Lives in the Balance, that has been selected for the Regional Mental Health Conference and will be the guest speaker at the SEAC Guest Speaker Event. The event will take place on Wednesday, May 11, 2016. Members, by consensus, agreed to move the May 18 SEAC meeting to May 11 prior to the session and to hold the event in the Embassy Ballroom at the Victoria Inn.

8.2 SEAC Community Representative Criteria & Application

The SEAC Community Representative Criteria and Application were reviewed by members. Members requested the information also be sent out on Facebook and Twitter once approved by the Board. Questions were addressed.

Moved by Mike Otway

Seconded by Trustee Trudy Tuchenhagen

"THAT SEAC approve the SEAC Community Representative Criteria and Application and forward the document to the Lakehead District School Board for approval."

CARRIED

8.3 2016-2017 SEAC Budget Submission

Laura Sylvestre, Chair of SEAC, reviewed the draft 2016-2017 Budget Submission.

Moved by Kelly Matyasovszky

Seconded by Mike Otway

“THAT SEAC approve the Budget Deputation for presentation to the Budget Committee on April 5, 2016.

CARRIED

8.4 Ministry of Education Special Education Update

Laura Sylvestre, Chair of SEAC, addressed the document and members were asked to provide feedback. David Fulton, FASIN alternate member, inquired about FASD and has it been identified as an exceptionality. Lori Carson, Special Education Officer, informed members that a team from the board is in Toronto working with boards regarding an FASD strategy. A brief presentation will be scheduled at the next SEAC meeting.

8.5 SEAC Promotional Materials

The SEAC promotional materials: pads, pens and business cards for advocates have been ordered.

8.6 North Side Accommodation Review SEAC Representative

Angela Hill volunteered for the SEAC representative position and Liz Tod volunteered to be the alternate representative. Accommodation Review Committee dates will be forwarded via email.

9. Correspondence

The folder was distributed for members' perusal.

10. Advocacy Tracking

The advocacy tracking template was circulated for member completion.

11. New Business

11.1 Parent Involvement Committee Report

Laura Sylvestre, SEAC representative on the Parent Involvement Committee (PIC), shared information on the March 7, 2016 PIC meeting. Items addressed at the meeting included: a budget presentation; presentation on the Playgrounds Structures policy; and a regional PIC symposium on May 14. The next meeting will take place on May 2, 2016.

11.2 OPSBA Achievement Award

Laura Sylvestre, Chair of SEAC, shared information on the OPSBA Achievement Award. Members were asked to review the criteria and, if interested, nominate a deserving candidate.

11.3 Provincial and Demonstration Schools Consultation

A copy of the memo received on the provincial and demonstration schools consultation was reviewed. Information regarding the consultation survey and the date of the consultation will be sent to members when received.

12. Information/Inquiries & Association Reports

12.1 Liz Tod, OPTIONS Northwest representative inquired how training is determined for PA Days. Colleen Kappel, Superintendent of Education, and Lori Carson, Special Education Officer, explained the process.

13. Status of SEAC Budget 2015-2016

The status of the 2015-2016 SEAC budget was provided to members.

14. Policy Review

Colleen Kappel, Superintendent of Education, informed members that the Playground Structures policy is presently up for review, with input due by March 30, 2016. Members will be sent the link to the policy via email.

15. Board Update

Trustee Marg Arnone provided information on the following Board Meetings:

February 23, 2016 Regular Board Meeting

Reports addressed at this meeting included:

- Leadership Strategy;
- Approval of the 2016-2017 School Year Calendar;
- Appointment to the Audit Committee; and
- Appointment of Angela Hill to the Special Education Advisory Committee.

March 8, 2016 – Standing Committee Meeting

Reports addressed at this meeting included:

- Literacy and Numeracy Kindergarten to Grade 12;
- Grade 7-8 Program;
- Request from AEAC – Endorse the Recommendations of the Truth and Reconciliation of Canada: Calls to Action.

March 22, 2016 – Regular Board Meeting

- Bus Transportation Final Contracts 2015-2016; and
- Mental Health, Social Work Supports in Our Schools.

16. Adjournment

Moved by Mike Otway

Seconded by Liz Tod

“THAT we do now adjourn at 7:36 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2016 MAR 07
6:30 p.m.

MEMBERS PRESENT:

Marg Arnone
Jennifer Davis
Jerry DeVries
Serena Essex
Katie Hughdie
Dave Isherwood
Ian MacRae

Laura Prodanyk
Laura Sylvestre

RESOURCE:

Judy Hill, Executive Assistant
Bruce Nugent, Communications Officer

MEMBERS ABSENT, WITH REGRET:

Nicole Carlson
Sharon Kanutski
Nicole Walter-Rowan
Amanda Wilson

GUESTS:

Kirsti Alaksa, Manager of Financial Services
Wayne Bahlleda, Manager of Human Resources
David Wright, Superintendent of Business
Ruth Van Nieuwenhuizen, Crestview Public School, School Council

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

Laura Sylvestre, Chair of PIC, called the meeting to order and welcomed those in attendance. Introductions were made around the table.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of the Agenda**

The agenda was approved by consensus.

4. Director's Report

Ian MacRae, Director of Education, highlighted reports that were presented to the Board since the last meeting. Director MacRae also noted that the 2016-2017 school year calendar has been sent to the Ministry for approval.

Ian MacRae, Director of Education, reported that there is a current balance of \$8,395.23 in the Parent Involvement Committee budget.

5. Confirmation of Minutes

The minutes were confirmed by consensus.

6. Business Arising from the Minutes

Bruce Nugent, Communications Officer, reported that the Kindergarten information evening held at the Valhalla Inn on February 1, 2016 was well attended as were the school open houses during the evening of February 3, 2016. Bruce also reported that Facebook was the number one place where parents heard about Kindergarten registration. Suggestions were given to have items available to give out at the Parent Involvement Committee booth. The PIC Communications Ad Hoc Committee will meet prior the May 2, 2016 Parent Involvement Committee meeting to discuss ideas for next year's Kindergarten evening.

7. 2016-2017 Budget

Kirsti Alaksa, Manager of Financial Services, presented information on the 2016-2017 budget process. Members' questions were addressed.

8. School Renewal Plan

David Wright, Superintendent of Business, provided a power point presentation on the School Renewal Plan and reviewed the timetable of the plan. Information is available on the Board's website www.lakeheadschoools.ca under School Renewal. Members' questions were addressed.

9. Violence in the Workplace Policy 7040

Wayne Bahlieda, Manager of Human Resources, presented the draft policy and procedures. Input is due March 30.

10. Playground Structures Policy 9030

David Wright, Superintendent of Business, presented the draft policy and procedures and highlighted the addition of the Extenuating Circumstances clause to both the policy and procedures. Input is due March 30.

11. PIC Budget Deputation

Members provided input into the 2016-2017 PIC budget deputation. Laura Sylvestere, Chair, and Jennifer Davis, Co-Chair of PIC, will draft the budget deputation and Judy will email to members for their review prior to submission.

Laura Sylvestre, Chair of PIC, noted receipt of an invitation from Karen Wilson, Chair of the Budget Committee, to attend the budget deputation evening on April 5. Laura and Jennifer will present the deputation on behalf of PIC.

12. OPSBA 2016 Achievement Awards Program

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

13. Thunder Bay Regional PIC Symposium

Laura Sylvestre, Chair of PIC, shared information on the 7th Annual Parent Involvement Committee Symposium which will be held in Thunder Bay on Saturday, May 14, 2016 at the Valhalla Inn. Laura Sylvestre, Chair, and Jennifer Davis, Co-Chair of PIC, will attend the conference on behalf of PIC. In addition, five (5) school council representatives will be invited to attend. Judy will email school council chairs to submit their name if they are interested in attending.

14. Alternate Parent Involvement Committee Member on Success Advisory Committee

With the resignation of Jesse Roberts, Community Partner member on PIC, an opening has become available for an alternate member on the Success Advisory Committee. Judy will email PIC members for expressions of interest.

15. Aboriginal Education Advisory Committee Report

Serena Essex, AEAC member, reported that AEAC has been working on their budget submission and are finalizing the after hours telephone message to be translated into the languages of our tuition agreement students. As well, the group received presentations on the School Renewal Plan and the Day Field Trip and Extended Field Trip policies.

16. Special Education Advisory Committee Report

Laura Sylvestre, Chair of PIC, advised that SEAC is working on their budget deputation. SEAC also had presentations on the School Renewal Plan and the Day Field Trip and Extended Field Trip policies. SEAC will be hosting a guest speaker event with Dr. David Tranter. Feedback was provided on the Kindergarten information evening and SEAC are bringing forth ideas for items to give out at next year's event. One suggestion was having a business card made up with contact information for SEAC. The work plan was also reviewed. SEAC are currently seeking a temporary Vice Chair of the committee. The next SEAC meeting will be held on March 23, 2016.

17. Inquiry from PIC/SEAC Event of November 9, 2015

Trustee Arnone had previously inquired as to the ratio of parents to staff at this event. Bruce Nugent, Communications Officer, advised that there were 45 parents and 42 staff in attendance.

18. The next meeting will be held on Monday, May 2, 2016.

19. Adjournment

The meeting adjourned at 7.55 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 MAY 10
Report No. 056-16

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

RE: 2016 to 2024 POLICY REVIEW SCHEDULE

1. Background

- 1.1 Section 5.1 *Identification of Policies Requiring Development and/or Review of Policy 2010 Policy Development and Review* identifies that “Senior Administration prepares an annual plan of action that outlines the process for managing policies for development and for review.”
- 1.2 Section 5.4 states “The Standing Committee considers policies annually for development or review.”
- 1.3 Section 4.1 *Policy Review of Procedures 2010 Policy Development and Review* states “A specified review date will be established for all policies.”
- 1.4 Section 4.2 states “The Standing Committee shall annually review the status of current policies.”

2. Situation

- 2.1 Section 5.5 *Identification of Policies Requiring Development and/or Review of Policy 2010 Policy Development and Review* states “The Standing Committee will recommend all Policies to be reviewed or developed to the Board for approval.”
- 2.2 The 2016 to 2024 review schedule (Appendix A) is attached for the Standing Committee’s consideration.

RECOMMENDATION:

It is recommended that Lakehead District School Board approve the 2016 to 2024 Policy Review Schedule, Appendix A to Report No. 056-16

Respectfully submitted,

IAN MACRAE
Director of Education

ANNUAL POLICY DEVELOPMENT AND REVIEW PLAN				
September 2016 to June 2024				
Year	Policy #	Title	Superintendent	
1 2016-2017	3005	Ontario Student Record	I. MacRae	
	3020	Legal Representation		
	8015	Display of Flags		
		8071	Bullying Prevention and Intervention Prevalent Medical Conditions	C. Kappel
		4005	English Language Learners	S. Pharand
		3010	Fees	D. Wright C.Kappel/ D. Wright
		6070	Video Surveillance	
	7010	Police Record Checks		
	7080	Health & Safety		
	8014	Advertising in the Schools		
	8050	Naming and Opening of New or Consolidated Schools		
2 2017-2018	2010	Policy Development and Review	I. MacRae	
	8080	School Council		
		4045	Environmental	C. Kappel
		6040	Reporting of Children in Need of Protection	
		4022	Prior Learning Assessment & Recognition	S. Pharand
	4023	Prior Learning Assessment & Recognition for Mature Students		
	8011	Use of School Buildings, Facilities and Grounds	D. Wright	
3 2018-2019	3001	Governance	I. MacRae	
	5010	Special Education	C. Kappel	
	6050	Food and Beverage		
		4030	Territorial Student Program – Transportation & Services	S. Pharand
		4035	Board and Lodging – Payment	
		8061	Aboriginal Education Advisory Committee	
	3030	Purchasing	D. Wright	
	8010	Fees for Learning Materials and Activities		
4 2019-2020	3090	Use of Board Logo	I. MacRae	
	8073	Dress Code		
		6061	Administration of Oral Medication	C. Kappel
		6062	Anaphylaxis and Medical Emergency Management	
		4021	Assessment & Evaluation	S. Pharand
		3073	Corporate Credit Card	D. Wright
		3074	Expense & Travel Reimbursement	
	6022	Kingfisher Outdoor Education		

Year	Policy #	Title	Superintendent
5 2020-2021	1020	Equity & Inclusive Education	C. Kappel
	3100	Accessibility Standards For Customer Service	
	4020	Alternative Schools	
	8072	Sexual Orientation & Gender Identity	
	3080	Research	S. Pharand
6 2021-2022	7030	Harassment and Human Rights	D. Wright
	8012	Fundraising in the Schools	
	3095	Student Trustee	I. MacRae
	8091	Use of Volunteers in Schools	C. Kappel
	4010	Program Implementation	S. Pharand
	3040	Transportation	D. Wright
	3060	Leasing of Space	
	3071	Advertising	
	3093	Information Security	
	3096	Information/Communication Technology Use	
7020	Equitable Employment		
8090	Community/Education Partnerships		
7 2022-2023	3094	Electronic Meetings	I. MacRae
	8070	Safe Schools – System Expectations	C. Kappel
	1011	Access to System Programs	S. Pharand
	7060	Staff Training	
	8062	Voluntary Aboriginal Student Self-Identification	
	8065	Voluntary Aboriginal Staff Self-Identification	
	9020	Library Resource Centre	
	3092	Privacy and Information Management	D. Wright
	3070	Allowance for Use of Personal Vehicle	
	6010	Emergency Evacuation and School Closure	
8074	Concussions		
7090	Accommodation in the Workplace		
9010	School Accommodation		
9015	Facility Partnership		
8 2023-2024	3072	Advocacy	I. MacRae
	6020	Extended Field Trip	C. Kappel
	6021	Day Field Trip	
	8020	Access to Schools/Board Premises	
	4040	French Immersion	S. Pharand
	3026	Budget Variance	D. Wright
	3061	Reclamation of Properties	
	3091	Security	
	7011	Teacher Performance Appraisal	
	7040	Violence in the Workplace	
	9030	Playground Structures	

May 10, 2016

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 MAY 10
Report No. 048-16

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

RE: APPROVAL OF STANDING COMMITTEE AND REGULAR BOARD MEETING
SCHEDULE 2016-2017

1. Background

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

2. Situation

- 2.1 The date for the Standing Committee Meeting of December 13, 2016 will be cancelled due to the Winter Break.
- 2.2 The date for the December Regular Board Meeting will be held on December 20, 2016 due to the Winter Break.
- 2.3 The date for the Standing Committee Meeting of March 14, 2017 will be cancelled due to the Spring Break.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2016-2017, as set out in Appendix A to Report No. 048-16.

Respectfully submitted,

DEBORAH MASSARO
Chair



Lakehead
Public
Schools

Your Children Our Students The Future

2016-2017

STANDING COMMITTEE & REGULAR BOARD

SEPTEMBER 2016

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

OCTOBER 2016

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

NOVEMBER 2016

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

DECEMBER 2016

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

JANUARY 2017

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

FEBRUARY 2017

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

MARCH 2017

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

APRIL 2017

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

MAY 2017

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

JUNE 2017

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

First Day of School for Students
Tuesday, August 30 2016

Final Day of School for Students
Friday, June 23, 2017

Holidays

Standing Committee Meetings

Tuesday, September 13, 2016
Tuesday, October 11, 2016
Tuesday, November 8, 2016
Tuesday, January 10, 2017
Tuesday, February 14, 2017
Tuesday, April 11, 2017
Tuesday, May 9, 2017
Tuesday, June 13, 2017

Regular Board Meetings

Tuesday, September 27, 2016
Tuesday, October 25, 2016
Tuesday, November 22, 2016
Tuesday, December 20, 2016
Tuesday, January 24, 2017
Tuesday, February 28, 2017
Tuesday, March 28, 2017
Tuesday, April 25, 2017
Tuesday, May 23, 2017
Tuesday, June 27, 2017

Annual Meeting
Tuesday, December 6, 2016

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 MAY 10
Report No. 055-16

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

RE: POLICY REVIEW – 3026 BUDGET VARIANCE

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 Budget Variance policy was approved for review on the 2015-2016 policy development and review schedule.
- 1.3 On March 24, 2016, the Budget Variance policy and procedures were posted on the board website and distributed to constituent groups for review and comment with input to be received by April 27, 2016.

2. Situation

- 2.1 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.2 Upon final approval, the policy will be distributed according to board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3026 Budget Variance Policy, Appendix A to Report No. 055-16.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
MAY 10, 2016 - DRAFT	
BUDGET VARIANCE POLICY	3026

1. Rationale

On an annual basis Lakehead District School Board establishes its goals, expectations, ~~aspirations~~ and priorities. The budget is a record of decisions made, a mechanism for allocating financial resources and a means of managing activities in a planned and efficient manner. The ongoing management of the annual budget and the financial affairs of the Board require a process to report on a regular basis to Trustees and Senior Administration the actual results of operations in comparison to budget estimates and to establish the process whereby authority is granted to vary from expenditure limits and/or program priorities as established by the budget.

2. Policy

It is the policy of Lakehead District School Board that programs and activities related to the annual delivery of public education shall be governed by allocations approved during the budget process and adopted by the Board as the approved budget for that year. However, it is recognized that there are circumstances that arise during a fiscal period that result in actual revenues and expenditures varying from budgeted amounts.

3. Guidelines

3.1 The purpose of this policy is to ensure that actual activity is governed by the detailed decisions and resource allocations incorporated in the annually approved budget but that flexibility remains to react to actual circumstances which may occur as follows:

- actual enrolment different from projection;
- contracts settled at levels different from those anticipated by budget;
- system staffing is accomplished with experience and qualifications different from estimated;
- new or enhanced grant programs become available during the year;
- assumptions concerning general economic performance, such as inflationary trends and interest rates, differ from actual rates experienced; and/or
- other specific reasons for variation from budget.

3.2 Administration shall report projected budget variances during the school year as follows:

- each fall, when enrolment numbers are determined; and
- mid-way through the school year.

3.3 An annual report of variances between the approved budget and actual performance, as defined by the August 31 audited financial statements, shall be presented.

BUSINESS AND BOARD ADMINISTRATION	3000
MAY 10, 2016 - DRAFT	
BUDGET VARIANCE PROCEDURES	3026

1. Policy

It is the policy of Lakehead District School Board that programs and activities related to the annual delivery of public education shall be governed by allocations approved during the budget process and adopted by the Board as the approved budget for that year. However, it is recognized that there are circumstances that arise during a fiscal period that result in actual revenues and expenditures varying from budgeted amounts.

2. Definitions

2.1 Administration

In the context of this policy, administration includes the Director of Education, Superintendents and Managers.

2.2 ~~Executive~~ **Director's** Council

~~Executive~~ **Director's** Council is a committee comprised of the Director of Education and the Superintendents.

2.3 Audit Committee

The Audit Committee is a committee of the Board appointed in accordance with ~~3025 Audit Committee Terms of Reference Policy~~ **Ontario Regulation 361/10 Audit Committees**.

2.4 Board

In this policy, Board refers to the Trustees acting in their capacities of elected officials in accordance with the Education Act.

3. Implementation Procedures

3.1 Approvals

In recognition of the necessity to react to actual reasons for variance from approved budgets, the following procedures shall be employed:

3.1.1 ~~Executive~~ **Director's** Council will meet on a regular basis and review ongoing operational and financial issues. ~~Executive~~ **Director's** Council will manage the variances that occur within the overall framework of the budget as they consider necessary.

3.1.2 Administration will seek approval from the Board to vary from the approved budget in the following circumstances:

BUSINESS AND BOARD ADMINISTRATION	3000
MAY 10, 2016 - DRAFT	
BUDGET VARIANCE PROCEDURES	3026

- a change in policy affects the budget;
- the parameters are changed for delivery of a program previously approved by the Board;
- there is a change of direction or budget focus;
- new or additional discretionary funds are received;
- a variance from budget will materially impact upon the financial position of the Board.

3.1.3 With the approval of administration, and in keeping with established practice, variances in class supplies and equipment budgets at the school level may be transferred to the subsequent fiscal period.

3.1.4 In circumstances where new or enhanced grant programs are available which would involve additions to approved program delivery and/or expenditure on supplies and equipment, and utilization of available grant funds is required within time frames which prohibit prior Board approval, the following will apply:

3.1.4.1 If an expenditure would be offset completely by additional revenue, and represents no additional cost in future years because of program continuation or additional administrative or maintenance costs, the prior approval of ~~Executive~~ **Director's** Council is required and notification to the Board will be a part of the periodic interim report.

3.1.4.2 If an expenditure, net of additional revenue, results in additional continuing costs in subsequent years, the prior approval of the Board shall be obtained.

3.2 Variance Analysis

3.2.1 In instances where over-expenditure has resulted from increased grants or other revenues, variance analysis will encompass the revenue portions of the budget as they relate directly to expenditures.

3.2.2 Budget variance analysis is not limited to expenditures. Enrolment-based grant revenues are to be reviewed, and variances from initial estimates projected. Reductions in grant revenue due to declines in enrolment, or other causes, will require appropriate system-wide adjustments in order to match system expenditure with projected system revenue.

3.2.3 Detailed variance analysis incorporated in the year-end report will be based on the following threshold amounts:

BUSINESS AND BOARD ADMINISTRATION	3000
MAY 10, 2016 - DRAFT	
BUDGET VARIANCE PROCEDURES	3026

Decision Unit Total Budget	Variance Threshold
500,000 - 2,000,000	5%
2,000,000 - 10,000,000	100,000
Over 10,000,000	200,000

3.2.4 Administration will provide such additional, specific variance analyses as required by the Audit Committee or the Board.

4. 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>
Procedures 3025, "Audit Committee Terms of Reference" Ontario Regulation 361/10 Audit Committees	November 1990 <u>Date Revised</u> June 24, 2003 Reviewed by _____	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2016 MAY 10
Report No. 057-16

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

RE: APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY
COMMITTEE (SEAC)

1. Background

- 1.1 According to Reg. 464/97 of the Education Act, the Board must establish a Special Education Advisory Committee.
- 1.2 At the Inaugural Board Meeting on December 2, 2014, Lakehead District School Board approved nine local associations/organizations for membership and six alternates to the Special Education Advisory Committee for the next four year term.

2. Situation

Dilico Anishinabek Family Care has submitted a nomination for Wilma Kleynendorst to be a member of the Special Education Advisory Committee.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Wilma Kleynendorst as member to the Special Education Advisory Committee representing Dilico Anishinabek Family Care for the term ending November 30, 2018.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education