



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, April 10, 2018**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

Marg Arnone  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 p.m. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. <b>COMMITTEE OF THE WHOLE - Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations/Presentations		
6.1 Crestview Public School - <i>Student Driven Anti-Bullying Campaign</i>	C. Kappel	1-3
7. Approval of Minutes		
7.1 Standing Committee Meeting - February 13, 2018	M. Arnone	4-8
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**

**MATTERS NOT REQUIRING A DECISION:**

9.	Information Reports		
9.1	Literacy/Numeracy (031-18)	S. Pharand	9-12
9.2	2018 Municipal Election – Alternative Voting Methods for Elections (033-18)	I. MacRae	13-14
9.3	Special Education Advisory Committee Meeting Minutes - February 21, 2018	C. Kappel	15-18
10.	First Reports		

**MATTERS FOR DECISION:**

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Policy Review – 8012 Fundraising in the Schools (029-18)	D. Wright	19-34
	<i>It is recommended that Lakehead District School Board approve 8012 Fundraising in the Schools Policy, Appendix A to Report No. 029-18.</i>		
13.2	Policy Review – 8050 Naming and Opening of New Or Consolidated Schools (030-18)	D. Wright	35-39
	<i>It is recommended that Lakehead District School Board approve 8050 Naming and Opening of New or Consolidated Schools Policy, Appendix A to Report No. 030-18.</i>		
13.3	Policy Review – 8080 School Council (032-18)	I. MacRae	40-61
	<i>It is recommended that Lakehead District School Board approve 8080 School Council Policy, Appendix A to Report No. 032-18.</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.



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**COMMITTEE OF THE WHOLE – Closed Session**  
**7:00 p.m. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - February 13, 2018	M. Arnone	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Property Matter	D. Wright	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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

**LAKEHEAD DISTRICT SCHOOL BOARD**



## Celebrating Student Achievement

School: Crestview Public School

Title of Initiative: Student Driven Anti-Bullying Campaign

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	The decision was made to implement a school wide "Anti-Bullying" program that would be delivered to each of the classrooms in our school by the Grades 7/8 Leadership Team. In addition, "newscast" style videos would be shared with the Crestview Public School community via Facebook and Twitter. The leadership team would use a combination of drama, green screen technology, and live presentations to develop and deliver their messages.
2. Rationale for selecting the initiative	The rationale for the "Anti-Bullying" campaign came from three areas: 1) early in the year, it was clear through the incidents brought to the office and discussions with supervisors that students did not have a clear understanding of "bullying"; 2) students needed a skillset to appropriately handle possible incidents of bullying; and 3) opportunities for role play have been shown to create empathy and reduce incidences of bullying behaviour.
3. Intended outcomes of the initiative related to improved student achievement	The safer and more welcomed at school a student feels, the greater their ability is to learn. Our goal was to reduce incidences of bullying in our school to zero and allow each student to feel welcomed and safe at all times at Crestview.
4. Description of the data used	Data from the most recent climate survey at Crestview supported the need for an Anti-Bullying Program. <ul style="list-style-type: none"> <li>• I have witnessed VERBAL bullying at my school. <ul style="list-style-type: none"> <li>• 51.4% responded yes ranging in the sometimes to always categories</li> </ul> </li> <li>• I have experienced VERBAL bullying at my school. <ul style="list-style-type: none"> <li>• 37.8% responded yes ranging in the sometimes to always categories</li> </ul> </li> <li>• I have witnessed PHYSICAL bullying at my school. <ul style="list-style-type: none"> <li>• 31.1 responded yes ranging in the sometimes to always categories</li> </ul> </li> <li>• I have experienced PHYSICAL bullying at my school.</li> </ul>

	<ul style="list-style-type: none"> <li>• 16.3% responded yes ranging in the sometimes to always categories</li> <li>• I have been bullied through social media. <ul style="list-style-type: none"> <li>• 21.7% responded yes ranging in the sometimes to always categories</li> </ul> </li> </ul>
5. <b>Brief</b> description of the significant activities or strategies involved with the initiative	<ul style="list-style-type: none"> <li>• Grades 7 and 8 students lead classes in themed monthly anti-bullying awareness activities.</li> <li>• Use of green screen technology to project unlimited backgrounds and scenery.</li> <li>• Link to literature through read alouds.</li> <li>• Involve community through newsdesk style Facebook reports on monthly themes.</li> <li>• Use of drama to allow students an opportunity to practice new skills.</li> <li>• Follow up activities ideas provided for teachers to use in their classes.</li> </ul>
6. <b>One or two</b> highlights of the above activities	<p>Initially, the attention we received from the media was a little surprising. In addition to making the local news, the leadership team did a prime time, 11 minute, live interview on the CBC News Network with Carole MacNeil.</p> <p>A second highlight has been the teamwork, creativity and ingenuity that the leadership team has shown in creating the monthly themes and the team’s full commitment to the goals of the project.</p>
7. Description of any unexpected results or “moments of serendipity” related to the initiative	<p>An unexpected result of this initiative was the maturity the Grades 7/8 Leadership Team has displayed with the program. They have taken their responsibility as role models very seriously and have demonstrated their leadership at every level throughout the school, not just when delivering the program, but each and every time they interact with others.</p> <p>The use of technology to create the newscasts and in school presentations has created a lot of positive spin offs. Students on the leadership team have begun using the green screen app and technology to demonstrate their own learning. In addition, other classes have asked for the students for help using the green screen to make their own creative videos. The use of the technology is spreading throughout our school and allowing the students at Crestview no limit to their creativity.</p>
8. Description of <b>one or two</b> interesting findings that would be useful or helpful to other schools	<p>It would be worth sharing the monthly themes and program delivery format with other schools. The initiative has been working. The reduction in incidents of bullying behaviour has been significant over the past four months.</p>

	Month	# of Bullying Incidents at Office	# of Different Students Involved
	September	9	6
	October	13	7
	<b>November*</b>	6	5
	December	1	1
	January	1	1
	February	2	1
	<p>* Anti-Bullying Program Started in November</p> <p>In addition, the program has created real role models out of the senior students. They are more aware of their behaviour inside the school, especially around the younger students whom they present to on a monthly basis. As we all know, the younger students imitate the behaviour of the older students.</p>		
<p>9. Identification of <b>one or two</b> noteworthy hurdles or stumbling-blocks</p>	<p>A hurdle that needs to be considered before starting a program like this is student buy in. Students need to know that what they are doing is important and that they play a significant role in the creative development of the program. Student parts are not scripted, they volunteer for their roles and develop their own dramatic scripts only after they have had input into the theme of the month. It is impossible to have a successful student lead initiative if you do not have full student participation.</p>		
<p>10. Next steps in pursuing the initiative</p>	<p>There are two months left in the year. The next two themes are going to be decided upon and delivered entirely by the leadership team. The staff supervisor, with full student input, decided the initial outline of topics. Students will now take what they have learned about the program and finish it off with what they feel is still needed for the students at Crestview.</p>		
<p>11. Lessons learned about the school's efforts to improve student achievement</p>	<p>What we've learned:</p> <p>1) Improving student achievement is not always about teaching a perfect lesson. Sometimes it is more about preparing students to be able to learn. Our climate survey indicated that students did not always feel accepted by their peers at Crestview. Implementing a year long program, where the goal is to create a safer and more welcoming learning environment, helps to support higher student achievement.</p> <p>2) Student engagement and creativity is at an all-time high when they are given leadership roles and allowed the opportunity to develop their ideas independent of adult direction.</p>		

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2017 FEB 13  
7:30 p.m.

**TRUSTEES PRESENT:**

Marg Arnone (Chair)  
Ellen Chambers  
Deborah Massaro  
Jack Playford

Trudy Tuchenhagen  
Karen Wilson  
Lahama Naeem (Student Trustee)

**TRUSTEES ABSENT, WITH REGRET:**

Ron Oikonen  
George Saarinen

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Sherril-Lynne Pharand, Superintendent of Education

**FEDERATION/UNION REPRESENTATIVES:**

Jim Desaulniers, Manager

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Wilson

Seconded by Trustee Tuchenhagen

*"THAT the Agenda for Standing Committee Meeting, February 13, 2018 be approved."*

**CARRIED**

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Massaro

Seconded by Trustee Chambers

*“THAT we resolve into Committee of the Whole – Closed Session with Trustee Arnone in the Chair to consider the following:*

- *Confirmation of Committee of the Whole – Closed Session Minutes*
  - *November 14, 2017*
- *Legal Matter*
- *Finance Matter*
- *Finance Matter*

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Wilson

Seconded by Trustee Tuchenhagen

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, January 9, 2018.”*

CARRIED

5. Business Arising From Minutes

Chair Arnone requested a correction to the Minutes of Standing Committee Meeting – January 9, 2018 under Information and Inquiries 8.2 that she attended the International Baccalaureate graduation ceremony and not Trustee Tuchenhagen as mentioned in the minutes.

MATTERS NOT REQUIRING A DECISION:

6. 2018 Municipal Elections – Trustee Determination and Distribution (019-18)

Ian MacRae, Director of Education, introduced Bruce Sauder, Administrative Services Supervisor, who presented the report.

7. Transition Committee Updates – Westgate Collegiate and Vocational Institute/Superior Collegiate and Vocational Institute and Agnew H. Johnston Public School/Edgewater Park Public School (022-16)

Sherri-Lynne Pharand, Superintendent of Education, introduced David Isherwood, Principal of Sir Winston Churchill Collegiate and Vocational Institute, Coral Szyszka, Principal of Westgate Collegiate and Vocational Institute, Michelle Probizanski, Principal of Superior Collegiate and Vocational Institute, Maureen Abbott, Principal of Agnew H. Johnston Public School and Vicki Shannon, Principal of Edgewater Public School who presented the report. All trustees' questions were addressed.

8. Parent Involvement Committee Meeting Minutes – November 20, 2017

Ian MacRae, Director of Education, presented the November 20, 2017 meeting minutes for information.

9. Aboriginal Education Advisory Committee Meeting Minutes – November 16, 2017

Sherri-Lynne Pharand, Superintendent of Education, presented the November 16, 2017 meeting minutes for information. All trustees' questions were addressed.

10. Special Education Advisory Committee Meeting Minutes – December 13, 2017

Sherri-Lynne Pharand, Superintendent of Education, presented the December 13, 2017 meeting minutes for information on behalf of Colleen Kappel, Superintendent of Education.

11. Special Education Advisory Committee Meeting Minutes – November 15, 2017

Sherri-Lynne Pharand, Superintendent of Education, presented the November 15, 2017 meeting minutes for information on behalf of Colleen Kappel, Superintendent of Education.

12. Special Education Advisory Committee Meeting Minutes – October 18, 2017

Sherri-Lynne Pharand, Superintendent of Education, presented the October 18, 2017 meeting minutes for information on behalf of Colleen Kappel, Superintendent of Education.

13. Special Education Advisory Committee Meeting Minutes – September 20, 2017

Sherri-Lynne Pharand, Superintendent of Education, presented the September 20, 2017 meeting minutes for information on behalf of Colleen Kappel, Superintendent of Education.

MATTERS FOR DECISION:

14. Policy Review – 4022 Prior Learning Assessment and Recognition (020-18)

Moved by Trustee Playford

Seconded by Trustee Massaro

*“THAT Lakehead District School Board approve 4022 Prior Learning Assessment and Recognition Policy, Appendix A to Report No. 020-18.”*

CARRIED

15. Policy Review – 4023 Prior Learning Assessment and Recognition for Mature Students (021-18)

Moved by Trustee Chambers

Seconded by Trustee Wilson

*“THAT Lakehead District School Board approve 4023 Prior Learning Assessment and Recognition for Mature Students Policy, Appendix A to Report No. 021-18.”*

CARRIED

16. Approval of Appointments to the Special Education Advisory Committee (SEAC) (015-18)

Moved by Trustee Playford

Seconded by Trustee Massaro

*“THAT Lakehead District School Board approve the appointment of Laura Sylvestre as representative for Child and Community Services, and Miranda Myers as representative for FASIN as members to the Special Education Advisory Committee for the term ending November 30, 2018.”*

CARRIED

17. Information and Inquiries

17.1 Trustee Arnone reported that she, Director MacRae, Superintendent Pharand and Superintendent Kappel attended the 2017 United Way Campaign Celebration & Awards on February 13 at the Victoria Inn. Trustee Arnone was pleased to mention that Lakehead Public Schools received six participation awards.

17.2 Director MacRae introduced Bruce Nugent, Communications Officer, who reported that Kingsway Park Public School’s Open House would be taking place on February 22 from 6:00 to 8:00 p.m. and the Grand Opening would be held on February 23 at 2:00 p.m. with MP Bill Mauro in attendance.

17.3 Director MacRae reported that he attended the Music from the Heart presentation hosted by Sir Winston Churchill Collegiate and Vocational Institute’s music students on February 12 at the Urban Abbey.

18. Adjournment

Moved by Trustee Tuchenhagen

Seconded by Trustee Wilson

*"THAT we do now adjourn at 8:28 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

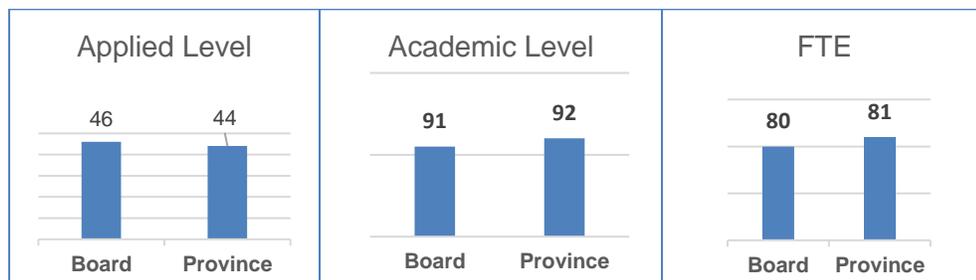
2018 APR 10  
Report No. 031-18

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

RE: LITERACY/NUMERACY

1. Background

- 1.1 Lakehead District School Board is committed to ensuring the success of every student. A comprehensive Kindergarten – Grade 12 literacy plan and Kindergarten – Grade 10 numeracy plan focused on improved student achievement reflects this commitment.
- 1.2 The literacy plan is grounded in the three pillars of the Lakehead District School Board’s Strategic Plan, specifically in learning by supporting students at all grade levels to be able to comprehend and use language to think about ideas, forming opinions and supporting their thinking both orally and in writing.
- 1.3 The numeracy plan is grounded in the three pillars of the Lakehead District School Board’s Strategic Plan: Learning, Environment and Engagement.
- 1.4 Board success rates for the 2017 Ontario Secondary School Literacy Test (OSSLT) decreased by one percent. Results for fully participating first time eligible students is 80%. Students in applied English courses out-performed the province by two percent.



- 1.5 Board success rates for secondary math based on credit accumulation in Grades 9 and 10 academic and applied mathematics classes:

Grades 9 and 10 Math Credit Accumulation

	2017-2018 (Sem1)%	2016-17 %	2015-16 %
Applied Gr. 9	90	91	87
Academic Gr. 9	97	100	97
Applied Gr. 10	79	87	82
Academic Gr. 10	98	98	98

2. Situation

The following Ministry and Board funded staff and projects support the learning for the 2017-2018 school year with a focus on literacy and numeracy:

- Board Funded
  - elementary resource teacher (literacy); and
  - secondary literacy lead in each secondary school.
- Joint Board and Ministry Funded
  - School-based Improvement Planning:
    - Kindergarten to Grades 8-9 (numeracy);
    - Grades 7-10 Literacy and Grades 7-10 Numeracy Professional Learning Groups (PLGs); and
    - Grade 9 applied math professional learning sessions.
  - French resource teacher (K-12).
- Ministry Funded:
  - Early Years Lead (literacy and numeracy);
  - Student Success Lead;
  - Elementary Resource Teacher (numeracy);
  - Secondary Resource Teacher (literacy and numeracy);
  - Renewed Math Strategy: Elementary Math Resource Teacher;
  - Renewed Math Strategy: Elementary Increased/Intensive School Support Math Resource Teacher;
  - Connecting Anishinaabe and Western Ways of Knowing Mathematics;
  - K-4 math pilot project;
  - Ontario Focused Intervention Program (OFIP);
  - Achieving Excellence in Applied Courses Renewed Math Strategy;
  - Homework Help Initiative (HHI); and
  - Technology Enabled Learning and Teaching (TELT).

### 3. Current Practice

3.1 Collaboration among classroom teachers, administrators and program staff continues to support student learning through a focus on:

- analyzing student work to determine student needs and responding to those needs with effective literacy and numeracy instruction using various strategies;
- exploring ways to engage and support reluctant and struggling readers and writers;
- providing tutors in schools with professional learning opportunities that support effective literacy and numeracy practices;
- using a collaborative approach in cross panel teams to identify student literacy needs, based on assessment information and determine effective instructional approaches to improve student learning;
- supporting at-risk learners in literacy and numeracy by working with staff toward culturally responsive and relevant strategies and resources; and
- supporting staff (Grades 7-10) in preparing students for EQAO assessments.

3.2 Technology is used to support learning by:

- providing a variety of digital tools to develop, document and respond to student thinking;
- increasing use of technology to support assessment, literacy and global competencies;
- providing WinBooks in secondary communication classes;
- enhancing anytime/anywhere learning; and
- increasing the use of technology such as D2L, Remind 101, Seesaw, and classroom websites, to increase parent engagement in their child's learning.

3.3 K-12 student and staff supports for literacy and numeracy include:

- Kindergarten to Grade 8, school-based and system supported PLGs focused on improving student learning in mathematics;
- Grades 7-10 PLGs that are supported through the Gap Closing for Literacy Grades 7-12 ministry grant;
- further use of Benchmark Assessment System (BAS) (reading assessment tool);
- Sandra Herbst, consultant, facilitating professional learning sessions for educators Grades 6-12;
- introduced use (K-12) of Collaborative Analysis of Student Math Thinking (CASMT) to analyze student work with an emphasis on next steps;
- Grades 3-6 teachers working with Dr. Alex Lawson's team, Lakehead University;
- New Teacher Induction Program (NTIP);
- EQAO preparation work and professional development; and
- Tutors in the Classroom.

4. Next Steps

Continue to offer elementary and secondary professional development with student needs informing all decisions by:

- expanding the use of the BAS for reading assessment purposes;
- expanding the use of Leveled Literacy Intervention (LLI) kits for early intervention within the classroom;
- examining outcomes of pilot projects and make decisions about expansions based on impact and funding;
- embedding effective use of technology into professional learning related to literacy;
- continuing to focus on positive transitions from elementary to secondary; and
- continuing to provide collaborative opportunities for staff to co-plan and observe lessons for the purpose of aligning instruction to support student needs.

5. Conclusion

Improving student achievement and well-being continues to be the focus of all of our programs and training at Lakehead District School Board. Through instruction that responds to current student strengths and needs, Lakehead District School Board will continue to support the development of high levels of literacy and numeracy for all students.

Respectfully submitted,

KATHLEEN ANDREWS  
Secondary Instructional Coach

INGA ANDERSON FOSTER  
Elementary Resource Teacher

NICOLE WALTER ROWAN  
Program Coordinator

JANE LOWER  
Student Success Lead

DONICA LEBLANC  
Supervising Principal - Early Learning Lead

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2018 APR 10  
Report No. 033-18

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

RE: 2018 MUNICIPAL ELECTION – ALTERNATIVE VOTING METHODS FOR ELECTIONS

1. Background

- 1.1 Lakehead District School Board is responsible for conducting the election of trustees for the co-terminus school boards within the Province of Ontario localities (area without municipal organization).
- 1.2 Ontario Municipal Elections Act Section 42 states that the council of a local municipality may pass a by-law on or before May 1 in the year of the election to authorize “electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote”.
- 1.3 Lakehead District School Board used the “vote by mail” alternative voting method for the past five trustee elections.
- 1.4 Administration has determined that the alternative voting method is more cost-effective and results in a greater level of participation than traditional methods.

2. Situation

With the merger of Armstrong, Auden, Collins and Ferland school areas, the need to use an alternative voting method is required to effectively conduct the trustee elections. A new by-law must be passed to authorize the use of an alternative voting method for the 2018 municipal election.

3. Conclusion

As a result of the merger with the District School Authorities, at the next Regular Board meeting, a report will come forward to:

- 3.1 rescind By-Law 108 authorizing the use of an alternative voting method for the 2014 election of trustees; and
- 3.2 adopt a new by-law authorizing the use of an alternative voting method for the election of trustees for the Province of Ontario localities - Auden, Armstrong, Collins, Ferland, and Lakehead (areas without municipal organization).

Respectfully submitted,

BRUCE SAUDER  
Administrative Services Supervisor

IAN MACRAE  
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2018 FEB 21

**MEMBERS PRESENT:**

Kelly Matyasovszky (Vice Chair)  
Danielle Miller  
Jennifer Bean  
Angela Hill  
Wilma Kleynendorst

Trustee Marg Arnone  
Trustee George Saarinen  
Cory Koski  
Mike Otway  
Ron Gernat

**OTHERS PRESENT:**

Colleen Kappel  
Lori Carson

Leslie Hynnes, *Presenter*

**ABSENT:**

Laura Sylvestre (Chair)  
Liz Tod  
Judy Kay

Martha Mawakeesic  
Jen Bertoni

1. **Call to Order**

Kelly Matyasovszky, Vice Chair of SEAC, called the meeting to order at 6:01 p.m.

2. **Approval of the Agenda**

Moved by Trustee George Saarinen

Seconded by Wilma Kleynendorst

*“THAT the agenda for the February 21, 2018 SEAC meeting be approved.”*

**CARRIED**

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1. **2018-2019 Budget Presentation**

On behalf of David Wright, Superintendent of Business, Colleen Kappel, Superintendent of Education, shared the 2018-2019 budget presentation including the 2018-2019 budget process and comparisons related to the 2016-2017 special education budget actuals and the 2017-2018 special education budget estimates. Questions from members were addressed.

4.2. Equity Update

Leslie Hynnes, Education Officer, highlighted updates related to equity as outlined in her presentation. Key items shared included:

- members of the Equity and Inclusive Education Working Group;
- programs supporting work at schools and the board;
- an overview of the Harmony Movement;
- upcoming YEDI conference scheduled for May 2, 2018;
- connections to the community;
- equity and inclusive implementation network;
- the Ontario Education Equity Action Plan including action areas;
- culturally relevant and responsive pedagogy; and
- equity continuum for transformation in schools and classrooms.

All questions were addressed and Ms. Hynnes was thanked for her presentation.

5. Approval of the Minutes

Item 5 will be amended to reflect Ron Gernat as the mover of the December 13, 2017 minutes.

Moved by Ron Gernat

Seconded by Trustee George Saarinen

*“THAT the minutes of the January 17, 2017 SEAC meeting be approved as amended.”*

CARRIED

6. Business Arising From the Minutes

6.1. Parent Engagement Session

Lori Carson, Special Education Officer shared that LDSB has booked Dr. Kristen McLeod for two, half day sessions at which she will share a presentation on Trauma. Members were also invited to attend. Ms. Carson will send out details of the event to SEAC members.

Dr. McLeod has also agreed to give a present on trauma at a parent engagement session March 1 or 2, 2018. At this time a date has not been confirmed. Due to the short time frame in providing notification to parents, schools and the community, if we are unable to confirm by Friday, February 23, 2018 which date Dr. McLeod is available, the parent engagement session will be postponed to a later date.

Options to host a parent engagement session focused on accommodations will continue to be explored.

7. Correspondence

The correspondence folder was circulated for members perusal.

8. Advocacy Tracking

The advocacy tracking template was circulated for member completion.

9. New Business

9.1. Kindergarten Registration Evening – February 5, 2018

Kelly Matyasovszky, Vice Chair of SEAC, noted several SEAC members attended the Kindergarten Registration evening on February 5, 2018. Colleen Kappel, Superintendent of Education, noted the evening was well received with good SEAC presence. Danielle Miller noted the event provided a wide range of information and was beneficial to parents who attended.

9.2. 2018-2019 Budget Deputation

Kelly Matyasovszky, Vice Chair of SEAC, advised a draft budget deputation submission was included in the meeting package and requested members' feedback.

Cory Koski shared information regarding a life skills initiative at Kingsway. Discussion ensued with suggestion that this type of program should be inclusive of all students. Members agreed to include a recommendation to "*support experiential learning and life skills opportunities for all students*" in the budget deputation submission. Additional suggestions to be included in the budget deputation submission can be submitted to Robin Orr by March 16, 2018.

9.3. SEAC Membership Update

Colleen Kappel, Superintendent of Education, noted that FASIN has submitted an application for a representative to replace Judy Fay on SEAC. A report was submitted to the Board of Trustees to request approval of the application.

9.4. Success Advisory Committee Member

Kelly Matyasovszky, Vice Chair of SEAC, asked members if anyone is interested in assuming Laura Sylvestre's role on the Success Advisory Committee to contact Robin Orr. The next Success Advisory Committee Meeting is scheduled for March 1, 2018.

9.5. Name the New School

Colleen Kappel, Superintendent of Education, advised that The New School Naming Committee is accepting suggestions for the name of the new elementary school until February 28, 2018. Information about the process and submission are being managed through Survey Monkey. Robin Orr will email the link to members.

10. Policies Currently Under Review

Colleen Kappel, Superintendent of Education, advised members that policy 8050 Naming and Opening of New or Consolidated School, and 8080 School Council have been released for constituent input with feedback due by March 28, 2018. It was agreed SEAC will not provide input into these policies; however, individuals who would like to provide feedback can find these policies on the LPSB website.

11. Information/Inquiries & Association Reports

There were no information, inquiries or association reports tabled.

12. Status of SEAC Budget

Kelly Matyasovszky, Vice Chair of SEAC, noted there has been no change in the SEAC budget which remains at \$4,628.75.

13. Board Update

Trustee Marg Arnone provided highlights on the following meeting:

- January 23 Regular Board Meeting
  - Ontario Public School Boards' Association Report;
  - Audit Committee Report;
  - Health and Safety Program Semi-Annual Report;
  - Early Learning Report;
  - Establishment of the 2018-2019 Budget Committee; and
  - Appointments to SEAC.
- February 13 Standing Committee Meeting
  - Items addressed included:
    - 2018 Municipal Elections – October 22, 2018
    - Transition Committee updates for Westgate / Superior and Agnew H Johnston / Edgewater Park;
    - Policy 4022 Prior Learning Assessment and Recognition;
    - Policy 4023 Prior Learning Assessment and Recognition for Mature Students; and
    - Appointments to SEAC.

14. Adjournment

Moved by Cory Koski

Seconded by Mike Otway

*“THAT we do now adjourn at 7:17 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2018 APR 10  
Report No. 029-18

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

RE: POLICY REVIEW – 8012 FUNDRAISING IN THE SCHOOLS

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 The 8012 Fundraising in the Schools Policy was last revised on June 26, 2012.
- 1.3 At the May 24, 2016 Regular Board Meeting, 8012 Fundraising in the Schools Policy was approved for review during the 2020-2021 school year as part of the policy development and review cycle.
- 1.4 At the November 14, 2017 Standing Committee meeting, trustees approved the recommendation to move 8012 Fundraising in the Schools Policy from 2020-2021 to the 2017-2018 school year to align with audit recommendations.
- 1.5 On December 6, 2017, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment, with input to be received by January 24, 2018.
- 1.6 Administration presented the draft policy and procedures at the Success Advisory Committee meeting on January 11, 2018, and at the Parent Involvement Committee meeting January 22, 2018.

2. Situation

- 2.1 There was no other constituent input received.
- 2.2 The 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 8012 Fundraising in the Schools Policy, Appendix A to Report No. 029-18.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

**SCHOOL-COMMUNITY RELATIONS****8000****DRAFT – February 13, 2018****FUNDRAISING IN THE SCHOOLS POLICY****8012**1. Rationale

Schools are continually striving to provide the best learning environment and opportunities for their students. It is recognized that some school fundraising projects and donations from parents and the school community go beyond money to reflect the collaborative efforts of teachers, students, parents and the school community. Lakehead District School Board recognizes both the contributions to the community and to school spirit made by students, and the growth and learning experienced by students when they are actively involved in fundraising for community and school projects. Funds raised for school purposes will not be used to replace public funding for education but rather should enhance programs and support school initiatives.

2. Policy

It is the policy of Lakehead District School Board to support a variety of fundraising activities. Fundraising may be defined as the direct solicitation of funds or goods through sponsorship activities, athletics, the sale of products through vending machines or canvassing, and the sale of tickets for raffles. The purposes for which funds are collected should at all times demonstrate the values and mission endorsed by the Board. Fundraising activities should support student achievement.

3. Definitions3.1 School Generated Funds

School generated funds are funds that are raised and collected in the school or broader community in the name of the school by school councils or other school or parent administered groups. These funds are administered by the school principal, and are raised or collected from sources other than the Board's operating and capital budgets.

**SCHOOL-COMMUNITY RELATIONS****8000**

DRAFT – February 13, 2018

**FUNDRAISING IN THE SCHOOLS POLICY****8012**3.2 Fundraising

An activity, permitted under Board policy, carried out by the school, or a parent organization associated with a school, to raise money or other resources that is approved by the school principal. Such activities may take place on or off school property.

School Fundraising

Fundraising organized by the students and staff which may impact, in part, on the instructional day. Parents may volunteer to assist.

Parent Organization Fundraising

Fundraising carried out by a parent organization and having minimal or no impact on the instructional day.

3.3 School Community

School community refers to students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

3.4 Charity

An organization or institution engaged in non-profit assistance as defined by the Income Tax Act.

3.5 Community Project

An activity that will promote the educational, philanthropic, or other work for the betterment of the local, regional, national, and world communities.

3.6 Door-to-Door Canvassing

An activity which involves students soliciting donations or sales on a house-to-house basis. Soliciting support from a friend or relative for a particular school or class project is not considered door-to-door canvassing.

4. Guidelines

- 4.1 All fundraising activities have a designated purpose and the proceeds derived will be used for the intended purpose.

**SCHOOL-COMMUNITY RELATIONS****8000****DRAFT – February 13, 2018****FUNDRAISING IN THE SCHOOLS POLICY****8012**

- 4.2 Organizations; e.g. School Councils/Parent Associations, Home and School Association; which are related to the operation of the Board and its schools may engage in fundraising activities provided that the activities have been approved by the principal and that the activities abide by other appropriate policies of the Board. All fundraising activities will respect:
- 4.2.1 the voluntary nature of fundraising activities;
  - 4.2.2 that personal information of staff, students or other individuals is not to be shared without prior consent;
  - 4.2.3 the impact on student and staff time, and school programs;
  - 4.2.4 that activities will be age-appropriate;
  - 4.2.5 that supervision of students and safety precautions are of primary consideration;
  - 4.2.6 school community recommendations regarding the planning and implementation of fundraising activities;
  - 4.2.7 Municipal, Provincial and Federal legislation, and Ministry of Education guidelines and policies;
  - 4.2.8 accounting policies and procedures for fundraising as set out in the procedure guideline for this policy;
  - 4.2.9 that no person, including Board staff or volunteers, will benefit materially or financially from the activity;
  - 4.2.10 that any capital projects supported should be complementary to publicly funded education, not result in an increase in the student capacity of a school, nor result in a significant increase in school or Board operating or capital costs;
  - 4.2.11 that door-to-door canvassing by Lakehead District School Board students is not permitted;
  - 4.2.12 that canvassing by students in public places, i.e. malls, is not permitted;
  - 4.2.13 that soliciting funds by political or commercial agencies is not permitted on the properties of Lakehead District School Board;
  - 4.2.14 that when an event, trip or purchase is cancelled, the proceeds from fundraising cannot be specifically targeted to a student, but shall be used to benefit the school department for which the activity was planned;

**SCHOOL-COMMUNITY RELATIONS****8000****DRAFT – February 13, 2018****FUNDRAISING IN THE SCHOOLS POLICY****8012**

4.2.15 that acceptable uses of fundraising proceeds may include:

- day field trips;
- extended field trips;
- school yard improvement projects;
- upgrades to sporting facilities;
- special co-curricular projects (i.e. graduation, etc.);
- charities;
- community projects;
- special school/class projects;
- extracurricular activities and events (i.e. travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs);
- cost of travel to co-curricular competition;
- student assistance fund;
- supplies, equipment or services which complement items funded by provincial grants;
- guest speakers or presentations;
- ceremonies, awards, plaques, trophies or prizes for students;
- scholarships or bursaries; and
- other activities as approved by the superintendent.

4.2.16 that unacceptable uses of fundraising proceeds may include:

- items funded through provincial grants such as classroom learning materials and textbooks;
- facility renewal, maintenance, or upgrades funded through provincial grants;
- infrastructure improvements which increase the student capacity of a school or are funded by provincial grants;
- goods or services for employees, where such purchases would contravene the Education Act;
- professional development including support for teacher attendance at professional development activities;
- administrative expenses not associated with fundraising activity. Any administrative expenses associated with fundraising activity should be minimized; and
- support for partisan political activity, groups or candidates.

4.2.17 that all equipment purchased from funds derived from fundraising shall become the property of Lakehead District School Board and shall be included in the equipment inventory list of the school. Such equipment will meet system standards.

**SCHOOL-COMMUNITY RELATIONS****8000****DRAFT – February 13, 2018****FUNDRAISING IN THE SCHOOLS POLICY****8012**

- 4.2.18 that in the event of a school closure, school consolidation, or that the equipment purchased through fundraising becomes obsolete, the disposition of these goods will be in consultation with the school council, and the Home and School Association, if applicable;
- 4.2.19 that donors are made aware that cash donations of \$25.00 or more to a school or program of Lakehead District School Board are eligible for a charitable receipt;
- 4.2.20 that any fundraising in support of a local charity be approved by the superintendent of business or designate;
- 4.2.21 that any products used for school fundraising be of good quality and be provided by reputable companies as defined by 3030 Purchasing Policy; and
- 4.2.22 that all resources raised through fundraising activities be used within a two-year period unless approval is granted by the superintendent.

5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Purchasing Policy & Procedures 3030	October 15, 1991  <u>Date Revised</u> June 25, 2002 June 24, 2008 June 26, 2012	

**SCHOOL-COMMUNITY RELATIONS****8000****DRAFT – February 13, 2018****FUNDRAISING IN THE SCHOOLS PROCEDURES****8012**1. Policy

It is the policy of Lakehead District School Board to support a variety of fundraising activities. Fundraising may be defined as the direct solicitation of funds or goods through sponsorship activities, athletics, the sale of products through vending machines, and the sale of tickets for raffles. The purposes for which funds are collected should at all times demonstrate the values and mission endorsed by the Board. Fundraising activities should support student achievement.

2. Implementation Procedures - Planning, Approvals and Communication

- 2.1 Each year the principal, in consultation with students, staff, parents/guardians, and school council, will prepare a School Fundraising Forecast (Appendix A).
- 2.2 If the school has a local home and school association, the fundraising activities of the home and school association shall be part of the School Fundraising Forecast.
- 2.3 The School Fundraising Forecast will be communicated by the principal to the school community.
- 2.4 Adjustments to the forecast during the school year may be made by the principal in consultation with the parents/guardians, staff, students, and school council.
- 2.5 Each school will prepare an annual report on school-generated funds. Annually (no later than October 31 of the following year) the principal will submit to the school community a school generated funds financial report on how proceeds from fundraising, fees and corporate donations are used. Each school will determine the best format and communication vehicle for their school community (i.e. newsletter, posting on school website).

3. Accounting System3.1 Bank Accounts

- 3.1.1 One central bank account, hereafter referred to as the school generated funds bank account, shall be established for internal school fundraising including those fundraising activities undertaken by school parent associations and school councils. All transactions (receipts and disbursements) shall be made through this school generated funds bank account.
- 3.1.2 The principal plus two other staff members, normally the vice principal and business secretary, shall be authorized to sign cheques drawn on the school generated funds bank account. Two signatures shall be required, one being the principal or vice principal.

**SCHOOL-COMMUNITY RELATIONS****8000****DRAFT – February 13, 2018****FUNDRAISING IN THE SCHOOLS PROCEDURES****8012**

- 3.1.3 Secondary schools will maintain their accounts with the Board's bank. All deposits will be forwarded to the bank, together with other Board funds, using the courier service designated by the Board.
- 3.1.4 Elementary schools are encouraged to maintain their accounts with the Board's bank in order to secure reduced bank fees and streamline reporting.
- 3.2 Investments
- 3.2.1 Lakehead District School Board will invest funds determined to be surplus to cash flow requirements according to Education Act Regulations (O.Reg 41/10).
- 3.2.2 In the event school generated funds are to be invested, the principal will submit the request to the finance department as outlined in the investment practices of the Board.
- 3.3 Bookkeeping Requirements
- 3.3.1 All schools will use the common software provided by the Board to create and maintain the school fundraising deposits, cheques, records and reports.
- 3.3.2 A standard chart of accounts will be supplied by the finance department.
- 3.3.3 A separate category may exist for school council and parent/teacher association (PTA) fundraising activities. This will permit school councils and PTAs to conduct their activities using the school fundraising bank account while retaining control over their fundraising and expenditures and preparing their monthly association reports.
- 3.3.4 Receipts and disbursements shall be approved and processed in a timely manner according to Board policies and practices.
- 3.3.5 Cheques are to be produced electronically using the features provided in the system.
- 3.3.6 Bank reconciliations shall be prepared monthly along with other reports as outlined in practices and are to be reviewed and signed by the principal.
- 3.3.7 Schools will conform to the school generated funds practices issued by the finance department.

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3.4 Reporting Requirements

3.4.1 In accordance with the Public Sector Accounting Board guidelines and Ministry directive, the results of all school fundraising activities shall be included in the Board’s annual consolidated financial statements.

3.4.2 The year-end rollover procedures are to be completed as directed by the finance department in accordance with Ministry reporting timelines.

3.4.3 The following reports shall be approved and signed by the principal, and submitted to the supervisor of finance:

- 4.3.1 year end reports 1, 2, and 3;
- 4.3.2 copy of August bank reconciliation; and
- 4.3.3 copy of August bank statement.

3.4.4 Parent associations operating lottery groups in the name of a school will submit a School Fundraising Financial Report (Appendix C) to the principal to be approved and submitted to the supervisor of finance with the school’s year end financial reports.

3.5 Records Retention

Copies of the year end reports and all supporting documentation (bank deposits slips, cheque requisitions, invoices, bank statements, and paid cheques) shall be retained in the school for a period of seven years as required by the Income Tax Act. If a school is closed, the records will be transferred to the Board’s archives.

3.6 Home and School Associations

3.6.1 Parent groups, that are members of the home and school associations, are separate entities and their financial activities are not required to be included in the Board’s financial statements. Consequently, the bookkeeping and reporting requirements do not apply to them with the exception of the requirement contained in section 3.1.2.

3.6.2 Members of the home and school association shall comply with the rules and reporting requirements of the Ontario Federation of Home and School Association.

**SCHOOL-COMMUNITY RELATIONS****8000**

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**FUNDRAISING IN THE SCHOOLS PROCEDURES****8012**4. Cancellations

In the event that an activity for which funds were raised is cancelled, or is terminated, or an individual chooses to withdraw from an activity for which funds were raised, the following conditions will apply:

- 4.1 If the arrangements for the activity are under contract to a commercial organization (i.e. travel agency) the terms and conditions of the contract will apply to the school, parent organization, the participants and their parents or guardians.
- 4.2 Advance payments or deposits made by a student or parent toward the individual students projected personal cost of participation will be refunded according to the following criteria:
- 4.2.1 The refundable portion will be calculated taking into account non-refundable deposits, cancellation fees, and any other non-recoverable expenses.
- 4.2.2 No refund to a student or parent will be made if the advance payment or deposit is made through the proceeds of fundraising (sale of chocolate bars, oranges, magazines, tag days, etc.).
- 4.3 In the event that an activity for which funds were raised through fundraising activities, (sale of chocolate bars, oranges, magazines, tag days, etc.) is cancelled or terminated, or a student who has participated in fundraising activities chooses to withdraw from the event, the proceeds from the fundraising events cannot be specifically targeted to a student but will be used to benefit the school department for which the activity was planned.

5. Shortages/Overages5.1 Shortages

Students participating in fundraising activities should not be held responsible for any loss that may be incurred.

5.2 Overages

In the case that the funds raised for an activity exceed the costs, the proceeds will be used to benefit the school event for which the activity was planned.

**SCHOOL-COMMUNITY RELATIONS****8000****DRAFT – February 13, 2018****FUNDRAISING IN THE SCHOOLS PROCEDURES****8012**6. Donations

A donation by an individual student, parent or others in lieu of participating in general fundraising activities is not refundable and will be clearly communicated and indicated as a non-refundable donation on the individual's receipt. All donations, to be eligible for a tax receipt, shall meet the criteria established in the Income Tax Act.

- 6.1 Monetary and non-monetary donations received for the benefit of an individual school, or for the system as a whole, will be accepted. Official tax receipts will be issued by Lakehead District School Board for individual donations of a \$25 value or greater.
- 6.2 Cash donations received for the benefit of an individual school or for the system will be accepted for the following purposes:
- (a) the establishment and/or promotion of scholarships or bursaries;
  - (b) the giving of prizes, exhibitions or rewards to the pupils of Lakehead District School Board;
  - (c) donations to libraries;
  - (d) the purchase of equipment; and
  - (e) the purchase of services or supplies for a program that may not normally be covered by regular budget allocations.
- 6.3 Non-monetary donations may be accepted by the school or responsible system person if the following conditions are met:
- (a) the donated material or goods are appropriate and of use to the school/system;
  - (b) the goods or materials donated to a school, or centrally, will be used or distributed at the discretion of the principal or supervisory officer;
  - (c) donated equipment shall be completely paid for and free of encumbrances. Equipment, when donated and accepted, shall become and remain the property of the Board and can be used for any purpose as determined by the Board, unless a specific agreement is made between the Board and the donor;
  - (d) an independent assessment of the fair market value of the contribution will be obtained or provided, in writing, by the donor, if the donor wishes to receive a receipt for tax purposes; and

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**FUNDRAISING IN THE SCHOOLS PROCEDURES**

**8012**

(e) the principal confirms that the equipment donated provides educational value to the school.

6.4 Issuance of an official tax receipt will be initiated by a school completing “Request for Official Tax Receipt” (Appendix B), and forwarding it to the supervisor of finance.

7. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Purchasing Policy & Procedures 3030	October 1991	
	<u>Date Revised</u> June 25, 2002 June 24, 2008 June 26, 2012	

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Lakehead Public Schools

## REQUEST FOR OFFICIAL TAX RECEIPT

Date: \_\_\_\_\_

ISSUE RECEIPT TO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

DESCRIPTION OF DONATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VALUE OF DONATION: \_\_\_\_\_ (minimum \$25.00)

TYPE OF DONATION:  Monetary  Non-Monetary

How was value of non-monetary donation determined (attach document)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2018 APR 10  
Report No. 030-18

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

RE: POLICY REVIEW – 8050 NAMING AND OPENING OF NEW OR CONSOLIDATED SCHOOLS

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 The 8050 Naming and Opening of New or Consolidated Schools Policy was last revised on November 3, 1992.
- 1.3 At the May 24, 2016 Regular Board Meeting, Naming and Opening of New or Consolidated Schools Policy 8050 was approved for review during the 2016-2017 school year as part of the policy development and review cycle.
- 1.4 On April 4, 2017, trustees approved the deferral of 8050 Naming and Opening of New or Consolidated Schools Policy to the 2017-2018 school year.
- 1.5 On February 14, 2018, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment, with input to be received by March 28, 2018.

2. Situation

- 2.1 There was no other constituent input received.
- 2.2 The 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 8050 Naming and Opening of New or Consolidated Schools Policy, Appendix A to Report No. 030-18.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
<b>DRAFT – January 10, 2017</b>	
<b>NAMING AND OPENING OF NEW OR CONSOLIDATED SCHOOLS POLICY</b>	<b>8050</b>

1. Rationale

The name or re-naming of a school is an event which may create high community interest. The name chosen must be done with the recognition of several factors both present and future. A policy statement is required to ensure both community involvement and commitment as well as a fair and reasonable process.

2. Policy

It is the policy of Lakehead District School Board that the naming of schools be in accordance with the guidelines.

3. Guidelines

3.1 To name a new or consolidated school, or upon receipt of a formal written request to re-name an existing school, the director shall establish an ad hoc committee to make a recommendation to the Board.

3.2 The committee shall be comprised of the superintendent, representatives from the school's staff and students, trustees, and community members.

3.3 The name for a school will be chosen from:

3.3.1 the street on which it is located;

3.3.2 the district which the school serves;

3.3.3 an historical name that once applied to the area; or

3.3.4 the name of a person recognized as having made a significant contribution to the community, and/or to Canadian or international society.

3.4 At the opening of a new or consolidated school:

3.4.1 the year of construction will be commemorated by placing a date stone, without ceremony, during construction; and

3.4.2 public opening ceremonies will be held as soon as practicable after completion.



<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
<b>DRAFT – January 10, 2017</b>	
<b>NAMING AND OPENING OF NEW OR CONSOLIDATED SCHOOLS PROCEDURES</b>	<b>8050</b>

1. Rationale

It is the policy of Lakehead District School Board that the naming of schools be in accordance with the guidelines.

2. Implementation Procedures

2.1 Establishment of the Ad Hoc Committee

2.1.1 To name a new or consolidated school, or upon receipt of formal written request to re-name an existing school, the director shall establish an ad hoc committee consisting of the following seven members:

- superintendent (chair);
- one representative from the staff of the school;
- one representative from the student body of the school;
- two trustees; and
- two members from the community.

2.1.2 This committee will bring a recommendation for a name to the Board.

2.2 Choice of the Name

2.2.1 The name for the school will be chosen from one of the following areas:

- the street on which it is located;
- the district which the school serves;
- an historical name that once applied to the area; or
- the name of a person recognized as having made a significant contribution to the community and/or to Canadian or international society.

2.2.2 The name will be agreed to by consensus of the committee.

2.3 Opening Ceremonies

2.3.1 The superintendent of business will be responsible for providing and placing a date stone as part of the construction of the Board.

2.3.2 The principal of the school, in consultation with the superintendent, will hold public opening ceremonies as soon as practicable after completion and opening of the school.



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2018 APR 10  
Report No. 032-18

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

RE: POLICY REVIEW – 8080 SCHOOL COUNCIL

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 At the June 13, 2017 Standing Committee Meeting, 8080 School Council Policy was approved for review on the 2017-2018 policy schedule.
- 1.3 On February 14, 2018, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by March 28, 2018. There was no input received.

2. Situation

- 2.1 Administration has concluded its review of the existing policy and there are no changes to the policy.
- 2.2 The 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 8080 – School Council Policy, Appendix A to Report No. 032-18.

Respectfully submitted,

IAN MACRAE  
Director of Education

<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
<b>DRAFT – April 10, 2018</b>	
<b>SCHOOL COUNCIL POLICY</b>	<b>8080</b>

1. Rationale

School boards are required to establish school councils in accordance with Regulation 612/00 of the Education Act.

2. Policy

It is the policy of Lakehead District School Board that each school in its jurisdiction annually establish and maintain school councils which will be instrumental in supporting school quality.

3. School Council Mandate

3.1 The school council shall act in an advisory capacity to the school's principal and, where appropriate, to the Board for the continued promotion of student learning, and will place the overall interests of the students and the school first.

3.2 School councils shall operate within the parameters of the Education Act and other relevant legislation, the Board's Operational Plan, Board policies and procedures, and agreements, including collective agreements.

3.3 Objectives

The objectives of school councils are:

- to focus on successful learning;
- to plan for school growth;
- to establish effective communication within the school community;
- to establish effective approaches to consultative and collaborative strategies between home, school and community; and
- to increase participation of parents/guardians in the education of their children.

3.4 8080 School Council Procedures provide clear parameters for the operation of school councils while allowing procedural flexibility to accommodate individual school community needs.

4. Purpose

4.1 The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

4.2 A school council's primary means of achieving its purpose is by making recommendations to the school principal and the Board, in accordance with Regulation 612/00.

<b>SCHOOL-COMMUNITY RELATIONS</b>	<b>8000</b>
<b>DRAFT – April 10, 2018</b>	
<b>SCHOOL COUNCIL POLICY</b>	<b>8080</b>

5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Policy 8080, “School Council Procedures”	May 26, 1998	Ontario Education Act R.R.O. 1990, Reg. 298
Policy & Procedures 8012, “Fundraising in the Schools”	<u>Date Revised</u> May 27, 2003 June 22, 2010	O. Reg. 612/00 O. Reg. 613/00

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**SCHOOL-COMMUNITY RELATIONS****8000**

DRAFT – April 10, 2018

**SCHOOL COUNCIL PROCEDURES****8080**1. Preamble

Lakehead District School Board recognizes that education is a shared responsibility involving schools, students and their families, and members of the community. Research has shown that a strong relationship exists between success in school and parental/guardian involvement in the educational process. Community members offer expertise and experience that may be a benefit to students. Regulation 612/00, Reg. 298 11 (12-20) and “School Councils, A Guide for Members, 2002” are referenced in these procedures and should be consulted for additional information regarding school councils.

School councils are not intended to replace or absorb existing parent/community associations without the consent of such associations.

It is the policy of Lakehead District School Board that each school in its jurisdiction annually establish and maintain a school council which will be instrumental in supporting school growth. The procedures outlined will provide clear parameters for the operation of school councils, while allowing enough procedural flexibility to accommodate individual school community needs.

2. Purpose (O. Reg. 612/00, s. 2)

2.1 The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

2.2 A school council's primary means of achieving its purpose is by making recommendations in accordance with Regulation 612/00 to the principal of the school and the Board that established the council.

3. School Council Mandate

The school council shall act in an advisory capacity to the school's principal and, where appropriate, to the Board for the continued promotion of student learning, and will place the overall interests of the students and school first.

School councils shall operate within the parameters of the Education Act and other relevant legislation, the Board's Operational Plan, and Board policies and agreements, including collective agreements.

**SCHOOL-COMMUNITY RELATIONS****8000**

DRAFT – April 10, 2018

**SCHOOL COUNCIL PROCEDURES****8080**

The objectives of school councils are:

- to focus on successful learning;
- to plan for school growth;
- to establish effective communication within the school community;
- to establish effective approaches to consultative and collaborative strategies between home, school and community; and
- to increase participation of parents/guardians in the education of their children.

#### 4. Advisory Roles of the School Council

4.1 School councils are advisory bodies that provide advice with a school-wide focus, to the principal and, where appropriate, to the Board on items such as, but not limited to:

- local school calendar of events;
- school code of student behaviour;
- curriculum and program goals and priorities;
- responses of the school or Board to achievement in provincial and Board assessment programs;
- Board selection and placement of principals by providing information on the needs of the school (goals and profile of the school);
- school budget priorities, including local capital improvement plans;
- school/community communication strategies;
- methods of reporting to parents and the community;
- extracurricular activities in the school;
- school-based services and community partnerships related to social, health, recreational and nutrition programs;
- community use of school facilities;
- local coordination of services for children and youth;
- development, implementation and review of Board policies at the local level; and
- professional development activities for council members.

4.2 In addition to its advisory responsibilities, the school council shall:

- promote the best interests of the school community;
- establish goals, priorities and procedures; and
- enable members of the council to develop their skills as members by promoting attendance at Board-organized training sessions.

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**SCHOOL COUNCIL PROCEDURES****8080**5. Definitions and Interpretations (Reg. 612/00, s.1)5.1 School Community

- students enrolled;
- parents and guardians;
- administration, teaching staff and non-teaching staff; and
- community members and partners.

5.2 School

The body of school pupils that is organized as a unit for educational purposes under the jurisdiction of the Board, and includes teachers and other staff members associated with such unit.

5.3 Parent/Guardian

"Parent" includes "guardian".

"Guardian" means a person who has lawful custody of a child, other than the parent of the child, as defined in the Education Act.

5.4 Community Member

A community member is an English-language public Board supporter who does not have children in the school.

5.5 Meeting

A session where a school council discusses or decides matters that it has authority to decide.

5.6 Parent Member

A member of a school council who is elected to the council in accordance with Reg. 612/00, s.4 (1), or who fills a vacancy created when a parent member ceases to hold office.

## 5.7 In the case of a school that is established primarily for adults, a reference in this regulation to a parent or to a parent of a pupil shall be deemed, with necessary modifications, to be a reference to a pupil who is enrolled in the school.

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**SCHOOL COUNCIL PROCEDURES****8080**6. Membership (O. Reg. 612/00, s.3)

6.1 While all members of council are equal partners, parents shall form a majority.

6.2 A school council of a school will be comprised of the following members:

- parents/guardians - parents shall form the majority of the school council;
- community representatives - minimum one;
- teacher(s) - minimum one;
- non-teaching staff - minimum one; and
- principal or designate.

6.2.1 Student:

- In the case of an elementary school, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil.
- The case of a school with one or more secondary school grades:
  - one pupil enrolled in the school who is appointed by the student council, if the school has a student council; and
  - one pupil enrolled in the school who is elected by secondary students if the school does not have a student council.

6.3 Despite Section 7.2, a person is not qualified to be a parent member of a school council if:

- he or she is employed at the school; or
- he or she is not employed at the school but is employed elsewhere by the Board that established the school council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.

6.4 A person who is employed by the Board cannot be appointed as a community representative on the school council unless:

- he or she is not employed at the school; and
- the other members of the school council are informed of the person's employment before the appointment.

6.5 A trustee of the Board cannot be a member of a school council established by the Board.

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- 6.6 If fewer than the required number of parents are willing and able to stand for election, the school council will maintain vacant positions as it begins its work, and continue to seek involvement of parents through outreach strategies.
- 6.7 It is expected that the membership of the school council will reflect the diversity of the school community.
7. Election of Parent Members (O. Reg. 612/00, s.4 & 6)
- 7.1 The term of office for elected and appointed positions on the school council shall be one year or less. Elected and appointed members may seek additional terms.
- 7.2 A person is qualified to be a parent or guardian member (hereinafter collectively referred to as “parents”) of a school council if he or she is a parent of a pupil who is enrolled in the school.
- 7.3 A person is qualified to vote in an election of parent members of a school council if he or she is a parent of a pupil who is enrolled in the school.
- 7.4 An election of parent members of a school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the principal of the school.
- 7.5 Despite Section 7.5, if a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year, on a date that is fixed by the Board.
- 7.6 The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.
- 7.7 The notice required may be given by:
- notice to the parent’s child for delivery to his or her parent; and
  - posting the notice in the school in a location that is accessible to parents.
- 7.8 The election of parent members shall be by secret ballot.
- 7.9 The school council shall assist in the organization of elections.

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**SCHOOL COUNCIL PROCEDURES****8080**8. Other Elections (O. Reg. 612/00, s.5)

- 8.1 The elections of the student, teacher and non-teaching staff member shall be held during the first 30 days of each school year.
- 8.2 A person is qualified to vote in the election of the teacher member if he or she is a teacher, other than the principal or vice principal, who is employed at the school.
- 8.3 A person is qualified to vote in an election of a non-teaching staff member if he or she is a person, other than the principal, vice principal, or any teacher who is employed at the school.
- 8.4 A person is qualified to vote in an election of a student if he or she is a pupil enrolled in the school per 6.2.6.2 (ii).

9. Terms of Office (O. Reg. 612/00, s.6)

- 9.1 A person elected or appointed as a member of a school council holds office for one year from the latter of:
- the date he or she is elected or appointed; or
  - the date of the first meeting of the school council after the elections held under Sections 7 and 8 in the school year, until the date of the first meeting of the school council after the elections held under Sections 7 and 8 in the next school year.
- 9.2 A member of a school council may be re-elected or re-appointed, unless otherwise provided for in the by-laws of the school council.

10. Vacancies (O. Reg. 612/00, s.7)

- 10.1 A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the by-laws of the school council.
- 10.2 If an election is held to fill a vacancy in the membership of a school council, Section 7 or 8 applies, with necessary modifications to the election.
- 10.3 A vacancy in the membership of a school council does not prevent the school council from exercising its authority.

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11. Officers (O. Reg. 612/00, s.8)
- 11.1 A school council shall have a chair or co-chairs.
- 11.2 A chair or co-chair of a school council must be a parent member of the school council, and shall be elected by the members of the school council.
- 11.3 A person who is employed by the Board cannot be the chair or co-chair of the school council.
- 11.4 A school council may have such other officers as are provided for in the by-laws of the school council.
- 11.5 Subject to Sections 9.2 and 9.3, vacancies in executive positions shall be filled in accordance with the by-laws of the school council.
- 11.6 The chair or co-chair shall prepare the agenda for school council meetings in consultation with the principal and shall chair the meetings.
- 11.7 In all communication, the officers of school councils have a responsibility to ensure that when they speak on behalf of the school council, they are expressing the wishes of the school council.
12. Remuneration (O. Reg. 612/00, s.11)
- 12.1 A person shall not receive any remuneration for serving as a member or officer of a school council.
- 12.2 School council members will be reimbursed for Board-related expenses according to existing Board policies and procedures.
13. Consultation by Board (O. Reg. 612/00, s.19)
- 13.1 In addition to its other obligations to solicit the views of school councils under the Act, every Board shall solicit the views of the school councils established by the Board with respect to the following matters:
- 13.1.1 The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
- policies and guidelines established under subsection 302(1) of the Act with respect to the conduct of persons in schools within the Board's jurisdiction;

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- policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction;
- policies and guidelines respecting the allocation of funding by the Board to school councils;
- policies and guidelines respecting the fundraising activities of school councils;
- policies and guidelines respecting conflict resolution processes for internal school council disputes; and
- policies and guidelines respecting reimbursement by the Board of expenses incurred by members and officers of school councils.

13.1.2 The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including:

- implementation plans for policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the Board's jurisdiction; and
- implementation plans for policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction.

13.1.3 Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

13.1.4 The process and criteria applicable to the selection and placement of principals and vice principals.

13.2 Subsection (1) does not limit the matters on which a board may solicit the views of school councils.

14. Role of the Principal (O. Reg. 612/00, s.18, and Reg. 298 11(12-20))

14.1 The principal of a school may delegate any of his or her powers or duties as a member of the school council to a vice principal of a school.

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- 14.2 In addition to his or her duties under this procedure, the principal of a school shall perform the duties relating to school councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operations of Schools-General) as follows:
- the principal of a school shall provide for the prompt distribution to each member of the school council of any materials received by the principal from the Ministry of Education that are identified by the Ministry as being for distribution to the members of school councils;
  - the principal shall post any materials distributed to members of the school council in the school in a location that is accessible to parents;
  - the principal or designate shall attend every meeting of the school council;
  - the principal of a school shall act as a resource person to the school council and shall assist the council in obtaining information relating to relevant legislation, regulations and policies;
  - the principal shall consider each recommendation made by the school council and shall advise the council of the action taken in response to the recommendation; and
  - the principal of a school shall make the names of the members of the school council known to the parents/guardians of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents/guardians.
15. Advisory Authority and Responsibilities of School Councils (O. Reg. 612/00, s.19, 20, 23)
- 15.1 School councils shall communicate regularly with parents/guardians and other members of the community to seek their views and preferences with regard to advice being provided by the council, and to report on the activities of the council to the school community.
- 15.2 In addition to its other obligations to solicit the views of school councils under the Education Act, the Board shall solicit the views of the school councils as outlined in Regulation 612/00.
- 15.3 A school council may make recommendations to the principal of the school or to the Board on any matter.
- 15.4 In addition to its advisory responsibilities, the school council:
- may organize information, orientation and training sessions for members as needed; and
  - shall promote the best interest of the whole school community.

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15.5 Under the “Municipal Freedom of Information and Protection of Privacy Act” (1989), councils cannot access information on individual students or staff. Councils shall not be involved in issues relating to the performance of individual staff members. Individual members of the school community shall deal directly with the staff members and/or principal to resolve specific concerns.

16. Advice to Board and Duty of Board to Respond (O. Reg. 612/00, s.21)

16.1 The Board that established a school council shall consider each recommendation made to the Board by the school council and shall advise the council of the action taken in response to the recommendation.

16.2 Advice to the Board can be provided through existing Board procedures:

- the council can request that the principal bring its advice to the attention of the appropriate supervisory officer;
- the council can put its advice in writing to the chair of the Board through the secretary; i.e., the director of education of the Board;
- the council can request in writing an opportunity to make a presentation to the Board;
- the council can communicate directly with a school trustee; and
- the Board may seek advice from school councils on relevant topics.

17. Constitution and/or By-laws (O. Reg. 612/00, s.15)

17.1 A school council may make by-laws governing the conduct of its affairs.

Every school council shall make the following by-laws:

- a by-law that governs election procedures and the filling of vacancies in the membership of the school council;
- a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest; and
- a by-law that provides for a conflict resolution process for internal school council disputes, in accordance with any applicable policies established by the Board.

17.2 The school council shall review its constitution and/or by-laws at regular intervals.

18. Meetings (O. Reg. 612/00, s.12)

18.1 There shall be a minimum of four scheduled meetings during the school year.

18.2 The first meeting shall be within the first 35 days of the school year, after the elections, on a date fixed by the principal of the school (in consultation with the chair).

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18.3 A meeting of a school council cannot be held unless:

- a majority of the current members of the school council are present at the meeting; and
- a majority of the members of the school council who are present at the meeting are parent members.

18.4 All meetings of a school council shall be open to the public.

18.5 A school council is entitled to hold its meetings at the school.

18.6 All meetings of a school council shall be held at a location that is accessible to all the public.

18.7 The principal of a school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the school council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

18.8 The notice required may be given by:

- giving the notice to the parent's child for delivery to his or her parent; and
- posting the notice in the school in a location that is accessible to parents.

19. Committees (O. Reg. 612/00, s.13)

19.1 A school council may, in accordance with its by-laws, establish committees to make recommendations to the school council.

19.2 Every committee of a school council must include at least one parent member of the school council.

19.3 A committee of a school council may include persons who are not members of the school council.

19.4 Sections 18.4 to 18.8 apply, with necessary modifications, to committees of school councils.

20. Minutes and Financial Records (O. Reg. 612/00, s.16)

20.1 A school council shall keep minutes of its meetings and financial transactions.

20.2 The minutes and records shall be available at the school for examination by any person without charge.

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20.3 Sections 20.1 and 20.2 do not apply to minutes and records that are more than four years old.

20.4 In compliance with Board policy, the principal of the school shall be one of the signatories of all accounts and financial records.

21. Annual Report (O. Reg. 612/00, s.24)

21.1 Every school council shall annually submit a written report on its activities to the principal of the school and to the appropriate superintendent by October 15 of each year (Appendix A).

21.2 If the school council engages in fundraising activities, the annual report shall include a report on those activities.

21.3 The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

21.4 Section 21.3 may be complied with by:

- giving the report to the parent's child for delivery to his or her parent; and
- posting the report in the school in a location that is accessible to parents.

22. Incorporation (O. Reg. 612/00, s.17)

A school council shall not be incorporated.

23. Voting (O. Reg. 612/00, s.14)

23.1 Each member of a school council is entitled to one vote.

23.2 Each member of a committee of a school council is entitled to one vote in votes taken by the committee.

23.3 The principal of the school is not entitled to vote.

23.4 Council members will identify all agenda items and/or issues with which they have a conflict of interest.

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**SCHOOL COUNCIL PROCEDURES****8080**24. Fundraising (O. Reg. 612/00, s.22)

- 24.1 A school council may engage in fundraising activities to benefit the school it represents subject to sections 24.2 and 24.3.
- 24.2 A school council shall not engage in fundraising activities unless the activities are conducted in accordance with any applicable policies and procedures established by the Board.
- 24.3 A school council shall ensure that the funds it raises are used in accordance with any applicable policies and procedures established by the Board.
- 24.4 If a school council makes a decision to engage in fundraising in support of its school, the council shall appoint, by resolution, a parent member to serve as treasurer.

25. Insurance for School Councils

- 25.1 The Board recognizes that school council members are volunteers, and, as such, are covered by the Board's liability insurance as long as they are acting within the scope of their school council duties on behalf of the school, as sanctioned by the principal.
- 25.2 School councils should be aware of the liability and insurance coverage issues outlined in the Ontario School Board's Insurance Exchange (OSBIE) Risk Management Advisory, S-1 (Appendix B), and review their activities annually based on this Advisory.

26. Recommendations

- 26.1 Recommendations and decisions of school councils that are broader in scope than the local school may be referred to the Board or the appropriate committee of the Board through the supervisory officer.
- 26.2 Recommendations and decisions that are specifically related to the school shall be referred to the school principal.
- 26.3 Should the Board wish further clarification of recommendations/decisions received, it may, from time to time, invite representatives from the council(s) to speak on behalf of the recommendation/decision.

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Policy 8080, “School Council Policy”	May 26, 1998	Ontario Education Act R.R.O. 1990, Reg. 298
Policy & Procedures 8012, “Fundraising in the Schools”	<u>Date Revised</u> May 27, 2003 June 22, 2010	O. Reg. 612/00 O. Reg. 613/00

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MEETINGS:

- WHEN:
- day of week
  - time of day
- FREQUENCY:
- how often

AREAS OF FOCUS FOR THE SCHOOL COUNCIL (direction may have been developed from the School Growth Plan):

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WHAT AREAS OF SUPPORT/TRAINING NEED TO BE FOCUSED ON TO IMPROVE THE FUNCTIONING OF YOUR SCHOOL COUNCIL?

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OTHER COMMENTS:

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\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## **OSBIE Risk Management Advisory**

### **S-1.**

#### **SCHOOL COUNCILS/PARENT GROUPS**

##### **1. PARENT GROUPS**

Parent groups play a significant role and contribute to the success of many school functions through their volunteer efforts. This contribution is recognized through the school board's liability policy which extends coverage to members of parent groups while they are acting within the scope of their duties on behalf of the school board. Duties are those assigned by any authorized employee or trustee. Coverage is extended to volunteer parents involved in activities which are approved and controlled by any authorized employee or member of the board. The person authorizing the activity must assume responsibility for it and the activity must be in accordance with board policies and procedures. Thus if a member of a parent group were sued because of alleged negligence arising out of their duties for the board, the OSBIE policy would provide protection.

The parent organizations require their own liability insurance as protection against being named in a lawsuit for activities of the group that are independent of a school and are not directed by a school employee or trustee. Activities such as conventions, social outings of the parent group, independent fund-raising events, etc., would not fall under the board's liability insurance.

The Ontario Home & School Association and the Federation of Catholic Parent-Teacher Associations of Ontario both have made liability insurance available to their membership. Parent groups should investigate the feasibility of obtaining liability insurance for their organizations for activities that are not under the jurisdiction of the school board.

##### **2. SCHOOL COUNCILS**

School councils are deemed to be formed for the sole purpose of providing advice to school staff. Members of school councils are protected by the boards' liability insurance for lawsuits while they are working within the scope of their mandated duties for the board.

Since the Ministry of Education and Training issued its Policy/Program Memorandum No. 122 on April 12, 1995, a mandate to form school council advisory organizations, the OSBIE office has received a number of questions regarding insurance coverage for School Councils.

To help to clarify the matter of insurance protection, the remainder of this bulletin is written in a **question and answer** format. It is recommended that this bulletin be copied and distributed to all interested parties.

Q-1. Are school councils protected by the board's liability insurance while they are working within their mandate to provide advice to the principal?

A-1. **Yes.** School councils are mandated by the Ministry of Education & Training to provide advice to principals on a variety of issues. While members of the council are performing their duties as outlined by the Ministry of Education and Training for the board, they are deemed to be working within the scope of their duties (to provide advice to the principal), and are insured as defined in the liability policy.

Q-2. What if school councils go beyond their mandate to provide advice? What if they become involved in some of the fund-raising activities that were previously run by parent groups? Does the board's liability insurance protect them in these circumstances?

A-2. It depends.

- i) **YES**, they are protected **IF** the school council members are "working within the scope of their duties for the board as assigned by an authorized board representative". For example, if a school principal organized a fund-raising activity and the school council members were asked to assist with the event, insurance protection would be provided to those members who volunteered.
- ii) **NO, IF** the school council members involve themselves in a fund-raising or other activity on their own and outside of the control of the school or board, the members are not protected by the board's liability insurance policy. For example, if a school council decided to hold a Christmas social, a family social event, conduct a craft sale, orchestrate programs not provided by schools, etc. on its own, coverage is not extended by the board's insurer.

Q-3. If my school council is willing to volunteer its time and energy to run a series of fundraising events, why must we have the board's support and input on our plans? If my school council decides to run a program on school premises, after school for the benefit of children and families in the community, why does the board have to be involved in setting up the program and outlining the rules for operation in order for me to be covered by the board's insurance? The board is obstructing our creativity by imposing rules? Is it fair for the board to withhold insurance protection if we don't follow the board's rules?

A-3. **Yes**, it is fair. The board has a high onus to ensure that any activity in which it or its representatives are involved is conducted in a safe manner. A board develops procedures and policies with respect to various activities with safety in mind. Safety and security must have priority when it comes to any school activity. Matters such as accommodations, equipment, supervision, training, appropriateness of the activity, etc. must all be addressed before an activity is undertaken. School officials have developed policies and procedures to ensure safety for students and others. To disregard these policies and procedures may lead to injury and to losses.

A liability insurance policy issued to a school board provides protection to the school board and to other interests while they are acting within the scope of their duties on behalf of the board. The insurer protects the board and others for activities within the control and jurisdiction of the school board. If the activity is outside the jurisdiction of the school board, then coverage is not provided for that activity. A board is not obligated to assume responsibility for an activity independent of a school even if the school might be the beneficiary.

Therefore, it is fair for the board to advise school councils that if they run activities outside the board's jurisdiction, they must purchase their own insurance that would respond to claims brought against them arising out of their events. They cannot be deemed to be working within the scope of duties for the board if they are not involved in a board controlled activity.

Q-4. If the school council is given permission to use a school gymnasium for an after-school program that the parents are running, are the parents protected by the board's liability insurance?

A-4. **No.** If the school council is simply using the school gym to operate a non-school activity, the group would require its own liability insurance for the activity they are running. They would be in the same position as other users of school premises, and should provide liability insurance for their activities on the board's premises.

Q-5. Do school councils require their own liability insurance?

A-5. **Yes,** they do if they engage in any activities beyond their assigned duties. School Councils will inevitably be involved in personal activities that are not under the jurisdiction of the school. Activities such as providing after-hours childcare, running music programs, or organizing a Christmas party or other social activity for the council members would need to be insured by the school council's insurance.

Q-6. Can school councils purchase liability insurance from OSBIE?

A-6. **No,** not through OSBIE. OSBIE is a Reciprocal Exchange that is licensed to insure school boards only.

Q-7. Where would school councils purchase liability insurance?

A-7. We are aware of two possible sources of group insurance for school councils.

1. The Ontario Federation of Home and School Associations has a group liability insurance policy available to **their members only**. School councils members involved in fundraising and other activities independent of a school may wish to consider membership in this Association.
2. The Ontario Association of Parents in Catholic Education will add School Councils who become members to their group liability policy. Information about membership and insurance can be obtained through the London Office at 519-432-5573.

Liability insurance protection is just one of the benefits of membership in either of these organizations.

These group liability insurance programs are designed to complement liability insurance policies provided by OSBIE or any other school board insurer."