



Office of the Director

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

REGULAR BOARD MEETING NO. 11
Tuesday, November 27, 2018
Jim McCuaig Education Centre

Ian MacRae
Director of Education

Deborah Massaro
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Reading: 2018 Procedural By-Law		
8. Reading: By-Law No. 117 - 2019 Tax Levy		
9. Delegations/Presentations		
9.1 Trustee Character Award - Steve Gerow - Hammarskjold High School	R. Oikonen	Verbal
9.2 Kingsway Park Public School - <i>Life/Social Skills Engagement Group</i>	C. Kappel	1-2
10. Approval of Minutes		
10.1 Regular Board Meeting No. 10 - October 23, 2018	D. Massaro	3-7

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

LAKEHEAD DISTRICT SCHOOL BOARD

		<u>Resource Person</u>	<u>Pages</u>
11.	Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION:</u>			
12.	Information Reports		
12.1	Ontario Public School Boards' Association (OPSBA) Report	E. Chambers	Verbal
12.2	Student Trustee Report	J. Plater	Handout
12.3	Audit Committee Report	J. Playford	Handout
12.4	Audit Committee Annual Report - August 31, 2018 (086-18)	J. Playford	8-10
12.5	Lakehead Public Schools International (098-18)	S. Pharand	11-14
12.6	Special Education Advisory Committee Meeting Minutes - September 19, 2018	C. Kappel	15-20
12.7	Aboriginal Education Advisory Committee Meeting Minutes - October 18, 2018	S. Pharand	21-23
12.8	Parent Involvement Committee Meeting Minutes - October 1, 2018	I. MacRae	24-27
13.	First Reports		

MATTERS FOR DECISION:

14.	Postponed Reports		
15.	Recommendations from the Standing Committee (096-28)	M. Arnone	28-36
15.1	Policy Review - 6040 Reporting of Children in Need of Protection (093-18)		
	<i>It is recommended that Lakehead District School Board approve 6040 Reporting of Children in Need of Protection Policy, Appendix A to Report No. 093-18.</i>		
15.2	Policy Review - 8061 Aboriginal Education Advisory Committee (091-18)		
	<i>It is recommended that Lakehead District School Board approve 8061 Aboriginal Education Advisory Committee Policy, Appendix A to Report No. 091-18.</i>		

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

		<u>Resource Person</u>	<u>Pages</u>
15.3	Policy Update - 8070 Safe Schools - System Expectations (092-18) <i>It is recommended that Lakehead District School Board approve 8070 Safe Schools - System Expectations Policy, as updated, Appendix A to Report No. 092-18.</i>		
16.	Ad Hoc and Special Committee Reports		
16.1	Recommendations from the Audit Committee (089-18) Audit Committee Summarized Annual Report – August 31, 2018 (087-18) <i>It is recommended that Lakehead District School Board:</i> 1. <i>Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 087-18; and</i> 2. <i>Forward the report to the Ministry of Education.</i>	J. Playford	37-41
16.2	2017-2018 Audited Financial Statements (088-18) <i>It is recommended that Lakehead District School Board approve the August 31, 2018 audited financial statements as outlined in Report No. 088-18, 2017-2018 Audited Financial Statements.</i>		
17.	New Reports		
17.1	Cancellation of Regular Board Meeting - December 18, 2018 (095-18) <i>It is recommended that Lakehead District School Board cancel the December 18, 2018, Regular Board meeting.</i>	I. MacRae	42
17.2	By-Law No. 117 - 2019 Tax Levy (094-18) <i>It is recommended that Lakehead District School Board approve By-law No. 117 – 2019 Tax Levy (Appendix A) authorizing the 2019 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 094-18.</i>	D. Wright	43-44

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

	<u>Resource Person</u>	<u>Pages</u>
17.3 Appointments to the Aboriginal Education Advisory Committee (097-18)	S. Pharand	45-46
<p><i>It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:</i></p> <ul style="list-style-type: none"> • <i>Skylene Metatawabin, Education Partnership Program Liaison – Matawa Education - Community Member;</i> • <i>Cheryl Zewiec, – Parent Member;</i> • <i>Gerry Martin, Community Elder; and</i> • <i>Isabelle Mercier, Alternate Community Elder.</i> 		
18. New Business		
19. Notices of Motion		
19.1 2018 Procedural By-Law and Notice to Enact (090-18)	I. MacRae	47
<p><i>It is recommended that Lakehead District School Board approve the amendments to the 2014 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2018 Procedural By-Law which shall take effect on the day of passing.</i></p>		
20. Information and Inquiries		
21. Adjournment		

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



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REGULAR BOARD MEETING NO. 11

**Tuesday, November 27, 2018
Jim McCuaig Education Centre**

Ian MacRae
Director of Education

Deborah Massaro
Chair

AGENDA

**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 Regular Board Meeting No. 10 - October 23, 2018	D. Massaro	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Property Matter	I. MacRae/ D. Wright	Verbal
5.4 Information and Inquiries		
5.5 Rise and Report Progress		

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: Kingsway Park Public School

Title of Initiative: Life/Social Skills Engagement Group

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	The goal of this group is to promote life and social skills in a regular school setting, out in the community and in the Culinary Lab.
2. Rationale for selecting the initiative	Students did not fit the criteria for a Special Needs Classroom; however, we felt that we could provide the skills necessary for student success.
3. Intended outcomes of the initiative related to improved student achievement	The connections made and the confidence students will gain through various activities will transfer to all areas of their lives.
4. Description of the data used	<ul style="list-style-type: none"> • triangulation of evidence (conversations, observations and various products); and • co-creation of success criteria.
5. Brief description of the significant activities or strategies involved with the initiative	<ul style="list-style-type: none"> • transportation skills (city bus); • money math; • cooking meals; • giving back (making lunches for students who don't have one); • scaffolding to independence; and • peer mentoring.
6. One or two highlights of the above activities	<ul style="list-style-type: none"> • strengths of each student comes shining through; • confidence; and • camaraderie.
7. Description of any unexpected results or "moments of serendipity" related to the initiative	<ul style="list-style-type: none"> • the friendships, strengths, confidence, identity in the school, independence; we can just sit back and watch as the older students mentor the younger students in the group; and • students are able to transfer the skills they've learned to their academics as well.
8. Description of one or two interesting findings that would be useful or helpful to other schools	Most of these students do not generate SSP support; however, they do need support and this is an innovative way of providing it. It allows them to build the skills they need in a group setting.

9. Identification of one or two noteworthy hurdles or stumbling-blocks	<ul style="list-style-type: none">• money (funding); and• transportation.
10. Next steps in pursuing the initiative	<ul style="list-style-type: none">• funding applications; and• community connections.
11. Lessons learned about the school's efforts to improve student achievement	Sometimes we need to think outside the box or even get rid of the box to push student learning to the next level.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 10

Board Room
Jim McCuaig Education Centre

2018 OCT 23
7:30 p.m.

TRUSTEES PRESENT:

Deborah Massaro (Chair)
Marg Arnone (Vice Chair)
Ellen Chambers
Ron Oikonen

Jack Playford
George Saarinen
Trudy Tuchenhagen
Karen Wilson
Jaimi Plater (Student Trustee)

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
Sherrilynne Pharand, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Christy Radbourne - Lakehead Principals/Vice Principals
Lisa Nutley - Lakehead Principals/Vice Principals
Helen Valnycki – Manager
Nancy Nix - ETFO - Elementary Occasional Teachers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Arnone

Seconded by Trustee Chambers

“THAT the Agenda for Regular Board Meeting No. 10, October 23, 2018 be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Wilson

Seconded by Trustee Saarinen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 9*
 - *September 25, 2018*
- *Property Matters*

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. Report of Committee of the Whole – Closed Session

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

“THAT the Report of the Regular Board – Committee of the Whole – Closed Session be adopted with the following recommendation therein:

‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 9, September 25, 2018.’”

CARRIED

5. Trustee Recognition Award – Ashley Nurmela, First Nation, Metis and Inuit Liaison Officer, Lakehead Public Schools

Vice Chair Arnone, on behalf of the Board, presented Ashley Nurmela with the Trustee Recognition Award. Ashley was recognized for her passion and drive to put an end to racism and the stigma surrounding mental illness.

6. Approval of Minutes

Moved by Trustee Arnone

Seconded by Trustee Wilson

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 9, September 25, 2018.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

7. Ontario Public School Boards' Association (OPSBA) Report

Trustee Chambers, Ontario Public School Boards' Association Director and voting delegate, informed the Board that she attended the OPSBA Directors Meeting in Toronto on September 28 - 29, 2018.

8. Student Trustee Report

Jaimi Plater, Student Trustee, provided a handout as her report. Items addressed included: her attendance at the Parent Involvement Committee Meeting, the Equity and Inclusive Education Committee Meeting and her meetings with Education Officers, Leslie Hynnes and Jeff Upton regarding the planning of the Elementary and Secondary Senate meetings.

9. Success Advisory Committee Report

Trustee Saarinen presented a verbal report highlighting the October 4, 2018 Success Advisory Committee Meeting.

10. Student Transportation Services of Thunder Bay Committee Report

Trustee Saarinen presented a verbal report highlighting the October 22, 2018 Student Transportation Services of Thunder Bay Committee Meeting.

11. Adult & Continuing Education (078-18)

Colleen Kappel, Superintendent of Education, introduced Samantha Peotto, Acting Manager, Lakehead Adult Education Centre, who presented the report. All trustees' questions were addressed.

MATTERS FOR DECISION:

12. Recommendation from the Standing Committee (080-18)

Appointments to the 2018-2019 Parent Involvement Committee (074-18)

Moved by Trustee Arnone

Seconded by Trustee Tuchenhagen

“THAT Lakehead District School Board:

1. *Approve the following appointments to the 2018-2019 Parent Involvement Committee effective November 15, 2018 to November 14, 2019:*
 - *Sharon Kanutski, Aboriginal Education Advisory Committee representative;*
 - *Serena Essex, Aboriginal Education Advisory Committee alternate representative;*
 - *Laura Sylvestre, Special Education Advisory Committee representative;*
 - *Michael Otway, Special Education Advisory Committee alternate representative;*
 - *Robert Eady, alternate parent member;*
 - *Ruth Vannieuwenhuizen, school council representative;*
 - *Shannon Jessiman-MacArthur, principal representative;*
 - *Donica LeBlanc, alternate principal representative;*
 - *Laura Prodanyk, community representative;*
 - *Robin Cawlishaw, community representative;*
 - *Chitra Jacob, community representative;*
 - *Fred Van Elburg, teacher representative; and*
 - *Kathleen Andrews, alternate teacher representative.*
2. *Approve the appointment of Laura Walker, parent member, to the 2018-2019 and 2019-2020 Parent Involvement Committee effective November 15, 2018 to November 14, 2020.*
3. *Approve the appointment of Shaun Peirce, school council representative, to the 2018-2019 and 2019-2020 Parent Involvement Committee effective November 15, 2018 to November 14, 2020.”*

CARRIED

13. Revisions to the 2014 Procedural By-Law and Notice to Enact (075-18)

Moved by Trustee Wilson

Seconded by Trustee Arnone

“THAT Lakehead District School Board amend the 2014 Procedural By-Law with the revisions described in Appendix A of Report No. 075-18. Revisions to the 2014 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2018 Procedural By-Law.”

CARRIED

14. Short-Term Borrowing Resolution (081-18)

Moved by Trustee Playford

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2018-2019 school year as outlined in Report No. 081-18, Short-Term Borrowing Resolution.”

CARRIED

15. Information and Inquiries

15.1 Trustee Saarinen and Trustee Chambers reported that they participated in the Ministry of Education’s Telephone Town Hall that occurred on October 19, 2018. This was the Ministry of Education’s first consultation on the Health and Physical Education curriculum, Math curriculum and other important school issues.

16. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

“THAT we do now adjourn at 8:33 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 086-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: AUDIT COMMITTEE ANNUAL REPORT – AUGUST 31, 2018

1. Background

On September 9, 2010, the Ministry of Education enacted Ontario Regulation 361/10 *Audit Committees*, in respect of Audit Committees established by district school boards in Ontario.

2. Membership of the Audit Committee

Regulation 361/10 Section 3 (1) *Audit Committees* dictates the composition of an Audit Committee which is three Board members and two external members. Members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10. Audit Committee members for 2017-2018 were:

- Deborah Massaro, Trustee Member, Chair (Sept. 2017-Dec. 2017);
- Jack Playford, Trustee Member, Chair (Jan. 2018 – Jun. 2018);
- Jack Playford, Trustee Member, (Sept. 2017-Dec. 2017);
- Trudy Tuchenhagen, Trustee Member (Jan. 2018-Jun. 2018);
- Marg Arnone, Trustee Member;
- Ron Oikonen, Trustee Member;
- Sandra Leonetti, External Member; and
- Jeff Heney, External Member.

3. Meetings of the Audit Committee

3.1 During fiscal year 2017-2018, the Lakehead District School Board Audit Committee held a total of four meetings:

- September 25, 2017;
- November 13, 2017;
- January 15, 2018; and
- June 4, 2018.

3.2 Members attendance at all meetings held during 2017-2018 was as follows:

Audit Committee Member	Sep 25	Nov 13	Jan 15	Jun 04
D. Massaro	Regrets	✓	N/A	N/A
J. Playford	✓	✓	✓	✓
M. Arnone	✓	✓	✓	✓
R. Oikonen	✓	✓	Regrets	✓
T. Tuchenhagen	N/A	N/A	✓	Regrets
S. Leonetti	✓	Regrets	✓	✓
J. Heney	Regrets	✓	✓	✓

3.3 In addition to Audit Committee members, regular attendees at Audit Committee meetings were:

- Ian MacRae, Director of Education;
- David Wright, Superintendent of Business;
- Kirsti Alaksa, Manager of Financial Services;
- Angela Lee-Wiwcharyk, Supervisor of Financial Services;
- Kristie Sinclair, Regional Internal Audit Manager;
- Walter Flaszka, Partner, BDO; and
- Ania Berezowski, Senior Manager, BDO.

3.4 The following matters were addressed at the Audit Committee Meetings:

3.4.1 September 25, 2017

- Election of Chair for fiscal year 2017-2018;
- Audit Committee Self-Assessment;
- Evaluation of Regional Internal Audit Team Performance;
- Internal Auditor Update Report; and
- Planning Report to the Audit Committee.

3.4.2 November 13, 2017

- Audit Committee Self-Assessment Results;
- 2016-2017 Budget Transfers and Contingency Funds;
- 2016-2017 Financial Statement Variance;
- Internal Auditor Update Report;
- Audit Committee 2017 Annual Report;
- Audit Committee 2017 Summarized Annual Report; and
- 2016-2017 Audited Financial Statements and Communication of Audit Results.

3.4.3 January 15, 2018

- Internal Financial Information – December 31, 2017; and
- Internal Auditor Update Report.

3.4.4 June 4, 2018

- Interim Financial Information – May 30, 2018;
- Internal Auditor Update Report; and
- 2018-2019 Audit Committee Meeting Schedule and Work Plan.

4. External Auditors

4.2 The external auditors, BDO Canada LLP, presented the final report to the Audit Committee and the draft 2016-2017 Audited Financial Statements. The Audit Committee reviewed and recommended the approval of the annual audited financial statements on November 27, 2017.

5. Internal Auditors

5.1 A new internal audit manager joined the Audit Committee in September 2017. The relationship with the internal auditor has been good. Recruitment of two regional internal auditors was ongoing throughout 2017-2018.

5.2 A staff attendance audit was scheduled for 2017-2018. To date, the data collection has been completed; however, the final audit report is outstanding.

5.3 Follow up work is underway on the Risk Management, Monitoring and Reporting Outcomes and IT Audits, and will be presented at a future Audit Committee Meeting.

5.4 Custodial Services and Repair and Maintenance Audits, scheduled for 2016-2017, were not completed due to transition of the regional internal audit staff.

5.5 The regional internal auditors will likely continue working on audits that were approved in 2016-2017 and 2017-2018, and defer scheduling additional audits for 2018-2019.

6. Conclusion

The Audit Committee of Lakehead District School Board will continue to follow legislated requirements that pertain to Audit Committees across the province.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business

JACK PLAYFORD
Chair, Audit Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 098-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: LAKEHEAD PUBLIC SCHOOLS INTERNATIONAL

1. Background

- 1.1 Lakehead District School Board is committed to enriching the learning experience of all students with access to exceptional, specialized and innovative programs.
- 1.2 Lakehead District School Board is dedicated to building relationships with community partners and post-secondary institutions to better our education system and community.
- 1.3 Lakehead Public Schools International (LPSI) was established as a corporation following approval by the Lakehead District School Board in June 2015. It has an arm's length governance structure that guides the International Student program. The 2018-2019 school year will be the third official year the program has been operating since its inaugural launch in September 2016.
- 1.4 A full-time international student coordinator continues to support LPSI and is responsible for student relationships, registration and finances, ongoing development of up to date marketing materials, education agent/industry partner liaison and program recruitment efforts.

A part-time relationship manager hired by LPSI partner, Canada Homestay Network (CHN), is legal custodian to LPSI students and oversees the operation of the local homestay program which includes reviewing/interviewing host family applications, setting up detailed family profiles in CHN database and both employees work together to match students and families. The Relationship Manager, Anne Dime, took over the position on July 1, 2017 and works closely with the LPSI international student coordinator.

2. Situation

- 2.1 The LPSI principal and superintendent also attended a student fair in Thailand and marketed with agents and families in Vietnam and Malaysia. The mission allowed LPSI to promote the brand, establish working relationships with education agents, schools and families and broaden connections in these markets' international education industries. Existing agents in the area were also visited in order to strengthen those relationships.

LPSI also attended the Ontario Association of School Districts International (OASDI) meeting in Toronto that was followed by an Ontario Ministry of Education International Education session that took place in June.

- 2.2 Beginning in January and throughout June 2018, LPSI presented program information to various audiences including the Success Advisory Committee, Parent Involvement Committee and international delegations. A program and Homestay partner table was placed at each secondary school open house.
- 2.3 The international programs at Confederation College and Lakehead University (LU) developed specialized tours targeting international students and provided spring tours of the campuses especially designed for LPSI students.
- 2.4 Lakehead Public Schools International was awarded two grants from the Ministry of Education, which funded training and consultation for a set of secondary teachers in the 2017-2018 school year. Consultation took place in the secondary schools between the English Language Learners (ELL) teachers and classroom teachers of LPSI students.
- Grant money was also used to develop an app which will support newcomers to the city. It is populated with information on events and discounts in the city. It will be released in the 2018-2019 school year.
- 2.5 The full board of directors for LPSI, including community members and a trustee representative, met several times throughout the year discussing the program and ideas to support the program.
- 2.6 The official third school year of LPSI in 2018 will welcome twenty-two international visa students, spread out throughout the current three secondary schools. These students come from China, Vietnam, Spain, Malaysia, South Korea and Argentina. Eight additional students from Vietnam had applied to our program but were denied visas.
- A welcome orientation took place prior to the start of the school year that also included attendance of other international student leaders.
- 2.7 A staff person at each secondary school continues to be the international ambassador and act as the main representative to assist and support international students.
- 2.8 Working with Lakehead University, relationships in China's minor league hockey community has been created and an interest in a short-term hockey camp has been built. Coaches have been found to run a 10 day camp as well.
- 2.9 Within the schools, English as a Second Language (ESL) teacher, Mrs. Sari Johnston, develops specialized projects for the international students to ensure their language development and works with students who are interested in starting an International Student Club at their school.

3. Next Steps

- 3.1 Marketing materials including brochures, photos, student video testimonials and online presence will continue to be updated to reflect student, program and Board updates and changes. A new promotional video is being developed for LPSI which will be sent to existing and new agents. A new social media strategy will be implemented using targeted ads and have more input from our students and their experiences. Regular blogs will also be written for prospective students and agents to improve search rankings. Google Adwords will also be explored.

- 3.2 Lakehead Public Schools International will continue to seek partnerships with local and international representatives who will provide support in student recruitment and is exploring options for future travel.
- 3.3 LPSI will continue to work closely with CHN to promote the Homestay program within the community in order to engage appropriate homestay families who will provide housing and care for the international students.
- 3.4 Relationships with current and new partners will see ongoing exploration for joint marketing, supports for students and program opportunities to establish Thunder Bay as an 'education destination'. Through continuous and regular communication throughout the year, LPSI aims to develop partner relationships on any platform available such as email/social media/telephone/video chat.
- 3.5 Funding and program opportunities will continue to be researched to provide additional opportunities for staff to learn more about developing a strong international program and support system for current and future international students.
- 3.6 We will continue to plan events for our international students including dance workshops, LU hockey games, Multicultural Association events, LU/Confederation College tours and a trip to Fort William Historical Park. We will also consider expanding to students from northern communities and to international students not through LPSI.
- 3.7 Dates and a pricing structure need to be established to secure a potential group of minor hockey players from China.
- 3.8 The international student coordinator will be participating in the International Consultants for Education and Fairs (ICEF) Berlin event in the fall of 2018. The goal will be to diversify our existing agent partnership list and to explore new geographic regions that may have an interest in Canadian education.

4. Conclusion

Through the International Student program, Lakehead District School Board will share the excellence of our schools with the world, create global connections and expand career pathways for all students.

Respectfully submitted,

STEVEN JOHNSON
International Student Coordinator

DONICA LEBLANC
Supervising Principal, Lakehead Public Schools International

BRUCE NUGENT
Board of Directors, Lakehead Public Schools International

SHERRI-LYNNE PHARAND
Superintendent of Education
President, Lakehead Public Schools International

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2018 SEP 19

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Kelly Matyasovszky (Vice Chair)
Danielle Miller
Jennifer Bean
Liz Tod

Angela Hill
Wilma Kleynendorst
Trustee George Saarinen
Trustee Marg Arnone

OTHERS PRESENT:

Colleen Kappel (teleconference)
Kim Pineau

Jeff Upton

ABSENT REGRETS:

Miranda Myers

Mike Otway

ABSENT:

Cory Koski

Jen Bertoni

GUEST:

Special Education Team

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:02 p.m.

2. **Approval of the Agenda**

Moved by Trustee George Saarinen

Seconded by Liz Tod

“THAT the agenda for the September 19, 2018 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1. **Introduction of Special Education Team**

Kim Pineau, acknowledged the Special Education Team in attendance. Members introduced themselves and outlined their portfolio.

Special Education Team members were thanked for attending.

4.2. Policy 6040 – Reporting of Children in Need of Protection

Jeff Upton, Education Officer presented Policy 6040 – Reporting of Children and Need of Protection and noted the Child, Youth and Family Services Act 2017 will be used as the guideline to update the policy. Mr. Upton thanked committee members for feedback they provided on this policy last year and noted language will be added to the procedure as item 6.3 to address the management of a child with special needs when an investigation is required.

Mr. Upton provided highlights of the changes that would occur with the policy. Discussion ensued and questions were addressed. Constituent feedback is due by October 24, 2018 and can be submitted to Jeff Upton. The revised draft policy will be emailed to SEAC members.

5. Approval of the Minutes

Moved by Wilma Kleynendorst

Seconded by Angela Hill

“THAT the minutes of the June 20, 2018 SEAC meeting be approved as amended.”

CARRIED

6. Business Arising From the Minutes

6.1. 2018-2019 SEAC Work Plan

Laura Sylvestre, Chair of SEAC shared the 2018-2019 work plan and asked members if they had further feedback. Goal 4 will be updated to read *“Improve Parent / Guardian Knowledge of Special Education Programs and SEAC Roles and Initiatives”*. Ms. Sylvestre noted this is a working document can be updated as needed.

6.2. Video Update

Kelly Matyasovszky, Vice Chair of SEAC noted production of the video was on hold over the summer and is scheduled to proceed this fall. Kim Pineau, Acting Special Education Officer, indicated the student from Superior is ready to proceed.

7. Correspondence

The correspondence folder was circulate for members’ perusal.

8. Advocacy Tracking

8.1. 2017-2018 SEAC Advocacy Tracking Results

Kelly Matyasovszky, Vice Chair of SEAC noted the SEAC advocacy tracking results from 2016-2017 were circulated in the meeting package for members review. Kim Pineau noted data trends are reviewed to determine if there are areas for improvement. Colleen Kappel,

Superintendent of Education noted the tracking sheet can be reviewed to ensure we are tracking trends appropriately and revised as needed. Any changes will be shared at the next meeting.

A suggestion was tabled to bring in a speaker who could provide strategies and tips on advocacy. Ms. Kappel suggested reviewing best practices for advocacy, identifying available resources, and looking at how to achieve positive outcomes for parents and students who attend meetings as potential ideas for a speaker.

8.2. 2018-2019 SEAC Advocacy Memo

The draft 2018-2019 SEAC Advocacy memo was circulated for review. Members were asked to confirm their contact information and agreement to be listed on the memo. Following elections, an updated advocacy memo will be drafted and brought back to the committee for approval.

Review of the Advocacy Binder will be tabled at the December 12, 2018 meeting following appointments to SEAC.

9. New Business

9.1. Election Year Update

Colleen Kappel, Superintendent of Education reminded committee members that on October 22, 2018 Municipal Elections will take place at which time Board of Trustees will be elected for the term December 1, 2018 to November 30, 2022.

9.2. 2017-2018 SEAC Selection Process

In alignment with Municipal Elections SEAC appointments will expire on November 30, 2018. Members were provided with letters advising of the new term and were asked to provide the letters to association / agency contacts. Included with the letter were nomination forms. Letters and nomination forms will also be sent directly to association / agency via email. Nomination forms are due by Monday, October 29, 2018.

A report outlining the nomination process will be presented to the Board at the September 25, 2018 Regular Board Meeting. An advertisement to recruit members will be placed in the local newspaper, through the 211 database and posted to the Board website.

9.3. 2018-2019 Off-Site Meeting Locations

Laura Sylvestre, Chair of SEAC, shared ideas for holding off-site SEAC meetings including:

- November 2018 – Kingsway to include a tour and presentation; and
- May 2019 – Westgate to include a tour and presentation followed by a short SEAC meeting. A Community Engagement evening would take place following the meeting, which would include

sharing the SEAC video.

Members were in agreement with these suggestions.

9.4. Parent Involvement Committee (PIC) Report

Laura Sylvestre, Chair of SEAC provided highlights from the September 10, 2018 PIC meeting including:

- Westgate renovations and renderings of new elementary build;
- introduction to Jamie Plater, the new Student Trustee;
- sub-committee to be formed to review how to spend PIC funding;
- changes to the sex education curriculum;
- Armstrong Teacher Recruitment Video;
- reports from SEAC and AEAC; and
- People for Educations' 22nd Annual Making Connections Conference.

10. Policies Currently Under Review

10.1. 2018-2019 Policy Review Schedule

The 2018-2019 policy review schedule was provided to members for information. Colleen Kappel, Superintendent of Education suggested in addition to Policy 6040 Reporting of Children in Need of Protection being reviewed this evening, that Policy 5010 Special Education may be a policy the committee would like to review as part of its work plan.

Laura Sylvestre, Chair of SEAC suggested Policy 8010 Fees for Learning Materials and Activities may be an appropriate policy for SEAC to review.

Liz Tod, asked if the Purchasing Policy includes language for purchasing items for students with special needs.

Colleen Kappel will provide clarification to policies 8010 and 3030 at the October 17, 2018 meeting.

Jeff Upton, Education Officer spoke about Policy 4030 Territorial Student Program – Transportation and Services, and offered to share information on the program at a future meeting.

11. Information/Inquiries & Association Reports

- 11.1. Wilma Kleynendorst, informed the committee that at the request of Iron Range bus lines she spoke to their staff on September 4 about safety for special needs students on buses. The overall message presented was to be kind, remain positive and keep children safe.

Attendees asked how to address students with ADHD and ASD, and how to deal with schools when problems arise. Discussion ensued regarding the process for bus drivers to communicate with schools. Colleen Kappel, Superintendent of Education noted there is a process in place and that she and Jeff Upton, Education Office will review next steps to

ensure consistency.

- 11.2. Angela Hill shared that CCTB started a new program in June 2018 called 1st Connection. This program provides callers looking for support with the option of having a single session – which will be arranged within days. During the single session clients can request a second single session. For those on the waiting list they can also request additional single sessions. Through this process clients have been helped through one or two sessions and don't require long term support.
- 11.3. Jeff Upton, Education Office shared that the CBC Massey Lecture scheduled for Tuesday, October 16, 2018 is being hosted by NAN at the Thunder Bay Community Auditorium. Tanya Talaga, author of Seven Fallen Feathers is the guest speaker and will explore the legacy of cultural genocide against Indigenous peoples. A ticket is required however; the event is free.
- 11.4. Jeff Upton, Education officer provided an update on the Crown Ward Educational Championship Team (CWECT) which he and Leslie Hynnes attend as representatives of the Board; the Board's main focus is student success. Mr. Upton noted a pilot program is currently underway with 2 students and he would be happy to provide an update at a future meeting.

12. Status of SEAC Budget

Laura Sylvestre, Chair of SEAC shared the balance of the SEAC Budget and noted the request to carry forward \$3,624.77 to 2018-2019 was approved giving the committee an overall budget of \$5,624.77 for the year. The carry forward funds have been allocated to support the production of the SEAC video. Ms. Sylvestre noted a budget update would be brought forward three times per year or more often if major changes occur.

13. Board Update

Trustee Marg Arnone provided highlights on the following meeting:

- June 26 Regular Board Meeting
 - Ontario Public Schools Boards' Association Achievement Awards;
 - Student Trustee Award,
 - Ontario Public Schools Boards' Association Report;
 - Student Transportation services of Thunder Bay Committee Report;
 - Audit Committee Report;
 - Annual Review of the Plan to Deliver Special Education Programs and Services Report;
 - Student Success Technology Education Report;
 - Recommendations from the Budget Committee; and
 - SEAC request for approval of correspondence.
- September 11 Standing Committee Meeting
 - Declaration of 2018-2019 Student Trustee;
 - Introduction of newly appointed leaders;

- Nor'wester View Public School Celebrating Student Achievement Presentation;
- Audit Committee Compliance Report;
- 2018 Municipal Elections Honoraria for Board 2018-2022 report; and
- Report on the Activities of the 2017-2018 Supervised Alternative Learning (SAL) Committee.

14. Adjournment

Moved by Trustee George Saarinen

Seconded by Liz Tod

"THAT we do now adjourn at 7:20 p.m."

CARRIED



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: Thursday, Oct. 18, 2018, Board Room, Education Centre

MEMBERS PRESENT: Sharon Kanutski, Sherri-Lynne Pharand, Dolores Wawia, Brandon Moonias, Skylene Metatawabin, Ashley Nurmela, Jasmine Sgambelluri, Trustee Marg Arnone, Donna Flasz, Trustee Ellen Chambers, Anna Fern Kakegamic, Kathleen Andrews, Donica LeBlanc, Cheryl King-Zewiec, Elliott Cromarty, Leslie Hynes, Jane Lower, Fred Van Elburg, Pauline Fontaine, Serena Essex

ABSENT WITH REGRET: Brittany Collins, Selena Baxter, Kathy Beardy, Mike Judge, Isabelle Mercier, Lawrence Baxter

GUESTS: Dinah Jung, Jo Jo Guillet

	AGENDA ITEM	DISCUSSION	ACTION
1.	Opening Ceremonies	Sherri-Lynne Pharand called the meeting to order at 9:35 a.m. and asked Gerry Martin to conduct the opening.	
2.	Welcome and Introductions	2.1 Sherri-Lynne Pharand thanked Gerry Martin for the opening. She welcomed everyone, including our guests and introductions were made. Regrets and substitutions were noted and the attendance sheet was circulated.	
3.	Agenda / Minutes		
	3.1 Approval of Agenda – Oct. 18, 2018	Moved by Brandon Moonias and seconded by Sharon Kanutski that the agenda for the Oct. 18 th meeting be approved. Carried.	
	3.2 Approval of Minutes – Sept. 20, 2018	Correct error on date in 7.1 Moved by Sharon Kanutski and seconded by Brandon Moonias that the minutes for the Sept. 20 th , 2018 AEAC meeting be approved as amended. Carried.	

	AGENDA ITEM	DISCUSSION	ACTION
4.	Correspondence	The correspondence file was circulated.	
5.	Business Arising from Minutes		
	5.1 Policy Review	<p>Ashley reviewed / revised 8061 Aboriginal Education Advisory Committee Policy and Procedure as per consensus of the AEAC committee regarding the addition of an elder as a voting member. This policy has gone out to constituents for their input and comments. Closing date for constituent comments is October 24.</p> <p>Ashley spoke to PIC and SEAC asking for their input.</p>	Ashley Nurmela
	5.2 Work Plan	<p>Sherri-Lynne explained the background behind the BAP (Board Action Plan) as a preplanning and assessment tool, and why we were chosen to be audited. Every year we have to show that we are implementing our goals and expectations.</p> <p>One area we have left is the documentation of the data related to the programs that have been set up specifically for the students from outside of Thunder Bay (i.e. what programs work / don't work etc.). Jo Jo Guillet explained the Ministry's perspective and indicated that our progress is excellent.</p> <p>The Committee divided into two groups to continue discussion of the work plan. The plan is to focus on what is reasonable to get done, what has been done and what is needed. Program team will then sequence the work and develop strategic directions on how to accomplish the goals.</p> <p>At next meeting, Ashley will bring the consolidated information and mapping for approval at the next meeting.</p>	Sherri-Lynne Pharand
6.	Information		
	6.1	Three (3) LDSB students have been chosen to go to Australia for a Suicide Awareness seminar.	
	6.2	Rachel Mishenene won an Inspire Awards (former employer re Jasmine's role) – Sherri-Lynne to send a letter of congratulations on behalf of AEAC.	Sherri-Lynne to send a congratulatory letter.

	AGENDA ITEM	DISCUSSION	ACTION
	6.3	Thanks to NAN and FWFN for inviting us to the Tanya Talaga book talk at the auditorium and the Chanterelle reception following the lecture. There is a willingness within the City of Thunder Bay to make changes.	Sherri-Lynne to send a letter of thanks.
	6.4	2019 has been declared at Year of Indigenous Languages by the United Nations.	
	6.5	It was confirmed that Sharon Kanutski would be AEAC's member on the Parent Advisory Committee (PIC) and Serena Essex would be the alternate member for 2018 – 2019.	
7.	Closing	Gerry Martin closed the meeting with a prayer.	
8.	Next Meeting	Thursday, November 15, 2018	
9.	Adjournment	The meeting adjourned at 12:00 p.m.	

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2018 OCT 01
6:30 p.m.

MEMBERS PRESENT:

Marg Arnone
Jennifer Davis
Robert Eady
Donica LeBlanc
Ian MacRae
Laura Prodanyk

Laura Sylvestre
Fred Van Elburg
Ruth Vannieuwenhuizen
Laura Walker

RESOURCE:

Judy Hill, Executive Assistant
Bruce Nugent, Communications Officer

MEMBERS ABSENT, WITH REGRET:

Nicole Carlson
Robin Cawlishaw
Serena Essex
Lisa Hipwell-Mineau
Krista Power
Trudy Tuchenhagen

GUESTS:

Steven Johnson, International Student Coordinator
Ashley Nurmela, FNMI Community Liaison Officer
Jaimi Plater, Student Trustee
Jeff Upton, Education Officer

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

Laura Sylvestre, Chair of the Parent Involvement Committee, called the meeting to order.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. Approval of the Agenda

The agenda was approved by consensus with the following changes:

Item 7.1 Aboriginal Education Advisory Committee Policy 8061;
Item 7.2 Reporting of Children in Need of Protection Policy 6040;
Item 7.3 International Education; and
Item 7.4 Summer Programs, be received first on the agenda.

4. Aboriginal Education Advisory Committee Policy 8061

Ashley Nurmela, FNMI Liaison Officer, presented the policy for feedback. Input is due to the Director's Office by October 24, 2018 to michelle_tavares@lakeheadschoools.ca.

5. Reporting of Children in Need of Protection Policy 6040

Jeff Upton, Education Officer, presented the policy for feedback. Input is due to the Director's Office by October 24, 2018 to michelle_tavares@lakeheadschoools.ca.

6. International Education

Steven Johnson, International Student Coordinator, provided a power point presentation and update on international education. The Board has close to 200 international students attending our schools, but 20 are enrolled in this particular program. Orientation for these students attending this school year included a meet and greet at Hammarskjold High School and a tour of Kakabeka Falls. A number of activities are planned for the remainder of the school year. All questions were addressed.

7. Summer Programs

Donica LeBlanc, Supervising Principal/Early Learning Lead, provided a brief overview of the summer programs held this past July. Three hundred students participated. Programs included Kindergarten Oral Language, Gearing up for Kindergarten, Grades 5/6 Experiential Math, Focus on Youth, Ready 4 and Mino Bimaadiziwin.

8. Director's Report

Director MacRae reported that the Declaration of the 2018-2019 Student Trustee, Jaimi Plater, was proclaimed at the September 11, 2018 Standing Committee Meeting. Student Trustee, Jaimi Plater, will be invited to present at the November PIC meeting on the initiatives she will be undertaking.

9. Confirmation of Minutes September 10, 2018

The minutes were confirmed by consensus.

10. Report from the Sub-Committee re PIC Funding

The sub-committee met prior to the meeting to discuss ideas for the PIC funding. It was suggested that PIC do a social media campaign, building off the You Belong Here Campaign, connecting parents to their children's school. Some suggestions were to have posters with the PIC logo with sayings on them. ie "You are a part of your child's team", and tip sheets for parents on how to get involved in their child's education. The sub-committee will meet with the company that will complete the work and report back at the next meeting.

11. People for Education's 22nd Annual Making Connections Conference

Chair Sylvestre reported that Laura Prodanyk has offered to attend the conference.

12. Appointments to the 2018-2019 Parent Involvement Committee

The PIC Selection Committee met on September 24, 2018 and reviewed applications. All applications were accepted and the committee recommends the following appointments:

- Laura Walker, parent member (two years);
- Robert Eady, alternate parent member (one year);
- Ruth Vannieuwenhuizen, school council representative (one year);
- Shaun Peirce, school council representative (two years);
- Robin Cawlishaw, community representative (one year);
- Chitra Jacob, community representative (one year); and
- Laura Prodanyk, community representative (one year).

Also recommended for appointment are:

- Sharon Kanutski, Aboriginal Education Advisory Committee representative;
- Serena Essex, Aboriginal Education Advisory Committee alternate representative;
- Laura Sylvestre, Special Education Advisory Committee representative;
- Michael Otway, Special Education Advisory Committee alternate representative;
- Shannon Jessiman-MacArthur, principal representative;
- Donica LeBlanc, alternate principal representative;
- Fred Van Elburg, teacher representative; and
- Kathleen Andrews, alternate teacher representative.

13. Draft Parent Involvement Committee Annual Report to the Board

Copies of the draft Parent Involvement Committee Annual Report were provided to the members for their feedback. The report will be presented to the Board at its annual meeting in December.

14. PIC 2018-2019 Meeting Schedule

Chair Sylvestre referred to the proposed 2018-2019 meeting schedule included in the package. The meeting schedule was approved by consensus.

15. Aboriginal Education Advisory Committee Report

Deferred to November meeting.

16. Special Education Advisory Committee Report

Chair Sylvestre reported on the following topics from their last meeting:

- Policy 6040 Reporting of Children in Need of Protection;
- Advocacy tracking;
- Advocacy memo review;
- Upcoming election as it relates to SEAC;
- Offsite meetings – Kingsway Park Public School in the Fall and Westgate C.V.I. in the Spring;
- PIC report; and
- Policies up for review.

17. Other Business

Laura Prodanynk shared information on the Rowan's Law Day concussion workshop that was held at Victoria Park Training Centre on September 25, 2018. Student leaders from Grades 7 to 10 participated to gain skills and knowledge to be effective leaders on the issue of concussion awareness, prevention and management. Activities were facilitated by Dr. Dave McKee of Lakehead University Concussion Clinic, Laura Prodanynk and Judy Marton from the Thunder Bay District Health Unit, Malcolm Sutherland, Sutherland Consulting and Safe4Sports and Jeff Upton, Education Officer. Rowan Stringer's father participated via skype for a portion of the workshop.

18. Next Meeting

The next meeting will be held on Monday, November 19, 2018 in the Board Room of the Jim McCuaig Education Centre.

19. Adjournment

The meeting adjourned at 7:30 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 096-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting on November 13, 2018 and have been referred to the Board for approval. The recommendations are as follows:

POLICY REVIEW – 6040 REPORTING OF CHILDREN IN NEED OF PROTECTION (093-18)

It is recommended that Lakehead District School Board approve 6040 Reporting of Children in Need of Protection Policy, Appendix A to Report No. 093-18.

POLICY REVIEW – 8061 ABORIGINAL EDUCATION ADVISORY COMMITTEE (091-18)

It is recommended that Lakehead District School Board approve 8061 Aboriginal Education Advisory Committee Policy, Appendix A to Report No. 091-18.

POLICY REVIEW – 8070 SAFE SCHOOLS – SYSTEM EXPECTATIONS – UPDATE (092-18)

It is recommended that Lakehead District School Board approve 8070 Safe Schools - System Expectations Policy, as updated, Appendix A to Report No. 092-18.

Respectfully submitted,

MARG ARNONE
Chair
Standing Committee

<p>SCHOOL SERVICES</p> <p>DRAFT – November 13, 2018</p> <p>REPORTING OF CHILDREN IN NEED OF PROTECTION POLICY</p>	<p>6000</p> <p>6040</p>
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1. Rationale

School staff work closely with children and have a special awareness of the signs of child abuse and neglect, and an obligation to report their suspicions to the Children’s Aid Society of the District of Thunder Bay (CAS) or Dilico Anishinabek Family Care (Dilico).

The Ministry of Education has directed that school board policies and procedures on reporting suspected cases of children in need of protection conform to the provisions of the Child, Youth and Family Services Act, 2017.

2. Policy

It is the policy of Lakehead District School Board that if a person (including all employees and those performing professional or official duties with respect to children), has reasonable grounds to suspect that a child is, or may be, in need of protection, they shall immediately report this information without delay to a children’s aid society.

3. Guiding Principles

3.1 Duty to Report and Legal Responsibility

- 3.1.1 If an employee or person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect that a child is, or may be, in need of protection then they must report this information without delay to a children’s aid society.
- 3.1.2 A person who has a duty to report a matter shall make the report directly to a children’s aid society and shall not rely on any other person to report on their behalf.
- 3.1.3 A person who has additional reasonable grounds to suspect that child abuse or neglect may have occurred, or is likely to occur, shall make a further report even if they have made previous reports with respect to the same child.
- 3.1.4 A duty to report does not apply in respect of a child who is 16 or 17 years old, but a person may make a report in respect of a child who is 16 or 17 years old if reasonable grounds to suspect that a child is, or may be, in need of protection.

SCHOOL SERVICES**6000**

DRAFT – November 13, 2018

**REPORTING OF CHILDREN IN
NEED OF PROTECTION POLICY****6040**

3.1.5 Every person in the educational system has a legal responsibility to report suspected child abuse/neglect to a children's aid society when they have reasonable grounds to suspect that a child is or may become in need of protection.

3.2 Privacy and Confidentiality

3.2.1 The duty of an employee or a person, including those performing professional or official duties with respect to children, to make a report overrides the provisions of any other provincial statute that would otherwise prohibit the professional or official from disclosing confidential or privileged information.

3.2.2 In all cases of suspected child abuse or neglect, employees or persons, including those performing professional or official duties with respect to children, shall respect the privacy of all individuals involved and the confidentiality of all discussions and reports.

3.2.3 Nothing abrogates any privilege that may exist between a lawyer and the lawyer's client.

3.3 Liability

3.3.1 No action for making a report shall be instituted against a person who acts in accordance with the duty to report unless the person acts maliciously or without reasonable grounds for the suspicion.

3.3.2 A person performing professional or official duties with respect to children, who does not report the suspicion that a child is in need, or may be in need of protection based on information obtained in the course of their professional/official duties, and is convicted of the offence, is liable to a fine.

SCHOOL SERVICES**6000****DRAFT – November 13, 2018****REPORTING OF CHILDREN IN
NEED OF PROTECTION POLICY****6040**4. Review

The 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>
Procedures 6040	June 23, 1987	Child, Youth and Family Services Act, 2017
Ministry of Education Policy/Program Memorandum No. 9, August 10, 2001, "Reporting of Children in Need of Protection"	<u>Date Revised</u> April 22, 2003 November 23, 2010	Student Protection Act, 2002
The Protocol for the Investigation of Child Abuse and Neglect – a Coordinated Response in the District of Thunder Bay, April 2015		Teacher Profession Act, 1990 Education Act, R.S.O. 1990, c. E.2 Ontario College of Teachers Act, 1996, S.O. 1996, c. 12

G:\POL\6040_rep_child_need_prot_pol

SCHOOL COMMUNITY RELATIONS**8000****DRAFT – November 13, 2018****ABORIGINAL EDUCATION ADVISORY
COMMITTEE POLICY****8061**1. Rationale

At Lakehead District School Board the student as a person and a learner is our first priority. Lakehead District School Board is committed to meeting the unique needs of all students. Lakehead District School Board serves a growing population of Aboriginal students.

2. Policy

Lakehead District School Board is committed to deliver programs and services that meet the needs of all students. It is the policy of Lakehead District School Board to seek advice on meeting students' unique needs. Lakehead District School Board will seek the advice of the Aboriginal community through the establishment of the Aboriginal Education Advisory Committee.

3. Guiding Principles

Lakehead District School Board is committed to high student achievement for all students.

Lakehead District School Board will facilitate strong learning partnerships with Aboriginal students and their families to ensure academic success.

Lakehead District School Board accepts the Aboriginal culture and history and will seek partnerships with the broader Aboriginal community.

Lakehead District School Board is committed to an inclusive educational environment that promotes equity of opportunity. All schools will be reflective and responsive to the diverse and unique cultures and communities they serve.

4. 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>
_____	June 22, 2004	_____
_____	<u>Date Revised</u>	_____
	June 28, 2011	

SCHOOL-COMMUNITY RELATIONS	8000
DRAFT – November 13, 2018	
SAFE SCHOOLS - SYSTEM EXPECTATIONS POLICY	8070

1. Rationale

- 1.1 Lakehead District School Board is committed to the success and safety of every student. A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, accepted, and actively promote positive behaviours and interactions.
- 1.2 Every student, employee, parent/guardian, community member and trustee has the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.
- 1.3 The promotion of strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behavior, fosters a positive school climate that support student achievement and the well-being of all students.

2. Policy

Lakehead District School Board is committed to supporting and maintaining a positive, safe, inclusive and secure environment, including bullying prevention, for its students, staff and community through the implementation of effective safe schools expectations and procedures.

3. Suspension and Expulsion

The Board supports the use of suspension and expulsion as appropriate consequences where a student has committed one or more of the infractions described below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate.

3.1 Suspension

The infractions for which a suspension may be imposed by the principal include:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol, illegal and/or restricted drugs or unless the pupil is a medical cannabis user, cannabis;
- being under the influence of alcohol, illegal and/or restricted drugs or unless the pupil is a medical cannabis user, cannabis;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- bullying;
- any act considered by the principal to be injurious to the moral tone of the school;

SCHOOL-COMMUNITY RELATIONS	8000
DRAFT – November 13, 2018	
SAFE SCHOOLS - SYSTEM EXPECTATIONS POLICY	8070

- any act considered by the principal to be injurious to the physical or mental well-being of members of the school community;
- persistent opposition to authority;
- the willful destruction of school property;
- incidents off school property which impact on the school;
- habitual neglect of duty;
- conduct inconsistent with the Code of Conduct of the Board or school;
- conduct affecting the safe learning environment for the students or working environment of staff of the school; and
- any other activity for which a pupil may be suspended under a policy of the Board.

3.2 Expulsion

The principal is required to suspend a student for up to 20 school days if the principal believes that the student has engaged in an activity for which the student might ultimately be expelled by the School Board. This enables the principal to remove the student from the school while the principal investigates the incident and decides whether to recommend to the Board that the student be expelled.

The infractions for which a principal may consider recommending to the Board that a pupil be expelled from the pupil's school or from all schools of the Board include:

- possessing a weapon, including possessing a firearm or knife;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons, illegal or restricted drugs;
- committing robbery;
- giving alcohol or cannabis to a minor;
- issuing a bomb threat or causing a bomb threat to be issued;
- bullying, if:
 - i. the pupil has previously been suspended for engaging in bullying, and
 - ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
- any activity listed in Ontario Education Act subsection 306 (1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor;
- an act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- a pattern of behavior that is so inappropriate that the student's continued presences is injurious to the effective learning and/or working environment of others;

SCHOOL-COMMUNITY RELATIONS	8000
DRAFT – November 13, 2018	
SAFE SCHOOLS - SYSTEM EXPECTATIONS POLICY	8070

- activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- the student has demonstrated through a pattern of behavior that they have not prospered by the instruction available to them and that they are persistently resistant to making changes in behavior which would enable them to prosper;
- any act considered by the principal to be a serious violation of the requirements of student behavior and/or a serious breach of the Board or school Code of Conduct;
- where a student has no history of discipline or behavior intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of student behavior and/or a serious breach of the Board or school Code of Conduct; and
- any other activity that, under a policy of the Board, is an activity for which a principal must suspend a pupil and, therefore, in accordance with this, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

4. Guiding Principles

- 4.1 Effective schools support the development of a safe and positive environment through leadership, school climate, high expectations for learning, instructional and curriculum focus, assessment and evaluation of student success, parent/guardian/community involvement and support and staff development.
- 4.2 A positive school climate is a crucial component of prevention; it may be defined as the sum total of all of the personal relationships within a school environment. When these relationships are founded in mutual acceptance and inclusion, and modelled by all, a culture of respect becomes the norm.
- 4.3 Responsibility and ownership for a safe learning environment must be assumed by all members of the school community.
- 4.4 The Provincial Code of Conduct sets clear provincial standards of behavior. These standards of behavior apply to students whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. They also apply to all individuals involved in the publicly funded school system – trustees, director, superintendents, principals, teachers, other school and Board staff, parents, volunteers, and community groups.
- 4.5 Prevention and intervention programs are essential to teaching appropriate behaviours and self-discipline, including bullying prevention programs.

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT – November 13, 2018****SAFE SCHOOLS - SYSTEM EXPECTATIONS
POLICY****8070**

- 4.6 Educators, parents/guardians and community members have a responsibility to work in partnership to develop safe learning communities and environments. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- 4.7 The fair treatment of others, regardless of their race, ancestry, place of origin, ethnicity, culture, colour, citizenship, religion, creed, gender, gender identity, sexual orientation, family or socio-economic status, age, ability, and/or any other immutable characteristic or ground protected by the Human Rights Code, is an expectation from all school members.
- 4.8 The Board recognizes that the Human Rights Code of Ontario has primacy over provincial legislation and Board policies and procedures, and understands that the Education Act, Regulations, Ministry of Education Program Policy Memoranda, and Board policies and procedures are subject to, and shall be interpreted and applied in accordance with the Human Rights Code of Ontario.

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>
	<u>September 5, 1995</u>	
Policy & Procedures:	<u>Date Revised</u>	Education Act s. Part XIII Behaviour, Discipline and Safety
1020 Equity and Inclusive Education	June 22, 1999	
7030 Harassment & Human Rights	December 11, 2001	
7040 Violence in the Workplace	March 5, 2002	
8040 Trespass to Schools	June 27, 2006	Refer to Appendix F of 8070 Safe Schools – System Expectations Procedures
8071 Bullying Prevention and Intervention	January 22, 2008	
8072 Sexual Orientation and Gender Identity	September 28, 2010	
8073 Dress Code	January 22, 2013	
	September 22, 2015	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 089-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: RECOMMENDATIONS FROM THE AUDIT COMMITTEE

Background

Reports were received and reviewed at the November 12, 2018 Audit Committee Meeting and have been referred to the Board for approval.

A copy of the Audit Committee Summarized Annual Report – August 31, 2018 is attached as Appendix A.

A copy of the 2017-2018 Audited Financial Statements Report (088-18) is attached as Appendix B.

The recommendations are as follows:

AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2018 (087-18)

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 087-18; and
2. Forward the report to the Ministry of Education.

2017-2018 AUDITED FINANCIAL STATEMENTS (088-18)

It is recommended that Lakehead District School Board approve the August 31, 2018 audited financial statements as outlined in Report No. 088-18, 2017-2018 Audited Financial Statements.

Respectfully submitted,

JACK PLAYFORD
Chair
Audit Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 12
Report No. 087-18

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

RE: AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2018

1. Background

According to Ontario Regulation 361/10, *Audit Committees*, all Boards in Ontario are required to submit a summarized Annual Report to the Ministry of Education for the previous fiscal year.

2. Situation

Appendix A is the summarized report containing the requirements outlined by the Ministry of Education.

RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 087-18 and
2. Forward the report to the Ministry of Education.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business



Audit Committee

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5126 Fax (807) 623-7848

Annual Report to Lakehead District School Board and Forwarded
To The Ministry of Education
For the Year Ended August 31, 2018

Lakehead District School Board

Fiscal Year: 2017-2018

Re: Annual Audit Committee Report to the Ministry of Education as per Ontario Regulation
361/10, Audit Committees.

During the 2017-2018 fiscal year, the following internal audits were started but not completed by
August 31, 2017:

- Staff Attendance.

In addition to the audit listed above, the following internal audits scheduled for completion during
the 2016-2017 fiscal year remain incomplete:

- Custodial Services; and
- Repair and Maintenance.

Based on the Internal Audit Plan, the Regional Internal Auditors will likely continue working on
audits from 2016-2017 and 2017-2018 that remain incomplete.

_____	_____	_____
Date	Signature	Chair of the Board Title

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 12
Report No. 088-18

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

RE: 2017-2018 AUDITED FINANCIAL STATEMENTS

1. Background

Administration has concluded the preparation of the financial statements for the 2017-2018 fiscal period ending August 31, 2018. These statements have been subjected to audit by the Board's appointed external auditors, who will be reporting on the results of the audit.

2. Situation

Lakehead District School Board remains in compliance with all of the provincial requirements with respect to funding regulations and restrictions.

3. Results for the fiscal period

- 3.1 Normal variations in cash flow during the year influence the year-end balances of assets and liabilities. As at August 31, 2018, funds owing to the Board by various parties are considered mostly collectible, with a small allowance having been made for older receivables. All liabilities of the Board are appropriately reflected.
- 3.2 As is the normal case, operational results during the year vary from many of the budgeted estimates prepared and approved by the Board on June 27, 2017. Many of the underlying circumstances leading to these variances are related to enrolment differences, capital projects, additional new revenues or unforeseen expenditure circumstances.
- 3.3 During the 2017-2018 fiscal year, administration analyzed potential budget variances as reported in Report No. 011-18, Interim Financial Information - December 31, 2017 and Report No. 053-18, Interim Financial Information - May 30, 2018. There were no changes to the 2017-2018 budget allocations recommended after the presentation of these reports.

3.4 The financial statements for the 2017-2018 fiscal year indicate:

- i) A balance of approximately \$3.89 mil (2017, \$3.94 mil) that is un-appropriated and available for compliance. This amount was formerly known as working capital;
- ii) A balance of \$6.99 mil (2017, \$7.35 mil) that is internally appropriated and available for compliance. This balance is derived from various reserves that have been set aside for specific purposes; and
- ii) A balance of \$(12.8) mil (2017, \$(12.9) mil) that is externally appropriated and unavailable for compliance. The balance consists of the following:
 - Value of employer future liabilities;
 - School generated funds; and
 - Revenues recognized for land.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the August 31, 2018 audited financial statements as outlined in Report No.088-18, 2017-2018 Audited Financial Statements.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 095-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: CANCELLATION OF REGULAR BOARD MEETING – DECEMBER 18, 2018

1. Background

- 1.1 Section 4.1.1 of the 2014 Procedural By-Law requires that Regular Board meetings shall be held on the fourth Tuesday of every month except July and August. On May 22, 2018, the Board approved the Standing Committee and Regular Board Meeting Schedule 2018-2019 that stated that the December Regular Board Meeting would be held on December 18, 2018 due to the Christmas Break.
- 1.2 As identified in section 4.5.1 Cancellation of Meetings, Regular Board meetings in any month may be cancelled by resolution by the Board, at its discretion, at a preceding Regular Board meeting.

RECOMMENDATION

It is recommended that Lakehead District School Board cancel the December 18, 2018, Regular Board Meeting.

Respectfully submitted,

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 094-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD - Public Session

RE: BY-LAW NO. 117 – 2019 TAX LEVY

1 Background

- 1.1 Section 257.7(1) of the Education Act requires that the English language public district school boards levy education taxes for all boards in those areas without municipal organization, within our present jurisdiction.
- 1.2 Sect 257.7(1.1) of the Education Act states that the Ministry of Finance shall collect the amount levied under the provincial Land Tax as if they were taxes imposed under that Act.

2 Situation

Ontario Regulation 400/98 and subsequent amendments to this regulation prescribes the tax rates for education purposes under subsection 257.12(1) of the Education Act.

RECOMMENDATION

It is recommended that Lakehead District School Board approve By-law No. 117 – 2019 Tax Levy (Appendix A) authorizing the 2019 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 094-18.

Respectfully submitted,

BRUCE SAUDER
Administrative Services Supervisor

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

BY-LAW NO. 117

A by-law to provide for a 2019 tax levy.

WHEREAS subsection 257.7(1) of the Education Act (the “Act”) requires the Board to levy the tax rates prescribed under section 257.12 of the Act;

AND WHEREAS Ontario Regulation 400/98 prescribes the tax rates under subsection 257.12(1) of the Act;

NOW THEREFORE Lakehead District School Board of Thunder Bay, Ontario enacts the following:

The rates set out in Ontario Regulation 400/98 for 2019 are hereby levied in localities within the area of jurisdiction of the Board on the property indicated in section 257.7 of the Act.

This by-law shall come into force and take effect upon the final passing hereof.

READ, ENACTED, AND MADE AS OF THE 27th day of November 2018.

Deborah Massaro
Chair

Ian MacRae
Secretary

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 097-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: APPOINTMENTS TO THE ABORIGINAL EDUCATION ADVISORY COMMITTEE

1. Background

1.1 According to Lakehead District School Board 8061 Aboriginal Education Advisory Committee Procedures section 4.4, selection of the members of the Aboriginal Education Advisory Committee “will be managed by the director or designate with responsibilities for the Aboriginal Education Advisory Committee and will be approved by the Board.”

1.2 In accordance with the 8061 Aboriginal Education Advisory Committee Procedures, which was revised on November 13, 2018, the Committee shall be composed of the following:

- six parents/guardians who are of Aboriginal ancestry, are public school supporters and have children enrolled in the Lakehead District School Board;
- five community members appointed by the Board with preference given to candidates who:
 - (i) are of Aboriginal ancestry and have demonstrated interest in the education of Aboriginal Students; and
 - (ii) are members of agencies or groups that provide services to Aboriginal people;
- a youth of Aboriginal ancestry presently enrolled in a secondary school program;
- a trustee of the Board;
- the director of education or designate;
- a community Elder; and
- a principal or vice principal.

2. Situation

Recruitment of committee members is ongoing to bring the membership to a full complement. One application was received for a parent membership. Due to the policy revision, the previously approved alternate community agency member can now be approved as a voting member. Long time community elder members will be appointed.

RECOMMENDATION

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

- Skylene Metatawabin, Education Partnership Program Liaison - Matawa Education, Community Member;
- Cheryl Zewiec, Parent Member;
- Gerry Martin, Community Elder; and
- Isabelle Mercier, Alternate Community Elder.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2018 NOV 27
Report No. 090-18

TO THE CHAIR AND MEMBERS OF
LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: NOTICE OF MOTION - 2018 PROCEDURAL BY-LAW AND NOTICE TO ENACT

1. Background

At the Regular Board Meeting on October 23, 2018, the following Notice of Motion was brought forth:

“THAT Lakehead District School Board approve the amendments to the 2014 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2018 Procedural By-Law which shall take effect on the day of passing.”

2. Situation

This motion will be considered at the Regular Board Meeting on November 27, 2018.

Respectfully submitted,

IAN MACRAE
Director of Education