



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. 2**

**Tuesday, January 26, 2021  
Virtual via Microsoft Teams**

Ian MacRae  
Director of Education

Ellen Chambers  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 p.m. – via Microsoft Teams**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. <b>COMMITTEE OF THE WHOLE – Closed Session – 6:35 p.m. (SEE ATTACHED AGENDA)</b>		
6. Report of Committee of the Whole – Closed Session		
7. Land Acknowledgement		
8. Delegations/Presentations		
8.1 Trustee Character Award - Nancy Gardiman, Student Support Professional, Kingsway Park Public School	G. Saarinen	Verbal
8.2 Trustee Character Award - Sharon DeLeon, Music and Drama Teacher, Hammarskjold High School	S. Wemigwans	Verbal
8.3 Red Shirt Effect Project	I. MacRae	Verbal

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>
9.	Approval of Minutes		
9.1	Regular Board Meeting No. 25 - November 24, 2020	E. Chambers	1-6
9.2	Annual Board Meeting No. 1 - December 1, 2020	E. Chambers	7-11
10.	Business Arising from the Minutes		

**MATTERS NOT REQUIRING A DECISION:**

11.	Information Reports		
11.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
11.2	Student Trustee Report	S. Talpade	Handout
11.3	Indigenous Student Trustee Report	K. Essex	Handout
11.4	Audit Committee Report	R. Oikonen	Verbal
11.5	Audit Committee Annual Report - August 31, 2020 (094-20)	R. Oikonen	12-15
11.6	COVID-19 General Update	I. MacRae	Verbal
12.	First Reports		

**MATTERS FOR DECISION:**

- 13. Postponed Reports
- 14. Recommendations from the Standing Committee

<p>Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.</p>
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	<u>Resource Person</u>	<u>Pages</u>
15. Ad Hoc and Special Committee Reports		
15.1 Establishment of 2021-2022 Budget Committee (014-21)	K. Alaksa	16
<i>It is recommended that:</i>		
<ol style="list-style-type: none"> <li>1. <i>Lakehead District School Board establish the 2021-2022 Budget Committee comprised of all trustees; and</i></li> <li>2. <i>The 2021-2022 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.</i></li> </ol>		
15.2 Recommendations from the Audit Committee (012-21)	R. Oikonen	17-21
15.2.1 <u>Audit Committee Summarized Annual Report – August 31, 2020 (095-20)</u>		
<i>It is recommended that Lakehead District School Board:</i>		
<ol style="list-style-type: none"> <li>1. <i>Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 012-21; and</i></li> <li>2. <i>Forward the report to the Ministry of Education.</i></li> </ol>		
15.2.2 <u>2019-2020 Audited Financial Statements (096-20)</u>		
<i>It is recommended that Lakehead District School Board approve the August 31, 2020 audited financial statements as outlined in Report No. 096-20, 2019-2020 Audited Financial Statements.</i>		
16. New Reports		
16.1 Appointment to the Aboriginal Education Advisory Committee (007-21)	AJ Keene	22-23
17. New Business		
18. Notices of Motion		

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

20. Adjournment

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

**LAKEHEAD DISTRICT SCHOOL BOARD**



**Office of the Director**

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**REGULAR BOARD MEETING NO. 2**

**Tuesday, January 26, 2021  
Virtual via Microsoft Teams**

Ian MacRae  
Director of Education

Ellen Chambers  
Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session  
6:35 p.m. – Microsoft Teams**

	<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. 25 - November 24, 2020	E. Chambers	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations Updates (008-21)	M. Probizanski	3-5
5.3.2 Personal Matters	I. MacRae	Verbal
5.3.3 Personal Matter (015-21)	E. Chambers	Handout
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**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF REGULAR BOARD MEETING NO. 25**

Virtual  
Via Microsoft Teams

2020 NOV 24  
7:30 p.m.

**TRUSTEES PRESENT:**

Ellen Chambers (Chair)  
Trudy Tuchenhagen (Vice Chair)  
Marg Arnone  
Sue Doughty-Smith  
Ron Oikonen  
Deborah Massaro

George Saarinen  
Ryan Sitch  
Scottie Wemigwans  
Keira Essex (Indigenous Student  
Trustee)  
Simran Talpade (Student Trustee)

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Kirsti Alaksa, Superintendent of Business  
AJ Keene, Superintendent of Education  
Michelle Probizanski, Superintendent of Education

**FEDERATION/UNION REPRESENTATIVES:**

Jim Desaulniers, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Arnone

Seconded by Trustee Wemigwans

*"THAT the Agenda for Regular Board Meeting No. 25, November 24, 2020 be approved."*

**CARRIED**

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Wemigwans

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

- *Confirmation of Committee of the Whole – Closed Session Minutes of:*
  - *Board Meeting No. 13 (Special), July 2, 2020;*
  - *Board Meeting No. 22 (Special), October 16, 2020;*
  - *Regular Board Meeting No. 23, October 27, 2020; and*
  - *Board Meeting No. 24 (Special), November 4, 2020.*
  
- *Legal 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. Report of Committee of the Whole – Closed Session

Moved by Trustee Doughty-Smith

Seconded by Trustee Wemigwans

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

*‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of:*

- *Board Meeting No. 13 (Special), July 2, 2020;*
- *Board Meeting No. 22 (Special), October 16, 2020;*
- *Regular Board Meeting No. 23, October 27, 2020; and*
- *Board Meeting No. 24 (Special), November 4, 2020.”*

CARRIED

5. Approval of Minutes

Moved by Trustee Sitch

Seconded by Trustee Tuchenhagen

*“THAT Lakehead District School Board approve the Minutes of:*

- *Board Meeting No. 13 (Special), July 2, 2020;*
- *Board Meeting No. 14 (Special), July 8, 2020;*
- *Board Meeting No. 15 (Special), July 10, 2020;*
- *Board Meeting No. 16 (Special), July 28, 2020;*
- *Board Meeting No. 17 (Special), August 5, 2020;*
- *Board Meeting No. 18 (Special), September 9, 2020;*
- *Board Meeting No. 20 (Special), September 23, 2020;*
- *Board Meeting No. 21 (Special), September 28, 2020;*
- *Board Meeting No. 22 (Special), October 16, 2020;*
- *Regular Board Meeting No. 23, October 27, 2020; and*
- *Board Meeting No. 24 (Special), November 4, 2020.”*

CARRIED

MATTERS NOT REQUIRING A DECISION:

6. Ontario Public School Boards' Association Report

Trustee Chambers, Ontario Public School Boards' Association Director and voting delegate, informed the Board that the next Board of Directors meeting will be November 28, 2020.

7. Indigenous Student Trustee Report

Keira Essex, Indigenous Student Trustee, provided a handout as her report. Items addressed included: the Special Education Advisory Committee (SEAC) meeting, planning of a mental health virtual conference, the strategic plan stakeholder engagement session, the Student Census Pilot project, the Parent Involvement Committee (PIC) meeting, Student Senate and Student Mentorship program, and the implementation of the anonymous rainbow boxes and medicine tables. All trustees' questions were addressed.

8. Student Trustee Report

Simran Talpade, Student Trustee, provided a handout as her report. Items addressed included: the Ontario Student Trustees' Association (OSTA-AECO) Fall General Meeting, the strategic plan stakeholder engagement session, Student Mentorship Program, Student Senate, the Parent Involvement Committee (PIC) meeting. All trustees' questions were addressed.

9. Environment: Multi-Year Capital Plan (086-20)

Kirsti Alaksa, Superintendent of Business, introduced Jim Desaulniers, Manager of Property Services, who presented the report along with a PowerPoint presentation. All trustees' questions were addressed.

10. Legal Representation for 2019-2020 (087-20)

Ian MacRae, Director of Education, presented the report.

11. Lakehead Public Schools International Report (088-20)

AJ Keene, Superintendent of Education, introduced Steven Johnson, International Student Coordinator, who presented the report. Steven Johnson introduced Dylan Ma, an international student from China, who spoke to his experiences as an international student. All trustees' questions were addressed.

12. COVID-19 General Update

Ian MacRae, Director of Education, introduced AJ Keene, Superintendent of Education, who provided a verbal update on current COVID-19 matters affecting Lakehead District School Board. All trustees' questions were addressed.

13. Parent Involvement Committee Meeting Minutes – October 5, 2020

Ian MacRae, Director of Education, presented the Parent Involvement Committee meeting minutes.

14. Aboriginal Education Advisory Committee Meeting Minutes - September 17, 2020

AJ Keene, Superintendent of Education, presented the Aboriginal Education Advisory Committee meeting minutes.

MATTERS FOR DECISION:

15. Recommendations from the Standing Committee (091-20)

Policy Review – 1020 Equity and Inclusive Education (078-20)

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

*“THAT Lakehead District School Board approve 1020 Equity and Inclusive Education Policy, Appendix A to Report No. 078-20.”*

CARRIED

Policy Review – 3080 Research (079-20)

Moved by Trustee Tuchenhagen

Seconded by Trustee Doughty-Smith

*“THAT Lakehead District School Board approve 3080 Research Policy, Appendix A to Report No. 079-20.”*

CARRIED

Policy Review – 7030 Human Rights and Workplace Harassment (080-20)

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

*“THAT Lakehead District School Board approve 7030 Human Rights and Workplace Harassment Policy, Appendix A to Report No. 080-20.”*

CARRIED

Policy Development – Hiring Policy (083-20)

Moved by Trustee Tuchenhagen

Seconded by Trustee Sitch

*“THAT Lakehead District School Board approve the development of a Hiring Policy as indicated in Report No. 083-20.”*

CARRIED

16. Approval of Appointments to the Special Education Advisory Committee (084-20)

Moved by Trustee Saarinen

Seconded by Trustee Doughty-Smith

*“THAT Lakehead District School Board approve the appointment of Anne Antenucci as representative and Tracy Paquette as alternate representative to the Special Education Advisory Committee representing Autism Ontario Thunder Bay, for the term ending November 30, 2022.”*

CARRIED

17. Appointments to the Aboriginal Education Advisory Committee (085-20)

Moved by Trustee Arnone

Seconded by Trustee Wemigwans

*“THAT Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:*

- *Yolanda Wanakamik, Parent Member;*
- *Keli Cristofaro, Councillor at Large, Thunder Bay Métis Council, Community Member;*  
*and*
- *Renee Tookenay, Alternate Community Elder/Knowledge Keeper.”*

CARRIED

18. By-Law No.119 – 2020 Tax Levy (089-20)

Moved by Trustee Tuchenhagen

Seconded by Trustee Saarinen

*“THAT Lakehead District School Board approve By-law No. 119 – 2021 Tax Levy (Appendix A) authorizing the 2021 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 089-20.”*

CARRIED

19. Policy Development – Conflict of Interest (090-20)

Moved by Trustee Sitch

Seconded by Trustee Saarinen

*“THAT Lakehead District School Board approve the development of Conflict of Interest Policy as indicated in Report No. 090-20.”*

CARRIED

20. Cancellation of Regular Board Meeting – December 15, 2020 (097-20)

Moved by Trustee Oikonen

Seconded by Trustee Arnone

*“THAT Lakehead District School Board cancel the December 15, 2020 Regular Board Meeting”*

CARRIED

21. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

*“THAT we do now adjourn at 9:39 p.m.”*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF ANNUAL BOARD MEETING**

Virtual  
Microsoft Teams

2020 DEC 01  
6:00 p.m.

**TRUSTEES PRESENT:**

Marg Arnone  
Ellen Chambers  
Sue Doughty-Smith  
Deborah Massaro  
Ron Oikonen  
George Saarinen

Ryan Sitch  
Trudy Tuchenhagen  
Scottie Wemigwans  
Keira Essex (Indigenous Student Trustee)  
Simran Talpade (Student Trustee)

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
AJ Keene Superintendent of Education  
Michelle Probizanski, Superintendent of Education  
Kirsti Alaksa, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Angela Lee-Wiwcharyk, Managers

**PUBLIC SESSION:**

1. **Call to Order**

Ian MacRae, Secretary of the Board, called the meeting to order and reviewed the procedures for the meeting.

2. **Introduction of Scrutineers**

AJ Keene, Superintendent of Education, Michelle Probizanski, Superintendent of Education, and Kirsti Alaksa, Superintendent of Business, were introduced as the scrutineers for the elections.

3. Election of Chair of the Board

Ian MacRae, Secretary of the Board, announced the pre-nominations of Trustee Chambers by Trustee Sitch. Trustee Chambers accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Sitch

Seconded by Trustee Doughty-Smith

*“THAT nominations for the Office of Chair of Lakehead District School Board be closed.”*

CARRIED

Trustee Chambers was declared chair of the Board by acclamation. Trustee Chambers assumed the chair.

Chair Chambers thanked the Board for the opportunity to continue to serve as chair of the Board.

4. Election of Vice Chair of the Board

Chair Chambers announced the pre-nominations of Trustee Tuchenhagen by Trustee Saarinen and Trustee Sitch by Trustee Doughty-Smith. Trustee Tuchenhagen and Trustee Sitch accepted the nominations. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Oikonen

Seconded by Trustee Arnone

*“THAT nominations for the Office of Vice Chair of Lakehead District School Board be closed.”*

CARRIED

The scrutineer introduced the method of voting and the election began for the Office of Vice Chair of the Board between Trustee Tuchenhagen and Trustee Sitch. Trustee Tuchenhagen was declared the winner.

Trustee Tuchenhagen was declared vice chair of the Board.

Vice Chair Tuchenhagen thanked the Board for the opportunity to continue to serve as vice chair of the Board.

5. Election of a Member and Alternate to the Coordinating Committee

Chair Chambers announced the pre-nominations of Trustee Doughty-Smith by Trustee Sitch and Trustee Arnone by Trustee Tuchenhagen for the position of member of the Coordinating Committee. Chair Chambers asked for nominations from the floor. Trustee Doughty-Smith and Trustee Arnone accepted the nominations. Further nominations were called from the floor. There were no further nominations.

Moved by Trustee Tuchenhagen

Seconded by Trustee Sitch

*“THAT nominations for a Member to the Coordinating Committee be closed.”*

CARRIED

The scrutineer introduced the method of voting and the election began for the position of member of the Coordinating Committee between Trustee Doughty-Smith and Trustee Arnone. Trustee Arnone was declared the winner.

Trustee Arnone was declared the member of the Coordinating Committee.

Chair Chambers announced that there were no pre-nominations for the position of alternate of the Coordinating Committee. Chair Chambers asked for nominations from the floor. Trustee Doughty-Smith was nominated by Trustee Tuchenhagen. Trustee Doughty-Smith accepted her nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Oikonen

Seconded by Trustee Wemigwans

*“THAT nominations for an Alternate Member to the Coordinating Committee be closed.”*

CARRIED

Trustee Doughty-Smith was acclaimed as alternate member of the Coordinating Committee.

6. Director's Annual Report 2019-2020 (001-21)

Ian MacRae, Director of Education, presented a summary of his report. Director MacRae thanked senior administration, their executive secretaries, Judy Hill, Executive Assistant to the Director, Stephanie Rea, Communications Officer and Cody Angus, Graphics and Information Service Technician, for their work on the Annual Report.

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

*"THAT Lakehead District School Board receive the Director's Annual Report 2019-2020."*

CARRIED

7. Parent Involvement Committee Annual Report (002-21)

Ian MacRae, Director of Education, presented the report. Director MacRae thanked the Parent Involvement Committee members.

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

*"THAT Lakehead District School Board receive the Annual Report of the Parent Involvement Committee."*

CARRIED

8. Trustee Appointments to Board Committees – 2021 (003-21)

Moved by Trustee Doughty-Smith

Seconded by Trustee Saarinen

*"THAT Lakehead District School Board approve the Trustee Appointments to Board Committees – 2021 as set out in Appendix A to Report No. 003-21."*

CARRIED

9. Thunder Bay Public Library Board Annual Report (004-21)

Trustee George Saarinen, Lakehead District School Board Appointee to the Thunder Bay Public Library Board, introduced Laura Prinselaar, Community Hub Librarian - Systems, who presented the annual report.

Moved by Trustee Saarinen

Seconded by Trustee Arnone

*"THAT Lakehead District School Board receive the Annual Report by Lakehead District School Board Appointee to the Thunder Bay Public Library Board."*

CARRIED

10. Aboriginal Education Advisory Committee Annual Report (005-21)

AJ Keene, Superintendent of Education, introduced Anika Guthrie, First Nations, Métis and Inuit Education Coordinator and Co-Chair, Aboriginal Education Advisory Committee, who presented the annual report. All trustees' questions were addressed.

Moved by Trustee Sitch

Seconded by Trustee Doughty-Smith

*"THAT Lakehead District School Board receive the Annual Report of the Aboriginal Education Advisory Committee."*

CARRIED

11. Special Education Advisory Committee Annual Report (006-21)

Michelle Probizanski, Superintendent of Education, introduced Liz Tod, Chair, Special Education Advisory Committee, who presented the report. All trustees' questions were addressed.

Moved by Trustee Arnone

Seconded by Trustee Doughty-Smith

*"THAT Lakehead District School Board receive the Annual Report of the Special Education Advisory Committee."*

CARRIED

12. Adjournment

Moved by Trustee Arnone

Seconded by Trustee Tuchenhagen

*"THAT we do now adjourn at 7:09 p.m."*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

20 NOV 23  
Report No. 094-20

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

RE: AUDIT COMMITTEE ANNUAL REPORT – AUGUST 31, 2020

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 2019-2020 were:

- Ron Oikonen, Trustee Member, Chair (Sept. 2019-Dec. 2020);
- Trudy Tuchenhagen, Trustee Member;
- Marg Arnone, Trustee Member;
- Jeff Heney, External Member; and
- Christy McClelland, External Member

3. Meetings of the Audit Committee

3.1 During fiscal year 2019-2020 the Lakehead District School Board Audit Committee held a total of four meetings:

- September 30, 2019;
- November 25, 2019;
- January 20, 2020; and
- June 1, 2020.

3.2 Members attendance at all meetings held during 2019-2020 was as follows:

Audit Committee Member	Sep 30	Nov 25	Jan 20	Jun 01
R. Oikonen	✓	✓	Regrets	✓
M. Arnone	✓	✓	✓	✓
T. Tuchenhagen	✓	✓	✓	✓
J. Heney	✓	✓	✓	Regrets
C. McClelland	✓	✓	✓	✓

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;
- Walter Flaszka, Partner, BDO;
- Ania Berezowski, Senior Manager, BDO;
- Alex Marton, Regional Internal Audit Manager; and
- Paul Agostino, Regional Internal Auditor.

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

3.4.1 September 30, 2019

- Audit Committee Self-Assessment;
- Internal Auditor Update Report; and
- Planning Report to the Audit Committee.

3.4.2 November 25, 2019

- Audit Committee Self-Assessment Results;
- 2018-2019 Budget Transfers and Contingency Funds;
- 2018-2019 Financial Statement Variance;
- Internal Auditor Update Report;
- Audit Committee 2019 Annual Report;
- Audit Committee 2019 Summarized Annual Report; and
- 2018-2019 Audited Financial Statements and Communication of Audit Results.

### 3.4.3 January 20, 2020

- Internal Financial Information – December 31, 2019; and
- Internal Auditor Update Report.

### 3.4.4 June 1, 2020

- Interim Financial Information – April 30, 2020;
- Internal Auditor Update Report; and
- 2020-2021 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 2018-2019 Audited Financial Statements. The Audit Committee reviewed and recommended the approval of the annual audited financial statements on November 25, 2019.

## 5. Internal Auditors

5.1 The relationship continues to be good with the Internal Auditors. Paul Agostino was named as the Regional Internal Auditor for LPS.

5.2 The Internal Audit Manager presented the Internal Audit Mandate to the Audit Committee.

5.3 The Internal Audit Manager presented the 2019-2020 Internal Audit Plan. Planned audits included Supply Staffing and Custodial Services, which were two audits carried over from 2017-2018 that were not done due to staffing constraints on the internal audit team.

5.4 The Internal Audit Manager presented the 2020-2021 Internal Audit Plan. Planned audits included Special Education and Performance Appraisals.

5.5 The Internal Audit Manager presented the results of the Repair and Maintenance audit on November 25, 2019. All management action plans were carried out in a prompt manner.

5.6 The Internal Audit Manager presented *Common Questions for Audit Committees*, a document put together by Internal Audit to assist Audit Committees in understanding the audit process further by asking questions of the Internal and External Auditors as well as Management, during the audit planning phase as well as the post-audit phase.

5.7 The Internal Audit Manager presented the Supply Staffing and Custodial Services audits.

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,

KIRSTI ALAKSA  
Superintendent of Business

RON OIKONEN  
Chair, Audit Committee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2021 JAN 26  
Report No. 014-21

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

RE: ESTABLISHMENT OF 2021-2022 BUDGET COMMITTEE

1. Background

In order to finance operations of the Board and to ensure effective stewardship of Board resources for the fiscal year 2021-2022, the Ministry of Education requires that the Board's annual budget be submitted to the Ministry on or before a date specified by the Ministry, expected to be June 30, 2021.

2. Situation

2.1 The Budget Committee is an Ad Hoc Committee comprised of all trustees of the Board.

2.2 According to the Lakehead District School Board 2018 Procedural By-Law, section 5.5, *"The initial meeting of an Ad Hoc or Special Committee shall be called by the Secretary of the Board, within two weeks of the resolution appointing such committees."*

2.3 At the first meeting of the 2021-2022 Budget Committee, a chair and vice chair will be elected.

2.4 The 2021-2022 Budget Committee shall report its recommendation to the Board no later than the date provided by the Ministry of Education.

RECOMMENDATION

It is recommended that:

1. Lakehead District School Board establish the 2021-2022 Budget Committee comprised of all trustees; and
2. The 2021-2022 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.

Respectfully submitted,

KIRSTI ALAKSA  
Superintendent of Business

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2021 JAN 26  
Report No. 012-21

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 23, 2020 Audit Committee Meeting and have been referred to the Board for approval.

A copy of the Audit Committee Summarized Annual Report - August 31, 2020 (095-20) is attached as Appendix A.

A copy of the 2019-2020 Audited Financial Statements Report (96-20) is attached as Appendix B.

The recommendations are as follows:

**AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2020 (095-20)**

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 012-21; and
2. Forward the report to the Ministry of Education.

**2019-2020 AUDITED FINANCIAL STATEMENTS (096-20)**

It is recommended that Lakehead District School Board approve the August 31, 2020 audited financial statements as outlined in Report No. 096-20, 2019-2020 Audited Financial Statements.

Respectfully submitted,

RON OIKONEN  
Chair  
Audit Committee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2020 NOV 23  
Report No. 095-20

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

RE: AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2020

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 approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 095-20 and forward the report to the Ministry of Education.

Respectfully submitted,

KIRSTI ALAKSA  
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, 2020

Lakehead District School Board

Fiscal Year: 2019-2020

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

During the 2019-2020 fiscal year, the following internal audits were planned and completed:

- Supply Staff
- Custodial Services

In addition to the audit listed above, the following internal audit was issued to management for responses and remains incomplete:

- Risk Management

_____	_____	_____
Date	Signature	Chair of the Audit Committee Title

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2020 NOV 23  
Report No. 096-20

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

RE: 2019-2020 AUDITED FINANCIAL STATEMENTS

1. Background

Administration has concluded the preparation of the financial statements for the 2019-2020 fiscal period ending August 31, 2020. 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, 2020, 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 25, 2019. 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 2019-2020 fiscal year, Administration analyzed potential budget variances as reported in Report No. 019-20, Interim Financial Information – December 31, 2019, and Report No. 048-20, Interim Financial Information – April 30, 2020. There were no changes to the 2019-2020 budget allocations recommended after the presentation of these reports.

3.4 The financial statements for the 2019-2020 fiscal year indicate:

- i) a balance of \$0 (2019, \$818 k) that is un-appropriated and available for compliance. This amount was formerly known as working capital;
- ii) a balance of \$6.9 mil (2019, \$8.02 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

- iii) a balance of \$(10.6) mil (2019, \$(11.4) 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, 2020 audited financial statements as outlined in Report No.096-20, 2019-2020 Audited Financial Statements.

Respectfully submitted,

ANGELA LEE-WIWCHARYK  
Manager of Financial Services

KIRSTI ALAKSA  
Superintendent of Business

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2021 JAN 26  
Report No. 007-21

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

RE: APPOINTMENT 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 in 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.

## RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Anna Fern Kakegamic, Keewaytinook Okimakanak (KOSSS), member, to the Aboriginal Education Advisory Committee.

Respectfully submitted,

AJ KEENE  
Superintendent of Education

IAN MACRAE  
Director of Education