



Office of the Director

Jim McCuaig Education Centre
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REGULAR BOARD MEETING NO. 13

**Tuesday, November 28, 2023
Jim McCuaig Education Centre**

Sherrilynne Pharand
Director of Education

Ellen Chambers
Chair

AGENDA

PUBLIC SESSION

7:30 p.m. – in the Board Room/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. COMMITTEE OF THE WHOLE – Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Land Acknowledgement		
8. Delegations/Presentations		
8.1 Westmount Public School - <i>Our Journey as a Legacy School</i>	J. Lower	1-3
8.2 Trustee Recognition Award- Anika Guthrie	S. Wemigwans	Verbal
9. Approval of Minutes		
9.1 Regular Board Meeting No. 11 - October 24, 2023	E. Chambers	4-8
10. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

Resource
Person Pages

MATTERS NOT REQUIRING A DECISION:

- | | | | |
|------|--|----------------------------|---------|
| 11. | Information Reports | | |
| 11.1 | Ontario Public School Boards' Association (OPSBA) Report | L. Vanderwey | Verbal |
| 11.2 | Student Trustee - November Report | M. De Franceschi | Handout |
| 11.3 | Indigenous Student Trustee – November Report | E. Drake | Handout |
| 11.4 | Updates from the Chair/Director | E. Chambers/
S. Pharand | Verbal |
| 11.5 | Legal Representation for 2022-2023 (115-23) | S. Pharand | 9-12 |
| 11.6 | 2023-2024 Capital Plan (117-23) | K. Alaksa | 13-21 |
| 12. | First Reports | | |

MATTERS FOR DECISION:

13. Postponed Reports

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>
14.	Recommendations from the Board Advisory Committee (119-23)	D. LeBlanc	22-41
14.1	Appointment to the 2023-2024 Special Education Committee (108-23)		
	<i>It is recommended that Lakehead District School Board approve the appointment of Scott McBean as a replacement member to the Special Education Advisory Committee representing Childrens Centre Thunder Bay, for the term ending November 30, 2026, as outlined in Report No 108-23.</i>		
14.2.	Policy Review – 7090 Accountability (113-23)		
	<i>It is recommended that Lakehead District School Board approve 7090 Accountability Policy as indicated in Report No.113-23.</i>		
14.3	Policy Review – 3026 Budget Variance (110-23)		
	<i>It is recommended that Lakehead District School Board approve 3026 Budget Variance Policy, Appendix A to Report No. 110-23.</i>		
14.4	Policy Review – 6020 Extended Field Trip (111-23)		
	<i>It is recommended that Lakehead District School Board approve 6020 Extended Field Trip Policy as outlined in Report No 111-23 as amended.</i>		
14.5	Policy Review – 6021 Day Field Trip (109-23)		
	<i>It is recommended that Lakehead District School Board approve 6021 Day Field Trip Policy as outlined in Report No 109-23.</i>		

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>
14.6	Policy Review – 7011 Teacher Performance Appraisal (106-23)	
	<i>It is recommended that Lakehead District School Board approve 7011 Teacher Performance Appraisal Policy as outlined in Report No 106-23.</i>	
14.7	Policy Review – 8011 Use of School Buildings, Facilities and Grounds (107-23)	
	<i>It recommended that Lakehead District School Board approve 8011 Use of School Buildings, Facilities and Grounds Policy, Appendix A to Report No. 107-23.</i>	
15.	Ad Hoc and Special Committee Reports	
16.	New Reports	
16.1	By-Law NO. 123- 2024 Tax Levy (116-23)	K. Alaksa 42-43
16.2	Approval of Appointment to the Parent Involvement Committee (114-23)	S. Pharand 44
17.	New Business	
18.	Notices of Motion	
19.	Information and Inquiries	
20.	Adjournment	

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



Celebrating Student Achievement

School: Westmount Public School

Title of Initiative: Our Journey as a Legacy School

Presentation Team: Aaren Johansen/Trina-Lee Mench/Mark Moorhouse/
Inga Anderson-Foster

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement.	Westmount is in its fifth year as a legacy school. This initiative focuses on ReconciliACTIONS as part of Secret Path Week (Oct. 17 – 22). The Legacy Schools program is a free national initiative to engage, empower and connect students and educators to further reconciliation through awareness, education, and action. This is one aspect of our schools learning related to Truth and Reconciliation which extends learning connected to Orange Shirt Day and Treaty Recognition Week.
2. Rationale for selecting the initiative.	This initiative has continued into its fifth year because it provides a platform for our school to demonstrate our continued commitment to Truth and Reconciliation. As a legacy school, we continue to focus on initiatives, activities and actions that reflect the spirit of the Calls to Action as outlined by the Truth and Reconciliation Commission of Canada.
3. Intended outcomes of the initiative related to improved student achievement.	As we continue our journey, students have many opportunities to connect their learning to various curriculum areas including social studies, art, drama, reading and writing. Embedding this important learning across the curriculum allows it to continue throughout the year and deepens student understanding of truth and reconciliation. Students also learn about ways to take action for reconciliation.
4. Description of the data used.	In completing a review of our school demographics, neighbourhood make up, proximity and connection to Fort William First Nation, we knew we wanted to have all students see themselves reflected within the classroom and school community.

<p>5. Brief description of the significant activities or strategies involved with the initiative.</p>	<p>All students engaged in learning related to the residential school experience as well as ways to take ReconciliACTION. Junior and intermediate students read the book “<i>Secret Path</i>” and primary students read age-appropriate stories related to residential schools. Students throughout the school engaged in a school-wide art initiative that focused on the story, “<i>Secret Path</i>”. The artwork and sharing of stories allowed students to share in a common experience that allows our school to continue to build on our learning. The learning and school-wide art project was celebrated through our Walk for Wenjack where classes walked the perimeter of the school playground as they took time to reflect on Chanie’s experiences and how it connected to the art they created. On the day of our Walk for Wenjack, students and staff wore purple which was Gord Downie’s favourite colour and is the colour of new beginning and of a change happening. Throughout the week, donations were collected for the Wenjack Foundation. These donations ensure that they can continue to offer a path toward reconciliation and build a better Canada for all.</p>
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<p>6. One or two highlights of the above activities.</p>	<p>The artwork created by students visually displays a powerful message within our school. The school wide Walk for Wenjack brings our school community together and provides all of us the opportunity to do our own reflection on Secret Path Week, what it means as well as how it affects us moving forward. We are also proud to have surpassed our goal of raising a dollar for each of the 600 km Chanie tried to walk to return to his home community. This year we raised \$797.15 for the Wenjack Foundation which helps to improve the lives of Indigenous people by building awareness, education, and connections between all peoples in Canada.</p>
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<p>7. Description of any unexpected results or “moments of serendipity” related to the initiative.</p>	<p>Students across grades made connections to Orange Shirt Day in September and linked the learning with the ideas shared from the “<i>Secret Path</i> story”. Additional resources were provided to our school from the Downie & Wenjack Fund to add to our legacy library. These new resources are used to inspire further learning within the school community. Students made additional connections during Treaties Recognition Week, November 6 -10.</p>
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<p>8. Description of one or two interesting findings that would be useful or helpful to other schools.</p>	<p>The overall engagement and understanding of the challenges and issues that resulted during, and from residential schools has increased, giving students perspective and knowledge on how aspects of Canadian history impact their lives today, as well as the role they can play moving forward.</p>
<p>9. Identification of one or two noteworthy hurdles or stumbling blocks.</p>	<p>As we continue this journey in years to come, we will consider how to find meaningful and impactful school-wide initiatives to engage our students in this important learning about residential schools throughout the school year. We also recognize that the nature of the events surrounding residential schools and Chanie's story can be emotionally challenging for some students. We are committed to supporting the social and emotional needs of all students when engaging in this learning.</p>
<p>10. Next steps in pursuing the initiative.</p>	<p>We are committed to continue our journey as a legacy school. Our next step will be to include teachings from Elders/Knowledge Keepers during our Secret Path week to support our learning and engage community partners. We will also incorporate the use of the new resources added to our school legacy library in future learning to continue to build cultural understanding and create a path toward ReconiliACTION.</p>
<p>11. Lessons learned about the school's efforts to improve student achievement.</p>	<p>Students see themselves reflected in our classrooms and school community, not just during specific times of the year, but throughout the school year. This has affirmed how important our continued commitment to the Calls to Action is within our school community.</p>

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 11

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2023 OCT 24
Time:7:30 P.M.

TRUSTEES PRESENT:

Ellen Chambers (Chair)
Donica LeBlanc (Vice Chair)
Pat Johansen(virtual)
Ron Oikonen
George Saarinen (virtual)
Ryan Sitch

Scottie Wemigwans
Trudy Tuchenhagen
Leah Vanderwey (virtual)
Emily Drake (Indigenous Student
Trustee)

TRUSTEE ABSENT, WITH REGRET:

Morgann De Franceschi (Student Trustee)

SENIOR ADMINISTRATION:

Sherril-Lynne Pharand, Director of Education (virtual)
Kirsti Alaksa, Superintendent of Business
AJ Keene, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education
Heather Harris, Superintendent of Education

FEDERATION/UNION REPRESENTATIVES:

Principals/ Vice Principals: Joanne Giertuga, Lisa Nutley
Managers: Dave Covello
Union: Nancy Nix, Elementary Occasional Teachers (ETFO)

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Tuchenhagen

Seconded by Trustee Sitch

“THAT the Agenda for Regular Board Meeting No. 11, October 24, 2023 be approved.”

CARRIED

2. Trustee Character Award

2.1 Chair Chambers introduced Trustee Tuchenhagen to present the Trustee Character Award to Mike Judge for his 30 plus years of coaching and volunteering with the football program at Hammarskjold High School.

2.2 Chair Chambers introduced Trustee LeBlanc to present the Trustee Character Award to Malcolm Sutherland for devoting his time volunteering with Lakehead Public Schools hockey programs.

3. Approval of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Wemigwans

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 10- September 26, 2023.”

CARRIED

4. Business Arising from the Minutes

MATTERS NOT REQUIRING A DECISION:

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

Trustee Sitch updated the Board that he will be travelling to Toronto in November for the OPBSA Board of Directors Meeting. Trustee Vanderwey gave a brief update to the Board on the Northern Regional Conference in Sault Ste. Marie she attended with Trustees' Oikonen, Leblanc and Chambers. Chair Chambers reminded the trustees to fill out the questions in the follow-up email from OPSBA regarding the priorities of a Northern Board and submit them to Sheryl Evans at OPSBA.

6. Indigenous Student Trustee Report

Indigenous Student Trustee Drake presented her October report to the Board. Included in the report were the meetings Indigenous Student Trustee Drake attended, her initiative 'Word of the day' progress and attending St. James Public School during Local Government Week.

7. Student Trustee Report

Student Trustee De Franceschi presented her October report to the Board. Items addressed included: attending Ogden Community Public School during Local Government Week, being interviewed by TB NewsWatch on the role of a student trustee and attending various meetings in her new role as student trustee.

8. Updates from the Chair/ Director

Director Pharand informed the Board of trustee/ director visits to Armstrong Public School and Kingfisher Education Centre. Director Pharand informed the Board that the EQAO results are coming out and is very pleased to celebrate the gains the Lakehead District School Board (LDSB) teachers, principals, senior team, and support staff have achieved in helping students and families attain the results that will be shared in tonight's report. She also announced that LDSB will be hosting the Public Council of Ontario Directors of Education (PCODE) Fall Meeting this week in Thunder Bay. Public Council of Ontario Directors of Education members will be attending Algonquin Public School and the KZ lodge at Hammarskjold High School. Chair Chambers informed the Board that she attended the kickoff event for Waste Reduction Week at Claude E. Garton Public School.

9. Adult Education Report (102.23)

Jane Lower, Superintendent of Education, introduced Sam Peotto, Manager of Lakehead Adult Education Centre, to present the report. All trustees' questions were addressed.

10. Student Achievement Report (103-23)

Heather Harris, Superintendent of Education, introduced Fred Van Elburg, Program Coordinator and Meghan Smelow, Student Success Lead, to present the report. All trustees' questions were addressed.

11. Directors Action Plan (105-23)

Director Pharand presented the report. All trustees' questions were addressed.

Matters For Decision

12. Recommendations from the Board Advisory Committee (104-23)

12.1. Appointments to the 2023-2024 Parent Involvement Committee (099-23)

Moved by Trustee LeBlanc

Seconded by Trustee Wemigwans

“THAT Lakehead District School Board approve the following appointments to the 2023-2024 Parent Involvement Committee effective November 15, 2023, to November 14, 2024:

- *Ahmed Bediwy, parent member;*
- *Chelsea Siver, parent member;*
- *Lorraine Mashongoane, alternate parent member;*
- *Morning Star Tom, Miiniwewinan Indigenous Education Advisory Committee representative;*
- *Tara Ingram, Special Education Advisory Committee representative;*
- *Shannon Jessiman, principal representative;*
- *Laura Prodanyk, community representative;*
- *Fred Van Elburg, teacher representative; and*
- *Connor Pratt, alternate teacher representative.”*

CARRIED

12.2. Policy Review – 7060 Staff Training and Professional Development (096-23)

Moved by Trustee LeBlanc

Seconded by Trustee Sitch

“THAT Lakehead District School Board rescind 7060 Staff Training and Professional Development Policy.”

CARRIED

12.3. Policy Review – 8011 Use of School Buildings, Facilities, and Grounds (097-23)

Moved by Trustee LeBlanc

Seconded by Trustee Tuchenhagen

“THAT Lakehead District School Board approve the review of 8011 Use of School Buildings, Facilities and Grounds, as indicated in Report No. 097-23

CARRIED

12.4. Role of The Finance Committee (100-23)

Moved by Trustee LeBlanc

Seconded by Trustee Oikonen

“THAT Lakehead District School Board establish a Finance Committee instead of a Budget Committee with the mandate as outlined in Report No 100-23.

CARRIED

13. Ad Hoc and Special Committee Reports

14. New Reports

14.1 Short-Term Borrowing Resolution (101-23)

Moved by Trustee Saarinen

Seconded by Trustee LeBlanc

“THAT Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2023-2024 school year as outlined in Report No. 101-23, Short-Term Borrowing Resolution.

CARRIED

15. New Business

16. Notices of Motion

17. Information and Inquiries

17.1 Trustee Leblanc offered condolences to the Algoma District School Board, who recently lost Three students in a tragic event.

17.2 Chair Chambers reported on her experiences at the Local Government Event at St. James Public School.

18. Adjournment

Moved by Trustee Sitch

Seconded by Trustee Saarinen

“THAT we do now adjourn at 9:30 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 28
Report No. 115-23

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

RE: LEGAL REPRESENTATION FOR 2022-2023

1. Background

Lakehead District School Board’s 3020 Legal Representation Policy and Procedures, (herewith attached, Appendix A), are designed to assist in the resolution of complex and technical legal matters.

2. Situation

The 2022-2023 legal costs paid from the director’s legal/audit account are as follows:

Description	Cost
Cheadles	\$ 60,157.87
Paquette & Associates	98,184.97
Borden Ladner Gervais	255.40
Buset & Partners	1,888.45
Carrel & Partners	983.56
Edmond Harnden	4,537.43
Keel Cottrelle	436.73
Hicks Morley	275.32
Miller Thompson	252.85
O’Neill & Associates	27,639.90
Third Party Costs	9,629.61
OSBIE Reimbursements	-12,876.77
TOTAL	\$191,365.32

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

Year	Total Legal Expenses
2022-2023	\$191,365.32
2021-2022	170,286.37
2020-2021	257,996.31
2019-2020	368,133.31
2018-2019	443,209.31

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education

LEGAL REPRESENTATION POLICY

3020

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to 3020 Legal Representation Procedures. Any questions related thereto may be directed to the superintendent responsible.

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>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010	
	May 23, 2017	

LEGAL REPRESENTATION PROCEDURES

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

2. Implementation Procedures

2.1 If legal representation is deemed necessary, by an employee, they should contact their superintendent or, if their superintendent is not available, the director or any other superintendent.

2.2 Briefly outline the matter to the superintendent.

2.3 The superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the superintendent will provide the necessary information to allow the matter to be resolved.

2.4 If the matter is deemed to require legal representation, the superintendent, in consultation with the director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).

2.5 A copy of each referral will be forwarded to the director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.

2.6 The director files a report annually on the year's activities with respect to use of legal firms.

3. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010 May 23, 2017	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 28
Report No. 117-23

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

RE: 2023-2024 CAPITAL PLAN

1. Background

- 1.1 On an annual basis, the Operational Plan is presented to the Board. The Operational Plan directly supports the Strategic Plan. One of the general objectives of the Operational Plan is to “Provide a safe, welcoming, equitable, accessible and inclusive environment that reflects the diversity of our community”.
- 1.2 The Capital Committee was established to coordinate the effective delivery of this priority as it relates to facilities. The 2023-2024 committee is comprised of the following members:
 - Mark Hakala, Capital Project Coordinator;
 - Kyle Ulvang, Health and Safety Officer;
 - Don Porter, Plant Supervisor;
 - John Loovere, Supervisor of Computer Services; and
 - Jim Desaulniers, Manager of Property Services.
- 1.3 The committee’s mandate is to focus on the following items, which correspond with goals laid out in the Operational Plan:
 - to develop a capital plan for schools with a focus on academic achievement;
 - to continue to reduce greenhouse gas emissions measured; and
 - to continue to improve classroom teaching and learning environment.
- 1.4 The committee reports to and receives guidance from Executive Council. Input is sought and received from all schools.
- 1.5 A major component of system success is the development of the capital plan. The capital plan is to include the development of a plan for safety and security, beautification for schools, their sites and a development plan for schools with a focus on academic achievement.

1.6 Executive Council has established the 2023-2024 capital project priorities. This list was developed with input from:

- Information Technology Committee;
- Accessibility Committee;
- Safe Schools Committee;
- Building and energy consultants;
- Property Services Department; and
- Annual school visits.

It also incorporates projects required to satisfy legislated requirements of the Occupational Health and Safety Act, Ministry of Labour, Ministry of Environment, Ontario Fire Marshall, and the Accessibility for Ontarians with Disabilities Act.

1.7 In order to effectively manage the implementation of the Capital Plan, the work has been broken down into the following five categories:

- Program Needs;
- Inviting Schools;
- Energy Management;
- Electrical;
- Sitework;
- Accessibility; and
- Buildings.

2. Summary of 2022-2023 Capital Plan

The following summary highlights the major capital plan accomplishments of the 2022-2023 fiscal year. Although the capital plan was quite extensive and challenged by supply chain issues, the Board reported a record spending of \$18,948,462 in capital expenditures for the fiscal year ending August 31, 2023.

2.1 Program Renewal

- new outdoor classrooms at Sherbrooke Public School, Gorham and Ware Community School; and
- new bleachers and scoreboards for Westgate Collegiate and Vocational Institute and Hammarskjold High School.

2.2 Inviting Schools

- new LED signs at Westgate Collegiate and Vocational Institute, Hammarskjold High School and Superior Collegiate and Vocational Institute;
- new flagpole and fencing at Whitefish Valley Public School; and
- new play structure at Valley Central Public School and École Gron Morgan Public School.

2.3 Energy Management

- new steam to hot water conversion at École Gron Morgan Public School and Westgate Collegiate and Vocational Institute;
- new LED lighting retrofits at Algonquin Avenue Public School, C.D. Howe Public School, Crestview Public School, Five Mile Public School, Hammarskjold High School, Kakabeka Falls Public School, Ogden Community Public School, Sherbrooke Public School and Claude E. Garton Public School; and
- new Building Automation Systems (BAS) and new boilers for Kakabeka Falls Public School.

2.4 Electrical

- new exhaust fan for smudging in classroom 26 at Algonquin Avenue Public School;
- new clock system at Armstrong Public School, McKenzie Public School, and Hammarskjold High School;
- new phone system at C.D. Howe Public School, Sherbrooke Public School and St. James Public School;
- back-up power system for Gorham and Ware Community School;
- relocate HRV-5 at McKenzie Public School;
- new underground electrical feed for Crestview Public School;
- new security cameras for McKellar Park Central Public School; and
- new bathroom sensors piloted at Superior Collegiate and Vocational Institute, Westgate Collegiate and Vocational Institute and Hammarskjold High school.

2.5 Site Work

- new parking lot pavement for C.D. Howe Public School;
- new hard surface play area at Crestview Public School;
- new fencing at McKellar Park Central Public School and Armstrong Public School;
- new play area improvements for École Gron Morgan Public School;
- new baseball backstop for Five Mile Public School;
- sidewalk refurbishment at Gorham and Ware Community School in Junior and Senior Kindergarten area, and at Valley Central Public School daycare; and
- traffic improvements at Valley Central Public School and Westmount Public School.

2.6 Accessibility

- new interior keyless entry system at Algonquin Avenue Public School and Westmount Public School; and
- new sensory room for Claude E. Garton Public School.

- 2.7 Building
- kitchen server improvements at Five Mile Public School, Algonquin Avenue Public School and Claude E. Garton Public School;
 - renovate change rooms into storage at Armstrong Public School;
 - asbestos abatement at Crestview Public School;
 - bathroom upgrades at McKenzie Public School, Whitefish Valley Public School, Superior Collegiate and Vocational Institute, Sherbrooke Public School and Kakabeka Falls Public School;
 - new floor tiling for Crestview Public School and Vance Chapman Public School;
 - new ceiling grid and tiles at Sherbrooke Public School and Ogden Community Public School; and
 - improve hot water distribution at Vance Chapman Public School.

3. Lakehead District School Board 2023-2024 Capital Plan

The following represents the capital enhancements in the 2023-2024 school year of the Long-Term Capital Plan. These projects will ensure Lakehead District School Board students continue to have access to safe and secure facilities that will meet the changing requirements of the curriculum.

- 3.1 Program Renewal
- athletic room upgrade at Superior Collegiate and Vocational Institute;
 - new sensory room at Vance Chapman Public School; and
 - small gym conversion to classroom and staff room at Kingsway Park Public School.
- 3.2 Inviting Schools
- new front entrance and siding improvements to Hammarskjold High School; and
 - painting of front entrance and interior of Nor'wester View Public School.
- 3.3 Energy Management
- new Building Automation Systems (BAS) and unit ventilators for C.D. Howe Public School;
 - new LED lighting retrofit at Superior Collegiate and Vocational Institute;
 - new heat recovery ventilators at Five Mile Public School, Gorham and Ware Community School and Hammarskjold high School;
 - new Building Automation Systems (BAS) and crawl space ventilation for Sherbrooke Public School;
 - new steam to water boiler conversion for Westgate Collegiate and Vocational Institute; and
 - new HVAC unit for Woodcrest Public School.

- 3.4 Electrical
 - new data systems backup power for Westgate Collegiate and Vocational Institute, Superior Collegiate and Vocational Institute, Hammarskjold High School and Jim McCuaig Education Centre;
 - new exterior lighting for Westmount Public School Kiss N Go;
 - new over current and surge protection for Gorham and Ware Community School;
 - new phone system for Woodcrest Public School; and
 - new back-up power system for Gorham and Ware Community School.

- 3.5 Site Work
 - traffic improvements for Crestview Public School;
 - sidewalk improvements at Kakabeka Falls Public School; and
 - new play area improvements for Nor'wester View Public School.

- 3.6 Accessibility
 - accessibility study and improvement for C.D. Howe Public School;
 - new accessible surface for play structure at Westmount Public School;
 - resurface play area at Vance Chapman School;
 - new special needs washroom at Westmount Public School; and
 - new video surveillance entry system for Jim McCuaig Education Centre.

- 3.7 Building
 - teacherage upgrades at Armstrong Public School;
 - asbestos abatement at Crestview Public School;
 - refurbish well water intake system at Five Mile Public School;
 - new roof for original section of Kingsway Park Public School;
 - washroom upgrades for McKellar Park Central Public School and Whitefish Valley Public School;
 - new cafetorium windows for Superior Collegiate and Vocational Institute;
 - new floor tiling for Nor'wester View Public School;
 - breakfast program kitchen upgrades for Westgate Collegiate and Vocational Institute;
 - office renovation for Woodcrest Public School; and
 - renovate the cafeteria kitchen at Hammarskjold High School.

4. 2023-2024 Funding

The 2023-2024 capital projects will be funded by the following capital grants:

- Ministry of Education School Renewal Funding; and
- Ministry of Education School Condition Improvement Grant.

5. Long-Term Capital Plan

- 5.1 Appendix A details the capital projects planned for next year to support the Board's Long-Term Capital Plan and reflects the input received from school communities and stakeholders.

5.2 The amount of capital investment required in an existing school to achieve a like-new status is known as the facility condition index. It is the goal of the long-term capital plan to achieve a Facility Condition Index (FCI) < 25% average for all schools. In 2012, the Board average FCI was 48%, in 2017 the Board FCI was 39% and the current FCI for the Board is 27%.

6. Conclusion

The quality of program delivery to all students remains first and foremost in all decisions when completing the Capital Plan while continuing to focus on the strategies as outlined in the 2021-2024 Strategic Plan.

Respectfully submitted,

JIM DESAULNIERS
Manager of Property Services

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

Location	Project	Brief Description	Cost
Armstrong Public School	Renovate teacherages	all teacherages improvements (siding, electrical panels, flooring, painting)	\$80,000
C.D. Howe Public School	Accessibility Improvements	new elevator, stair lifts, ramps	\$500,000
C.D. Howe Public School	HVAC improvements	update BAS, replace unit ventilators	\$200,000
Crestview Public School	Traffic Improvements	west side of school, safety hazards/ fill & level play field	\$400,000
Crestview Public School	Asbestos Abatement	remove asbestos in classrooms	\$120,000
Five Mile Public School	Refurbish raw water system	clean; reline tanks, new filtration	\$120,000
Five Mile Public School	HVAC Upgrades	replace 3 HRV's in basement	\$120,000
Gorham and Ware Community School	Backup Power	back-up power supply	\$750,000
Gorham and Ware Community School	HVAC upgrade	daycare HVAC upgrade	\$95,000
Hammarskjold High School	New front entrance	increase curb appeal, new siding, sidewalks ramps etc.	\$300,000
Hammarskjold High School	Transformer Removal	remove PCB's, transformer, replace rollup door	\$100,000
Hammarskjold High School	Data Security	backup power for IT and data servers/ network upgrade	\$250,000
Hammarskjold High School	HVAC upgrade	replace and upgrade Special Needs HRV-3	\$85,000
Jim McCuaig Education Centre	Security Improvements	new AI door, keyless entry	\$25,000
Jim McCuaig Education Centre	Data Security	backup power for IT and data servers	\$100,000
Kakabeka Falls Public School	New sidewalk/ fencing	improve pedestrian traffic	\$60,000
Kingsway Park Public School	New roof	replace ballasted roof above old section	\$900,000
Kingsway Park Public School	New staff room, library, classroom	convert staff to classroom; convert small gym to staff room, library	\$250,000

Location	Project	Brief Description	Cost
McKellar Park Central Public School	Insulation improvements	add insulation behind unit ventilators and outer wall. Install new sinks and millwork second floor	\$60,000
McKellar Park Central Public School	Bathroom Renovation	upgrade to second floor bathrooms	\$200,000
Nor'wester View Public School	Play area improvements	new fencing, soccer, grade/drainage improvements, inground garbage	\$300,000
Nor'wester View Public School	New flooring	daycare and hallway tiling	\$85,000
Nor'wester View Public School	Building envelope improvements	front walls, raise windows, improve drainage improve curb appeal.	\$125,000
Sherbrook Public School	HVAC improvements	new BAS; crawl space ventilation, unit ventilators	\$200,000
Superior Collegiate and Vocational Institute	Athletic room upgrades	climbing wall, bleacher removal	\$60,000
Superior Collegiate and Vocational Institute	Data Security	backup power for IT and data servers/ network upgrade	\$250,000
Superior Collegiate and Vocational Institute	New Windows	new cafetorium windows	\$200,000
Superior Collegiate and Vocational Institute	LED lighting upgrade	upgrade lighting to energy efficient LEDs	\$200,000
Vance Chapman Public School	New Snoozling Room	renovate/partition staff room for snoozling room	\$200,000
Vance Chapman Public School	Play area upgrade	replace asphalt with turf inside new compound	\$50,000
Westgate Collegiate and Vocational Institute	Heating Conversion	steam/water conversion - 2 years	\$2,000,000
Westgate Collegiate and Vocational Institute	Kitchen Upgrade	renovate breakfast program kitchen	\$160,000
Westgate Collegiate and Vocational Institute	Data Security	backup power for IT and data servers/ network upgrade	\$250,000
Westmount Public School	Special Needs Bathroom	renovate gym storage to special needs washroom	\$250,000
Westmount Public School	Exterior lighting	light standards for new kiss n go	\$85,000
Westmount Public School	Accessibility Improvements	new surface for play structure	\$50,000

Location	Project	Brief Description	Cost
Whitefish Valley Public School	Play field improvements	increase accessibility of outside area, ramps, power doors, pavement	\$200,000
Whitefish Valley Public School	Bathroom upgrades	upgrades to meet accessibility compliance of staff washroom(s)	\$200,000
Woodcrest Public School	Space renovation	conversion of sunken assembly area into offices	\$150,000
Woodcrest Public School	Communication Upgrade	new phone system	\$195,000
Woodcrest Public School	HVAC upgrade	replace daycare Trane unit	\$100,000
Various Locations	Accessibility	power door upgrades, washrooms, ramps, idor	\$100,000
Various Locations	Accessibility	elevator study; C.D. Howe, Ecole Gron Morgan Public School, McKellar Park Central Public School, McKenzie Public School, Ogden Community Public School, St. James Public School, Westmount Public School, Algonquin Avenue Public School, Lakehead Adult Education Centre	\$80,000
Various Locations	Accessibility	install accessible padding or turf under existing play structures	\$160,000
Various Locations	Interior Keyless entry	door strikes, controller, new doors	\$100,000
Total Year Capital Plan			\$10,525,000

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 28
Report No. 119-23

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

RE: RECOMMENDATIONS FROM THE BOARD ADVISORY COMMITTEE

Background

The following reports were received at the Board Advisory Committee Meeting of November 14, 2023, and have been referred to the Board for approval. The recommendations are as follows:

APPOINTMENT TO THE 2023-2024 SPECIAL EDUCATION COMMITTEE (108-23)

It is recommended that Lakehead District School Board approve the appointment of Scott McBean as a replacement member to the Special Education Advisory Committee representing Childrens Centre Thunder Bay, for the term ending November 30, 2026, as outlined in Report No 108-23.

POLICY REVIEW – 7090 ACCOUNTABILITY (113-23)

It is recommended that Lakehead District School Board approve 7090 Accountability Policy as indicated in Report No.113-23.

POLICY REVIEW – 3026 BUDGET VARIANCE (110-23)

It is recommended that Lakehead District School Board approve 3026 Budget Variance Policy, Appendix A to Report No. 110-23.

POLICY REVIEW – 6020 EXTENDED FIELD TRIP (111-23)

It is recommended that Lakehead District School Board approve the review of 6020 Extended Field Trip Policy as outlined in Report No 111-23 as amended.

POLICY REVIEW – 6021 DAY FIELD TRIP (109-23)

It is recommended that Lakehead District School Board approve the review of 6021 Day Field Trip Policy as outlined in Report No 109-23.

POLICY REVIEW – 7011 TEACHER PERFORMANCE APPRAISAL (106-23)

It is recommended that Lakehead District School Board approve the review of 7011 Teacher Performance Appraisal Policy as outlined in Report No 106-23.

**POLICY REVIEW – 8011 USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS
(107-23)**

It recommended that Lakehead District School Board approve 8011 Use of School Buildings, Facilities and Grounds Policy, Appendix A to Report No. 107-23.

Respectfully submitted,

Donica LeBlanc
Chair
Board Advisory Committee

PERSONNEL AND EMPLOYEE RELATIONS

7000

DRAFT - NOVEMBER 14, 2023

ACCOUNTABILITY POLICY

7090

1.0 Rationale

The intent of this policy is to:

- safeguard public interest, trust and public confidence;
- ensure ethical and professional conduct;
- enable trustees, employees, and the general public, including parents and students, to raise concerns about suspected wrongdoing by a trustee or an employee of the Lakehead District School Board (LDSB) in respect to the business and operations of its schools, offices and facilities; and
- ensure protection against reprisal related to reporting of suspected wrongdoing.

2.0 Policy Statement

Lakehead District School Board trustees, employees, volunteers, external organizations and/or persons working for the LDSB are expected to uphold the public trust and demonstrate integrity in all dealings. All individuals are expected to act with honesty and integrity in the fulfillment of their responsibilities in accordance with the laws and regulations, LDSB's codes of conduct, policies, and procedures. The LDSB shall make every reasonable effort to discourage wrongdoing and shall establish and maintain internal controls to prevent and detect wrongdoing.

3.0 Responsibility

3.1 Director of Education

- responsible for establishing appropriate organizational structures, systems, practices, and controls to ensure compliance with this policy in relation to the employees of the LDSB.

3.2 Board of Trustees

- responsible for enforcing this policy in relation to the director of education; and
- responsible for a complaint that a trustee has breached the Board Member Code of Conduct.

PERSONNEL AND EMPLOYEE RELATIONS

7000

DRAFT - NOVEMBER 14, 2023

ACCOUNTABILITY POLICY

7090

4.0 Guiding Principles

- 4.1 The LDSB is committed to the safety of the learning and working environments in all schools, offices, and facilities and the effective stewardship of its resources in accordance with all applicable laws.
- 4.2 The LDSB is committed to protecting its students, staff, revenue, property, proprietary information, and other assets.
- 4.3 The LDSB will not tolerate any misuse or misappropriation of its assets.
- 4.4 The LDSB will make every reasonable effort to protect itself against wrongdoing and will establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of wrongdoing.
- 4.5 Any individual or employee who has knowledge of an occurrence of a wrongdoing or has reason to suspect that a wrongdoing has occurred, has both the right and the obligation to report the occurrence using the methods of reporting already in place under the various policies, procedures, and collective agreements. An individual or employee may choose to report the incident to their supervisor or to the director of education. If the matter relates to the director of education or a trustee, individuals may report the incident to the chair of the Board.
- 4.6 This policy does not supersede other LDSB policies, procedures and protocols and a person making a report may be directed to use other available complaint resolution processes. For example, any matters with compliance concerning union contracts, are not matters for the Accountability Policy. Such concerns or questions should be directed to an immediate supervisor, the human resources department or the appropriate union.
- 4.7 Provided there are reasonable grounds, and the report is applicable to the Accountability Policy, the LDSB shall investigate any and all incidents of suspected or alleged acts of wrongdoings. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such investigation. The person who filed the report will be informed of the manner in which the disclosure was addressed, when possible.

PERSONNEL AND EMPLOYEE RELATIONS

7000

DRAFT - NOVEMBER 14, 2023

ACCOUNTABILITY POLICY

7090

- 4.8 All participants in an investigation of a suspected wrongdoing, including persons who make a report of suspected wrongdoing, witnesses, and the persons suspected to be responsible for wrongdoing, are expected to keep the details and results of the investigation confidential, and only discuss the matter with those conducting the investigation.
- 4.9 Confidentiality will be maintained to every extent possible, but it should be understood that the nature of the investigation may be expanded beyond the complainant(s) and the respondent(s) to verify factual information.
- information will only be disclosed by the LDSB to those necessary to the investigation;
 - the LDSB cannot be held responsible for the actions of the complainant or respondent in relation to any outside agency;
 - the LDSB may be legally required to provide information to an outside authority. As well, the LDSB may be legally required to speak to the respondent regarding the incident and, where appropriate, take further action; and
 - it is because of these facts that absolute confidentiality cannot be guaranteed. All those that are involved with the investigation process must abide by the confidentiality guidelines.

Regardless of the outcome of the investigation, no action will be taken against a complainant unless it can be shown that the complaint was made maliciously or in bad faith. Any person who knowingly and purposefully makes a false, frivolous, malicious, or vexatious report may be subject to legal proceedings to obtain redress. Any employee who knowingly and purposefully makes a false, frivolous, malicious, or vexatious report may be subject to discipline, up to and including dismissal.

- reassignment or relocation for the safety/security of individuals involved is not considered discipline.

This policy does not affect or replace any duty to make a report that is required or permitted under legislation. This policy does not affect any rights under a collective agreement, legislation, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms.

PERSONNEL AND EMPLOYEE RELATIONS

7000

DRAFT - NOVEMBER 14, 2023

ACCOUNTABILITY POLICY

7090

5.0 Definition of Wrongdoing

For the purposes of this statement of policy, “wrongdoing” is used to refer collectively to illegal or inappropriate conduct. Wrongdoing includes, but is not limited to:

- fraud as defined in the Criminal Code of Canada (s. 380 (1));
- misappropriation of funds, supplies, resources, or other assets;
- any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for wrongdoing purposes, in violation of 3096- Information/ Communication Technology Use Policy;
- irregular and/or improper accounting, internal controls, or auditing practices or conduct;
- conflicts of interest (personal or otherwise) influencing the objectives and decision making of one’s duties;
- conduct or practices that create a danger to life, the physical and/or mental health and well-being, safety of students, staff or other parties, where applicable, or to the learning or working environment;
- time theft (i.e., an act where an employee collects pay for time not actually worked);
- an actual or suspected violation or contravention of any federal or provincial law, regulation, LDSB policies or administrative procedures as it relates to the LDSB;
- unprofessional conduct or conduct that contravenes LDSB’s Code of Conduct; and
- knowingly directing or counselling a person to commit a wrongdoing of illegal or inappropriate conduct.

The above list is not exhaustive but is intended to provide guidance to individuals as to the kind of conduct, which constitutes wrongdoing under this policy. Employees who are in doubt as to whether a concern is an improper activity should contact their immediate supervisor or the director of education prior to reporting any wrongdoing.

PERSONNEL AND EMPLOYEE RELATIONS

7000

DRAFT - NOVEMBER 14, 2023

ACCOUNTABILITY POLICY

7090

6.0 Reprisal

This policy prohibits reprisals or threats of reprisals against individuals or employees acting in good faith, who:

- report incidents of suspected wrongdoing;
- seek advice about making a disclosure;
- cooperate in any subsequent investigation;
- act as witnesses in any subsequent investigation; or
- act in compliance with the policy.

A reprisal is any measure taken against an individual or employee that adversely affects their employment or appointment and includes, but is not limited to:

- ending or threatening to end an individual or employee's employment or appointment;
- disciplining or suspending or threatening to discipline or suspend an individual or employee;
- imposing or threatening to impose a penalty related to employment or appointment of an individual or employee; and
- intimidating, coercing or harassing an individual or employee in relation to their employment or appointment.

An employee of the LDSB who retaliates against someone who has reported a suspected wrongdoing, in good faith, is subject to discipline, up to and including dismissal.

PERSONNEL AND EMPLOYEE RELATIONS

7000

DRAFT - NOVEMBER 14, 2023

ACCOUNTABILITY POLICY

7090

7.0 Specific Directives

The director of education has authority to issue operational procedures for reporting and investigating alleged wrongdoing involving employees.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Trustee Code of Conduct	November 14, 2023	Ontario Human Rights Code
7030 Human Rights and Workplace Harassment	<u>Date Approved</u>	Canadian Charter of Rights and Freedoms
7040 Violence in the Workplace Policy		Criminal Code of Canada (s.380.1)
3096 Information/ Communication Technology Use Policy		Occupational Health and Safety Act – Part III.0.1
3020 Legal Representation Policy		
3030 Purchasing Policy	<u>Date Revised</u>	

BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT- November 14, 2023

BUDGET VARIANCE POLICY

3026

1. Rationale

On an annual basis, Lakehead District School Board (LDSB) establishes its guiding principles ensuring they align with the strategic plan. These guiding principles are the building blocks of budget development. The budget is a record of decisions made, a mechanism for allocating financial resources and a means of managing activities in a planned and efficient manner. The ongoing management of the annual budget and the financial affairs of the Board require a process to report on a regular basis to trustees and senior administration the actual results of operations in comparison to budget estimates and to establish the process whereby authority is granted to vary from expenditure limits and/or program priorities as established by the budget.

2. Policy

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

3. Guidelines

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

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

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

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

BUSINESS AND BOARD ADMINISTRATION	3000
DRAFT- November 14, 2023	
BUDGET VARIANCE POLICY	3026

- 3.3 An annual report of variances between the approved budget and actual performance, as defined by the August 31 audited financial statements, shall be presented.
- 3.4 Periodic and annual reporting will include specific analysis of contingency funds. This analysis shall detail the year-to-date distribution or allocation of the contingency funds.
- 3.5 Procedures established for reporting to the Board shall be in a format recommended from time to time by the Finance Committee and shall focus on various levels of detail that are appropriate for the size of the function, department or activity being examined. Variance analysis shall also provide information regarding the Board's compliance with Ministry of Education reporting requirements.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	November 1990	
	<u>Date Revised</u>	
	June 24, 2003 May 24, 2016	Ontario Regulation 361/10 Audit Committees

STUDENT SERVICES	6000
DRAFT- November 14, 2023	
EXTENDED FIELD TRIP POLICY	6020

1. Rationale

Lakehead District School Board (LDSB) recognizes the importance of out of classroom experiences for students. Extended field trips can expand and reinforce concepts learned in the classroom, provide for new and unique learning experiences not available in the classroom, and make learning experiences more interesting and relevant for students. Activities outside the classroom foster a love of lifelong learning by providing opportunities for belonging, well-being, engagement, and expression. They assist students in developing positive attitudes; encourage students to problem solve as they consider the environment around them; and ensure a deeper understanding of community.

2. Policy

It is the policy of LDSB to support the participation of students and teachers in approved extended field trips.

Overnight programs at Kingfisher Lake Outdoor Education Centre, under the auspices of Kingfisher staff, are considered to be extended field trips under the terms of this policy.

3. Guiding Principles

3.1 Extended field trips are valuable learning experiences with curricular relevance and tied to the learning from the classroom.

3.2 Student participation in all extended field trips is voluntary and subject to parental approval.

3.3 Field trips are intentionally planned to include all students. Every effort will be made to ensure equitable inclusion. Consideration will be given to all accommodations appropriate for the student.

This decision will be made by the principal in consultation with the classroom teacher and parent/guardian. The school in partnership with the parent/guardian will be responsible for any additional supervision or care required for individual children.

3.4 The principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participation in a particular trip. An alternate program will be provided at the school for such occasions.

3.5 Written parental/guardian informed consent and agreement to all conditions specified is required for all students under age eighteen participating in extended field trips.

3.6 It is the principal's responsibility to ensure that suitable supervision and safety measures are provided. Safety and well-being shall be given the highest priority for all stakeholders.

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DRAFT- November 14, 2023	
EXTENDED FIELD TRIP POLICY	6020

- 3.6.1 Supervisors will have the necessary knowledge, experience, training, and qualifications, including Police Records Checks, where applicable, and that suitable supervision and safety measures are provided.
- 3.6.2 At least one supervisor must be a teacher employed by the LDSB.
- 3.6.3 Approved volunteers are expected to know the details of the trip and their specific duties. They are expected to know and support the School Code of Conduct. Please refer to the LDSB Volunteer Handbook.
- 3.7 Lakehead District School Board believes outdoor education programs and activities promote an appreciation for environment and foster a love of life-long learning. It is the policy of LDSB to support outdoor education programs that are well organized, taught and supervised by appropriately trained staff, and emphasize student safety and positive social interactions through meaningful experiences.
- 3.8 When planning for learning in the outdoors, supervisors or instructors must meet the requirements related to certifications as well as for safety.
- 3.9 When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.
- 3.10 Schools will not agree to waiver any forms of liability and/or excursion agreements as a condition of participation to attend a venue, tour, or event.
- 3.11 Extended Field Trip Approval Forms will be approved by the principal, or principal and superintendent prior to any bookings being made or fundraising activities taking place.
- 3.12 Prior to any extended field trip, specific program objectives must be clearly defined for all participants and parents/guardians. Parents/guardians will be informed of trip details, location, activities, and itinerary. Participants will have completed and returned necessary consent forms prior to the date of the activity.

STUDENT SERVICES	6000
DRAFT- November 14, 2023	
EXTENDED FIELD TRIP POLICY	6020

- 3.15 All high-risk activities must be discussed with and approved by the superintendent or designate.
- 3.16 It is the responsibility of the principal to keep appropriate records for all extended field trips.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
3040 Transportation Policy and Procedures	1985 06 04	Education Act, R.S.O. 1990, c. E.2
8012 Fundraising in the Schools Policy and Procedures	<u>Date Revised</u>	Bill 193 Rowan’s Law (Concussion Safety), 2018
8074 Student Concussion Management Policy and Procedures	April 28, 2009 April 26, 2016	Bill 20 Ryan’s Law, 2015 – Ensuring Asthma Friendly Schools
6065 Prevalent Medical Conditions Policy and Procedures		Bill 3 Sabrina’s Law, 2005 – An act to protect anaphylactic pupils
6061 Administration of Oral Medications Policy and Procedures		
Lakehead District School Board Volunteer Handbook		

STUDENT SERVICES

6000

DRAFT- November 14, 2023

DAY FIELD TRIP POLICY

6021

1. Rationale

Lakehead District School Board (*LDSB*) recognizes the importance of out of classroom experiences for its students. Day field trips can expand and reinforce concepts learned in the classroom, provide for new and unique learning experiences not available in the classroom and make learning experiences more interesting, and relevant for students. Activities outside the classroom foster a love of lifelong learning by providing opportunities for belonging, well-being, engagement and expression. They assist students in developing positive social interactions and environmental appreciation.

2. Policy

It is the policy of LDSB to support the participation of students and teachers in approved day field trips.

3. Guiding Principles

- 3.1 Field trips are valuable learning experiences with curricular relevance tied to learning from the classroom.
- 3.2 Normally, the Day Field Trip Approval Form will be approved by the principal a minimum of seven days prior to the departure date. Refer to Appendix D of the procedures.
- 3.3 It is the responsibility of principals to ensure that day field trip supervisors have the necessary knowledge, experience, training and qualifications, including police records checks, where applicable, and that suitable supervision and safety measures are provided. At least one supervisor must be a teacher employed by LDSB.
- 3.4 It is the policy of LDSB to support outdoor education programs that are well organized, taught and supervised by appropriately trained staff and emphasize student safety and positive social interactions through meaningful experiences.
- 3.5 When planning for learning in the outdoors, supervisors or instructors must meet the requirements related to certifications as well as for safety.
- 3.6 Prior to any day field trip, specific program objectives must be clearly defined for all participants and parents/guardians. Parents/guardians will be informed of trip details, location, activities and itinerary. Participants will have complete and returned necessary consent forms prior to the date of the activity.
- 3.7 When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.
- 3.8 It is the responsibility of the principal to keep records for all day field trips.

STUDENT SERVICES

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DRAFT- November 14, 2023

DAY FIELD TRIP POLICY

6021

- 3.9 Student participation in all day field trips are voluntary and subject to parental/guardian approval.
- 3.10 Safety and well-being shall be given the highest priority for all stakeholders. Risk mitigation and management will be considered throughout all phases of the trip.
- 3.11 All activities requiring high care must be discussed with and sanctioned by the superintendent/designate.
- 3.12 Field trips are intentionally planned to include all students. Every effort will be made to ensure equitable inclusion.
- 3.13 Consideration will be given to all accommodations appropriate for the student (for students with special needs).

This decision will be made by the principal in consultation with the classroom teacher and parent/ guardian. The school in partnership with the parent/guardian, will be responsible for any additional supervision or care required for individual children.
- 3.14 The principal, in consultation with the teacher and the parent/guardian, may exclude a pupil from participating in a particular trip and will provide an alternate program at the school for such occasions.
- 3.15 Written parental/guardian informed consent and agreement to all conditions specified is required for all students under age eighteen participating in day field trips.
- 3.16 Schools will not agree to waiver any forms of liability and/or excursion agreements as a condition of participation to attend a venue, tour, or event.

PERSONNEL & EMPLOYEE RELATIONS	7000
DRAFT- November 14, 2023	
TEACHER PERFORMANCE APPRAISAL POLICY	7011

1. Rationale

The Ministry of Education has directed that school boards conduct teacher performance appraisals that are consistent with the Education Act as amended, Ontario Regulations 98/02, 99/02 and 266/06 as amended, the New Teacher Induction Program, Induction Elements Manual 2010, the Performance Appraisal Technical Requirements Manual 2010, and the Ontario College of Teachers' Standards of Practice for the Teaching Profession.

2. Policy

2.1 It is the policy of Lakehead District School Board to:

- ensure all students receive the benefit of an educational system staffed by competent and effective teachers;
- provide fair, effective and consistent teacher evaluation in every school; and
- promote the professional growth of its teaching staff.

3. Guiding Principles

3.1 Lakehead District School Board supports the following guiding principles for the teacher performance appraisal process:

- 3.1.1 Teacher performance appraisals apply to members of the Elementary Teachers' Federation of Ontario (ETFO) and the Ontario Secondary Teachers' Federation (OSSTF), and teachers on a Letter of Permission.
- 3.1.2 Occasional or continuing education teachers, supervisory officers, principals, and vice principals are not evaluated by this process.
- 3.1.3 Teacher performance appraisal reflects the duties and expectations in accordance with the Education Act and with the regulations and guidelines of the Ministry of Education and of the Board.
- 3.1.4 Teachers determine their own professional growth recognizing expectations of the Ontario College of Teachers' Standards of Practice.
- 3.1.5 Teachers accept responsibility to develop their professional effectiveness.
- 3.1.6 The process provides opportunities for growth, continuous improvement, and concrete steps and support for improvement in areas of concern.
- 3.1.7 Additional appraisals shall be conducted based upon issues of performance.

4. Review

SCHOOL COMMUNITY RELATIONS	8000
Draft November 14, 2023	
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUND POLICY	8011

1. Rationale

Our community is comprised of a number of co-operative groups: cultural, political, economic, social and educational. As an educational institution, Lakehead District School Board (LDSB) has the opportunity to recognize and to encourage those activities, which promote personal and social growth. The Board also recognizes that school buildings are public buildings and are an integral part of the community and, as such, should be available for public use to improve the quality of life for everyone.

2. The Policy

It is the policy of LDSB to make available to the community the Board’s school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

3. Guidelines

- 3.1 The use of schools for student instruction, school extra-curricular activities and other school related business either during or outside of normal school hours shall take precedence over all other activities.
- 3.2 Any activity that may be potentially injurious to the building, grounds or equipment will not be approved.
- 3.3 All use of space under this policy must comply with the Ontario Human Rights Code. This Policy shall be interpreted in accordance with the Board’s Human Rights and Workplace Harassment Policy. The Board reserves the right to deny or cancel requests for use of space for activities which may constitute a violation of the Code and/ or that may otherwise cause harm to the school community.

4. Administrative Regulations

- 4.1 Overall administration and supervision of the program is to be the responsibility of the designated superintendent.
- 4.2 The Community Use of Schools outreach coordinator will manage the permit process, ensuring written agreements include the acceptance of Regulations and Conditions for Use of School Buildings and appropriate insurance coverage are in place before processing the application.
- 4.3 Approval of all application/permits is to be the responsibility of the school principal or his/her designate.

SCHOOL COMMUNITY RELATIONS	8000
Draft November 14, 2023	
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUND POLICY	8011

- 4.4 A Board staff member must be present during any community use activity to open, lock-up, and monitor users to ensure Board policies are followed, and to implement emergency procedures should they be required.
- 4.5 A schedule of fees, updated periodically on the Board website, shall be established by LDSB and fees will be charged for the use of school facilities according to the classification of the user.
- 4.6 The specific details concerning regulations, responsibilities, and user categories are outlined in 8011 Use of School Buildings, Facilities and Grounds Procedures.

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>
3060 Leasing of Space Policy	March 15, 1983	Ontario Human Rights Code
3091 Security Policy		
8013 Visitation in the Schools Policy	<u>Date Revised</u>	
8040 Trespass to Schools Policy	June 22, 1999	
8070 Safe Schools Policy	June 28, 2011	
7030 Human Rights and Workplace Harassment Policy	November 28, 2017	
8092 Code of Conduct		

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 28
Report No. 116-23

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

RE: BY-LAW NO. 123 – 2024 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 Section 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.123 – 2024 Tax Levy (Appendix A) authorizing the 2024 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 116-23.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

BY-LAW NO. 123

A by-law to provide for a 2024 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 2024 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 28TH day of November 2023.

Ellen Chambers
Chair

Sherri-Lynne Pharand
Secretary

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 28
Report No. 114-23

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

RE: APPOINTMENT TO THE 2023-2024 PARENT INVOLVEMENT COMMITTEE

1. Background

Vacant positions continue to be advertised for the 2023-2024 Parent Involvement Committee.

2. Situation

2.1 Through the Board website, the Parent Involvement Committee has continued to seek representation for vacant positions.

2.2 One application has been received for the alternate parent member position.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Dawn-Marie Francis to the 2023-2024 Parent Involvement Committee for the term November 15, 2023 to November 14, 2024.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education