



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. 14

**Tuesday, December 19, 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. Land Acknowledgement		
5. Delegations/ Presentations		
6. Approval of Minutes		
6.1 Regular Board Meeting No. 13 - November 28, 2023	E. Chambers	1-6
7. Business Arising from the Minutes		

MATTERS NOT REQUIRING A DECISION:

8. Information Reports
 - 8.1 Ontario Public School Boards' Association (OPSBA) Report
 - 8.2 Updates from the Chair/Director
9. First Reports

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

LAKEHEAD DISTRICT SCHOOL BOARD

MATTERS FOR DECISION:

	<u>Resource Person</u>	<u>Pages</u>
10. Postponed Reports		
11. Recommendations from the Board Advisory Committee		
12. Ad Hoc and Special Committee Reports		
12.1 Recommendations from the Audit Committee (012-24)	K. Alaksa	7-9
Audit Committee Summarized Annual Report – August 31, 2023 (120-23)		
<i>It is recommended that Lakehead District School Board:</i>		
1. <i>Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 012-24 and</i>		
2. <i>Forward the report to the Ministry of Education.</i>		
12.2 Recommendations from the Audit Committee (012-24)	K. Alaksa	10-11
2022-2023 Audited Financial Statements (122-23)		
<i>It is recommended that Lakehead District School Board approve the August 31, 2023, audited financial statements as outlined in Report No. 122-23, 2022-2023 Audited Financial Statements.</i>		
13. New Reports		
14. New Business		
15. Notices of Motion		
16. Information and Inquiries		
17. Adjournment		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 13

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2023, NOV 28
7:30 P.M.

TRUSTEES PRESENT:

Ellen Chambers (Chair)
Donica LeBlanc (Vice Chair)
Pat Johansen
Ron Oikonen
George Saarinen (virtual)
Scottie Wemigwans (virtual)
Trudy Tuchenhagen

Leah Vanderwey (virtual)
Emily Drake (Indigenous Student
Trustee)
Morgann De Franceschi (Student
Trustee)

TRUSTEE ABSENT WITH REGRET:

Ryan Sitch

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Nikki Marks, Lakehead District School Board Principals/ Vice Principals
Angela Delorey, Lakehead District School Board Principals/ Vice Principals
Jim Desaulniers, Lakehead District School Board Managers
Nancy Nix, Elementary Teachers Federation of Ontario (ETFO)- Elementary Occasional
Teachers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

“THAT the Agenda for Regular Board Meeting No. 13, November 28, 2023 be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Oikonen

Seconded by Trustee LeBlanc

“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*
 - *Regular Board Meeting No. 10*
 - *September 26, 2023*
- *Legal Matters*

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Report of Committee of the Whole – Closed Session

Moved by Trustee Oikonen

Seconded by Trustee Johansen

“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 Regular Board Meeting No. 10, September 26, 2023.’

CARRIED

5. Delegations/ Presentations:

5.1 Trustee Recognition Award

Chair Chambers introduced Trustee Johansen to present the Trustee Recognition Award to Anika Guthrie. Anika Guthrie received the Trustee Recognition award in acknowledgement of her Recognition for Outstanding Indigenous Educator award from the Canadian Teachers’ Federation.

5.2 Celebrating Student Achievement- Westmount Public School

Jane Lower, Superintendent of Education, introduced Mark Moorhouse, Principal, Inga Anderson-Foster, Vice Principal, Aaren Johansen, Teacher and Trina- Lee Mench, Student Support Professional, from Westmount Public School who, presented the information regarding their *Journey as a Legacy School* initiative. All trustees’ questions were addressed.

6. Approval of Minutes

Moved by Trustee Saarinen

Seconded by Trustee LeBlanc

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 11- October 24, 2023.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Vanderwey reminded trustees about an OPSBA information item regarding the Ontario budget consultation and the online survey. Trustee Vanderwey encouraged trustees to have a look at it before the deadline, January 31, 2024.

8. Student Trustee Report

Morgann De Franceschi, Student Trustee, provided a handout of her November report. Items addressed included: attending Special Education Advisory Committee (SEAC) meeting, and collecting input from LDSB Student Advisory Committees (SAC) on Accelerated Apprenticeship Program.

9. Indigenous Student Trustee Report

Emily Drake, Indigenous Student Trustee, provided a handout of her November report. Items addressed included: Word of the Day initiative, Minister Patti Hajdu visit to Superior Collegiate and Vocational Institute (SCVI); and collaboration with SAC executive council at SCVI.

10. Updates from the Chair/ Director

Director Pharand updated the Board on a very busy October. Topics included: Trustee Saarinen, Trustee Oikonen, Superintendent Alaksa and Director Pharand met with MPP Holland to follow up on trustee concerns regarding transportation. There have been a few Student Achievement Nights in the past month: for the first time in more than 25 years, Hammarskjold High School’s football team won the local championship and was at the Northern Bowl over the weekend. Also, for the first time in many years, SCVI has revised their football program. This past Friday, Dr. Bakovic, Dr. Rowana, Superintendent Probizanski along with Principal of Special Education, Maggie Fredrickson, presented at the 67th annual Council for Exceptional Children. They shared a presentation on our paediatric clinic as an innovative practice. Director Pharand had a meeting with Thunder Bay Police Service’s (TBPS) Chief Fleury and Deputy Chief Hughes as a part of the ongoing collaborative work with the TBPS, and Director Pharand met with members representing Fort William First Nations (FWFN) to speak about education supports and services that LDSB and FWFN can work on together.

11. Legal Representation for 2022-2023 (115-23)

Sherry-Lynne Pharand, Director of Education, presented the Legal Representation for 2022-2023 report to the Board. All trustees’ questions were addressed.

12. 2023-2024 Capital Plan (117-23)

Kirsti Alaksa, Superintendent of Business, introduced Jim Desaulniers, Manager of Property Services, who presented the 2023-2024 Capital Plan Report. All trustees' questions were addressed.

Matters For Decision

13. Recommendations from the Board Advisory Committee (119-23)

Appointment to the 2023-2024 Special Education Committee (108-23)

Moved by Trustee Leblanc

Seconded by Trustee Tuchenhagen

“THAT Lakehead District School Board approve the appointment of Scott McBean as a replacement member to the Special Education Advisory Committee representing Children’s Centre Thunder Bay, for the term ending November 30, 2026, as outlined in Report No 108-23.”

CARRIED

14. Recommendations from the Board Advisory Committee (119-23)

Policy Review – 7090 Accountability (113-23)

Moved by Trustee Leblanc

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve 7090 Accountability Policy as indicated in Report No. 113-23.”

CARRIED

15. Recommendations from the Board Advisory Committee (119-23)

Policy Review – 3026 Budget Variance (110-23)

Moved by Trustee Leblanc

Seconded by Trustee Saarinen

“THAT Lakehead District School Board approve 3026 Budget Variance Policy, Appendix A to Report No. 110-23.”

CARRIED

20. Ad Hoc and Special Committee Reports

21. New Reports

21.1 By-Law No. 123-2024 Tax Levy (116-23)

Moved by Trustee Tuchenhagen

Seconded by Trustee LeBlanc

“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.”

CARRIED

21.2 Appointment to the 2023-2024 Parent Involvement Committee

Moved by Trustee Saarinen

Seconded by Trustee LeBlanc

“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.”

CARRIED

22. New Business

23. Notices of Motion

24. Information and Inquiries

25. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

“THAT we do now adjourn at 9.02 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 DEC 19
Report No. 012-24

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 29, 2023, Audit Committee meeting and have been referred to the Board for approval.

A copy of the Audit Committee Summarized Annual Report - August 31, 2023 (120-23) is attached as Appendix A.

A copy of the 2022-2023 Audited Financial Statements Report (122-23) is attached as Appendix B.

The recommendations are as follows:

AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2023 (120-23)

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 012-24; and
2. Forward the report to the Ministry of Education.

2022-2023 AUDITED FINANCIAL STATEMENTS (122-23)

It is recommended that Lakehead District School Board approve the August 31, 2023, audited financial statements as outlined in Report No. 122-23, 2022-2023 Audited Financial Statements.

Respectfully submitted,

SCOTTIE WEMIGWANS
Chair
Audit Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 29
Report No. 120-23

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

RE: AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2023

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. 120-23 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
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Annual Report to Lakehead District School Board and Forwarded
To The Ministry of Education
For the Year Ended August 31, 2023

Lakehead District School Board

Fiscal Year: 2022-2023

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

During the 2022-2023 fiscal year, the following internal audits were planned and completed:

- Network Vulnerability Penetration and Security; and
- Payroll Compensation and Benefits.

During the 2023-2024 fiscal year, the following internal audits are planned to be completed:

- Student Health, Safety & Well-Being; and
- Communication / Media.

_____	_____	_____
Date	Signature	Chair of the Audit Committee Title

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 NOV 29
Report No. 122-23

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

RE: 2022-2023 AUDITED FINANCIAL STATEMENTS

1. Background

Administration has concluded the preparation of the financial statements for 2022-2023 fiscal period ending August 31, 2023. 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 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 of August 31, 2023, funds owing to the Board by various parties are considered collectible. 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 7, 2022. 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 Overall total revenues increased from budgeted estimates by \$13.9 million. Of that, \$6 million relates to the Reverse Tuition Agreement or (REA) and has a matching expense. Of the remaining \$8 million increase, \$2.7 million relates to Priorities and Partnerships funding (PPF) that was received subsequent to estimates and \$5.3 million relates to increased Grants for Student Needs (GSN) funding, due to increased enrolment. Total ADE was higher than projected by 188 for elementary and 113 for secondary.

- 3.4 Overall total expenses increased from budgeted estimates by \$13.7 million. Six million of this relates to the REA expense. \$6 million relates to an increase in salary and benefits expense. This includes 14 additional teachers hired with the increased enrolment and five other positions added for additional supports throughout the system, additional special education temporary supports, as well as sick leave overages. The remaining increase relates to increased supplies and materials costs, professional fees and technology purchases due to the increased enrolment and the increase in PPF's received during the year.
- 3.5 During the 2022-2023 fiscal year, administration analyzed potential budget variances as reported in Report No. 043-23, Interim Financial Information – January 31, 2023, and Report No. 073-23, Interim Financial Information – May 31, 2023. There were no changes to the 2022-2023 budget allocations recommended after the presentation of these reports.
- 3.6 The financial statements for the 2022-2023 fiscal year indicate:
- i) A balance of \$1.3 million (2022, \$1.2 million) that is un-appropriated and available for compliance. This amount was formerly known as working capital;
 - ii) A balance of \$6.6 million (2022, \$6.9 million) that is internally appropriated and available for compliance. This balance is derived from various reserves that have been set aside for specific purposes; and
 - ii) A balance of \$(11.2) million (2021 \$(11.8) million) that is externally appropriated and unavailable for compliance. The balance consists of the following:
 - value of employer future liabilities;
 - school generated funds;
 - revenues recognized for land; and
 - asset retirement obligations.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the August 31, 2023, audited financial statements as outlined in Report No.122-23, 2022-2023 Audited Financial Statements.

Respectfully submitted,

ANGELA LEE-WIWCHARYK
Manager of Financial Services

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education