



Office of the Director

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

STANDING COMMITTEE
Tuesday, June 12, 2012
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

PUBLIC SESSION
7:30 P.M. – in the Board Room

		<u>Resource Person</u>	<u>Pages</u>
1.	Call to Order		
2.	Disclosure of Conflict of Interest		
3.	Approval of the Agenda		
4.	Resolve into Committee of the Whole – Closed Session		
5.	COMMITTEE OF THE WHOLE – Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)		
6.	Delegations/Presentations		
6.1	School Boards' Co-Operative Inc. - Award Presentation - Rick Molloy	R. Lavoie	Verbal
6.2	École Gron Morgan Public School - School Travel Planning	S. Pharand	1-2
7.	Confirmation of Minutes		
7.1	Standing Committee Meeting - May 8, 2012	K. Wilson	3-6
8.	Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

<u>MATTERS NOT REQUIRING A DECISION</u>		<u>Resource Person</u>	<u>Pages</u>
9.	Information Reports		
9.1	Trustee Manual Review Ad Hoc Committee (062-12)	J. Playford	7
9.2	Special Education Advisory Committee Meeting Minutes - April 18, 2012	C. Kappel	8-12
9.3	Aboriginal Education Advisory Committee Meeting Minutes - March 22, 2012	S. Pharand	13-17
9.4	Communications Update (087-12)	C. Siemieniuk	18-21
9.5	Parent Involvement Committee Meeting Minutes - March 5, 2012	C. Siemieniuk	22-24

10. First Reports

MATTERS FOR DECISION:

11. Postponed Reports

12. Ad Hoc and Special Committee Reports

13. New Reports

13.1	Approval of Standing Committee and Regular Board Meeting Schedule 2012-2013 (084-12)	D. Massaro	25-26
------	--	------------	-------

It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2012-2013, as set out in Appendix A to Report No. 084-12.

13.2	Policy Review – 3074 Expense and Travel Reimbursement (081-12)	K. Pozhiun	27-43
------	--	------------	-------

It is recommended that Lakehead District School Board:

1. *Approve 3074 Expense and Travel Reimbursement Policy, Appendix A to Report No. 081-12, as amended.*
2. *Revoke 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policy, Appendix C to Report No. 081-12.*

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>
13.3	Policy Review – 8012 Fundraising in the Schools (080-12)	K. Pozihun	44-60
	<i>It is recommended that Lakehead District School Board approve 8012 Fundraising in the Schools Policy, Appendix A to Report No. 080-12, as amended.</i>		
13.4	Policy Review – 1020 Equity and Inclusive Education (079-12)	C. Kappel	61-62
	<i>It is recommended that Lakehead District School Board:</i>		
	<ol style="list-style-type: none"> 1. <i>Postpone the review of the Equity and Inclusive Education Policy until the 2012-2013 school year.</i> 2. <i>Direct Senior Administration to develop an Anti-Homophobia Policy.</i> 		
13.5	Policy Development – 4020 Alternative Schools (078-12)	C. Kappel	63
	<i>It is recommended that Lakehead District School Board postpone the approval of the Alternative Schools Policy 4020, to the September 2012 Standing Committee Meeting.</i>		
13.6	Policy Review – 8073 Dress Code Policy (086-12)	I. MacRae	64-73
	<i>It is recommended that Lakehead District School Board approve Policy 8073 Dress Code, Appendix A to Report No. 086-12.</i>		
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.
--



Office of the Director

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

STANDING COMMITTEE
Tuesday, June 12, 2012
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:30 P.M. – in the Sibley Room

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - May 8, 2012	K. Wilson	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations	I. MacRae	Verbal
5.3.2 Legal Matter	C. Siemieniuk	Verbal
5.3.3 Personnel Matter (085-12)	C. Siemieniuk	Handout
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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



CELEBRATING STUDENT ACHIEVEMENT

School: Ecole Gron Morgan School
 Title of Initiative: School Travel Planning

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	School Travel Planning aims to get more families using active travel to and from school, thereby decreasing traffic around schools and increasing physical activity of students. Corpus Christi, Eco Superior, Thunder Bay District Health Unit, and the City of Thunder Bay are all partners in this initiative. OPHEA indicates that physical fitness and active living have positive effects on academic performance, including achievement in math tests and reading, academic grades, perceptual skills, intelligence quotient and academic readiness.
2. Rationale for selecting the initiative	STP increases physical activity and results in cleaner air, thereby promoting emotional and physical well-being. An active school commute can have a positive effect on children's physical and mental health by improving their happiness; studies show that happiness corresponds with many positive health outcomes.
3. Intended outcomes of the initiative related to improved student achievement	This initiative: <ul style="list-style-type: none"> • Engage students and their families in beginning and ending their school day with physical activity. • Supports the Daily Physical Activity that is occurring in our school.
4. Description of the data used	Twice yearly, data is collected on methods of travel to school. Baseline, May 2011, Check, Feb. 2012. This is collected through student survey, family survey, school site visit and walkabout, and traffic/pedestrian/cyclist count.
5. Brief description of the significant activities or strategies involved with the initiative	Encourage and educate families through newsletters to the benefits of walking, riding their bikes to school. Families that drive their children are encouraged to park a block or two away and walk from there. A bicycle rodeo was held on June 6 for all students in Grade 4 in partnership with the Thunder Bay District Health Unit.

6. One or two highlights of the above activities	We have noticed that many more students are choosing to ride their bicycles, walk or skateboard to school. Older students are travelling together to and from school which promotes positive social engagement. We see families riding or walking with their children as they arrive at or leave school. We had many students participating in the bicycle rodeo learning about bicycle safety and handling.
7. Description of any unexpected results or “moments of serendipity” related to the initiative.	Staff have been positive role models in choosing to use different modes of transportation to and from school such as riding bicycles, walking or jogging.
8. Description of one or two interesting findings that would be useful or helpful to other schools	We continue to work to improve children’s health and wellness. Daily Physical Activity is linked to improving physical and mental health. Good health equals good learning.
9. Identification of one or two noteworthy hurdles or stumbling-blocks	We have students who live very close as well as quite a distance which makes travelling difficult. Not all of our students have bicycles.
10. Next steps in pursuing the initiative	As a school, we will: <ul style="list-style-type: none"> • Continue to educate students, family and community about the positive benefits of promoting physical activity. • Explore other feasible options of school travel for implementation. • Continue to survey the community as we move forward with this initiative.
11. Lessons learned about the school’s efforts to improve student achievement	Physical activity continues to have a positive impact on student achievement and the physical and mental well being of our students.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2012 MAY 08

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk – via teleconference

Deborah Massaro
Ron Oikonen
George Saarinen
Stephanie Philp (Student Trustee)

TRUSTEE ABSENT, WITH REGRET:

Jack Playford

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education
Colleen Kappel, Superintendent of Education
Ian MacRae, Superintendent of Education
Sherri-Lynne Pharand, Superintendent of Education
Kathy Pozihun, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Terry Hamilton, OSSTF – TBU

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Massaro

“THAT the Agenda for Standing Committee Meeting, May 8, 2012, be approved.”

CARRIED

2. **Resolve Into Committee of The Whole – Closed Session**

Moved by Trustee Arnone

Seconded by Trustee Oikonen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *April 10, 2012*
- *Negotiations (059-12)*
- *Personnel 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.

Trustee Oikonen left the Closed Session meeting.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Johansen

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting April 10, 2012, as corrected.”

CARRIED

5. Operational Plan 2011-2012 – Facilities Update (058-12)

Kathy Pozihun, Superintendent of Education, introduced Randy Haber, Manager of Maintenance and Capital, and Jay Henderson, Vice Principal of Gorham and Ware Community Public School, who presented the report. Highlights addressed included: SMART goals, energy efficient schools, green schools pilot, renewable energy, Quality Maintenance Inspections (QMI), and next steps. All Trustees’ questions were addressed.

6. Literacy and Numeracy Additional Supports (060-12)

Sherri-Lynne Pharand, Superintendent of Education, introduced Robin Tabor-John, Elementary Coordinator, and Todd Miller, Principal of Claude E. Garton Public School, who presented information regarding additional supports for student achievement. All Trustees’ questions were addressed.

7. Special Education Advisory Committee Meeting Minutes – March 21, 2012

Colleen Kappel, Superintendent of Education, presented the March 21, 2012 minutes for information.

MATTERS FOR DECISION:

8. Policy Review – 3073 Corporate Credit Card (055-12)

Point of Order

Trustee Lukinuk requested clarification for the process regarding policy input from Trustees.

The Chair noted that Trustee input to policies, with consensus of the Board, will be considered and may be incorporated into the draft policies.

Moved by Trustee Arnone

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve Corporate Credit Card Policy 3073, Appendix A to Report No. 055-12, as amended.”

CARRIED

9. Policy Review – 6061 Administration of Oral Medication & 6062 Anaphylaxis and Medical Emergency Management (056-12)

Moved by Trustee Saarinen

Seconded by Trustee Johansen

“THAT Lakehead District School Board:

1. *Approve Policy 6061, Administration of Oral Medication, Appendix A to Report No. 056-12.*
2. *Approve Policy 6062, Anaphylaxis and Medical Emergency Management, Appendix C to Report No. 056-12.*
3. *Revoke Policy 6060, Administration of Medication/Anaphylaxis, Appendix F to Report No. 056-12.”*

CARRIED

10. Information and Inquiries

- 10.1 Trustee Johansen reported that she and Trustees Lukinuk, Massaro, Oikonen, Saarinen, and Wilson attended the Annual Ontario Secondary School Teachers' Federation (OSSTF) Student Awards Banquet at Confederation College on May 5.
- 10.2 Trustee Johansen reported that she attended the *Raising Resilient Children* presentation at Superior Collegiate and Vocational Institute on May 7.
- 10.3 Trustee Lukinuk reported that she, Director Siemieniuk, and Superintendent Kappel attended the *I am Norm* celebration of diversity and inclusion at Woodcrest Public School on May 4.
- 10.4 Trustee Arnone reported that she attended the *Share, Inspire, and Celebrate* event hosted by the Thunder Bay District Health Unit on April 26.
- 10.5 Student Trustee Philp reported that Hammar skjold High School will host their 2012 Valhalla Gala on May 11 and 12.
- 10.6 Student Trustee Philp reported that Westgate Collegiate and Vocational Institute's Specialist High Skills Major – Arts and Culture Gala will be held on May 15.
- 10.7 Student Trustee Philp reported that she attended the Youth Embracing Diversity in Education (YEDE) conference on May 8. Trustee Massaro noted that she was in attendance at the conference for Dick O'Brien's keynote presentation *The Resilient Journey*.

11. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 9:17 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 12
Report No. 062-12

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

RE: TRUSTEE MANUAL REVIEW AD HOC COMMITTEE

1. Background

- 1.1 On November 22, 2011, the Board established a Trustee Manual Review Ad Hoc Committee comprised of all Trustees to incorporate the 3001 Governance Policy – Appendix A into an existing document. The Director of Education and the Executive Secretary were the staff resources to the committee. The first meeting was held on December 5, 2011. At that meeting, Trustee Playford was appointed Chair of the Trustee Manual Review Ad Hoc Committee.
- 1.2 The Trustee Manual Review Ad Hoc Committee directed the Board Development Committee to conduct a review of the Trustee Reference Manual, incorporate 3001 Governance Policy – Appendix A into the manual, and provide recommended changes to the Trustee Manual Review Ad Hoc Committee no later than June 1, 2012.

2. Situation

- 2.1 The Board Development Committee completed its review of the Trustee Reference Manual and reported back to the Trustee Manual Review Ad Hoc Committee on May 22, 2012.
- 2.2 The Trustee Manual Review Ad Hoc Committee has not completed its work on the Trustee Reference Manual. A meeting is required for all Trustees to review the recommended changes to the Trustee Reference Manual.

3. Conclusion

The Trustee Manual Review Ad Hoc Committee will schedule a meeting in the Fall of 2012 and report back to the Board no later than November 13, 2012.

Respectfully submitted,

JACK PLAYFORD
Chair
Trustee Manual Review Ad Hoc Committee

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2012 APR 18

MEMBERS PRESENT:

Theresa Graham-Horton (Chair)
Miranda Myers (Vice Chair)
Trustee Marg Arnone

Mike Otway
Trustee Jack Playford (Alt)
Laura Sylvestre

ABSENT WITH REGRET:

Trustee Pat Johansen
Colleen Valiquette

ABSENT:

Sheila Marcinyshyn

OTHERS PRESENT:

Colleen Kappel
Andrea Pugliese
Norah Lynn McIntyre

1. **Call to Order**

The Chair called the meeting to order at 6:03 p.m.

2. **Approval of the Agenda**

Moved by Mike Otway

Seconded by Laura Sylvestre

“THAT the agenda for the April 18, 2012 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. Presentations

4.1 VOICE Presentation – Norah-Lynn McIntyre

Norah-Lynn McIntyre, Executive Director, VOICE For Hearing Impaired Children, presented information on VOICE. A video and Power Point presentation were shown to members addressing the importance of identifying students within District School Boards to ensure adequate funding for programs of students with hearing loss. Questions from members were addressed.

5. Approve of Minutes

Moved by Trustee Marg Arnone

Seconded by Laura Sylvestre

“THAT the minutes of the March 21, 2012 SEAC meeting be approved.”

CARRIED

6. Business Arising From The Minutes

6.1 SEAC Budget Deputation to Budget Committee

Chair Theresa Graham-Horton provided information to members on the deputation she presented on behalf of SEAC to the Lakehead District School Board Budget Committee on April 17, 2012.

6.2 Raising Resilient Children – May 7, 2012

Colleen Kappel, Superintendent of Education, informed SEAC members that the presenter, Dick O’Brien, does not permit recording of his speaking events. Members were encouraged to register for the session and to distribute the information to their respective organizations/agencies.

6.3 Special Education Program Review – Focus Group – March 27, 2012

Andrea Pugliese, Special Education Officer, provided information to members on the Focus Groups that took place on March 27, 2012. A staff session was held during the morning and a community/parent/guardian session was held in the evening. Further updates regarding the Special Education review will be provided to SEAC at a future meeting. A survey will be distributed and available on the Boards website in the near future.

7. Correspondence

The correspondence file was distributed for members perusal.

8. Advocacy Tracking

The Advocacy Tracking Template was distributed for members completion.

9. Update on the Teachable Project (AODA)

Colleen Kappel, Superintendent of Education, provided a handout on the status of the Ontario Education Services Corporation Teachable Project. Boards will receive a range of resources by late Fall 2012. Once available, resources will be shared with SEAC members.

10. SEAC Posters and Bookmarks

The current SEAC poster and bookmark were reviewed. The time of the meetings will be removed from both documents prior to purchase.

Moved by Mike Otway

Seconded by Trustee Marg Arnone

“THAT SEAC submit an order for 100 posters and 10,000 bookmarks utilizing the SEAC budget to cover the expenditure.”

CARRIED

11. Special Education Plan

Andrea Pugliese, Special Education Officer, provided information to SEAC on the status of reviewing the Special Education Plan. Presently, information regarding updates has not yet been received from the Ministry of Education. Annual updates are taking place. Once further information is known, it will be shared with members.

12. Agency/Organization Sharing

Chair Theresa Graham-Horton inquired if SEAC members would be interested in sharing information regarding their respective agencies/organizations and asked for suggestions of how to do so. Discussion ensued. Suggestions included:

- Verbalizing the Advocacy Tracking that has taken place;
- Sharing of communication materials (i.e. pamphlets, handouts, etc.);
- Mini presentations at each meeting throughout the year;
- Informal time to peruse “booth” type displays at meetings;
- A flowchart of agencies/organizations and what services are provided;

Members were asked to consider the suggestions for discussion at the May meeting.

13. SEAC Work Plan 2011-2012 – Update

Members reviewed and updated the SEAC Work Plan with actions to date. It was agreed to survey parents at the Raising Resilient Children session on the feedback form to see if they are aware of SEAC. Other changes were noted on the Work Plan.

14. Information/Inquiries & Association Reports

14.1 Mike Otway, VOICE representative, informed members that the VOICE Conference will take place on May 5, 2012 in Guelph, Ontario.

14.2 Chair Theresa Graham-Horton, and Children’s Centre Thunder Bay representative, provided information to members on the SKIP program, a counseling program for students in the secondary schools. Each week one half day is dedicated to a “drop in” counseling model. This pilot project has been well received at each secondary school with Children’s Centre staff volunteering their time to participate.

14.3 Vice Chair Miranda Myers, and FASIN representative, provided information to members on a training seminar that she will participate in with Dilico.

14.4 Andrea Pugliese, Special Education Officer, provided information to members on FASD training that will take place at the Victoria Park Training Centre April 25-27, 2012. There will be three Lakehead Public Schools representatives participating in the training.

15. SEAC Budget 2011-2012

Chair Theresa Graham-Horton provided the status of the SEAC budget to members.

16. Board Update

Trustee Marg Arnone, provided information to members on the following Board meetings:

March 27, 2012 Regular Board Meeting

Items addressed included:

- Delegation – Canadian Red Cross – Healthy Eating Makes the Grade
- Student Transportation Services of Thunder Bay Governance Committee Report
- Board Leadership Development Strategy Report
- Daily Physical Activity Report
- Secondary Program Review Report
- Bus Transportation Final Contracts 2011-2012
- Library Resource Policy

- Appointment of Rima Mounayer as alternate Principal member to the Parent Involvement Committee

April 10, 2012 Standing Committee Meeting

- Trustee Character Award to Dakota Sagutch, Superior CVI Student
- Trustee Recognition Awards to Westgate CVI Science Olympians
- Paws 4 Stories – Celebrating Student Achievement Presentation
- The Achievement Program Partnership
- Travel and Reimbursement and Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure policy and procedures

April 17, 2012 Budget Committee Meeting

There were eight presentations/deputations to the Trustees at the April 17, 2012 Budget Committee Meeting.

17. Adjournment

Moved by Mike Otway

Seconded by Laura Sylvestre

“THAT we do now adjourn at 7:37 p.m.”

CARRIED



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

- DATE:** Thursday, March 22, 2012 – Board Room, Education Centre
- MEMBERS PRESENT:** Leisa Desmoulins, Serena Essex, Pauline Fontaine, Lori Laforme, Lori Lukinuk, Sylvia O’Meara, Sherri-Lynne Pharand, Suzanne Tardif, Dolores Wawia
- ALTERNATES PRESENT:** Jane Lower
- ABSENT WITH REGRET:** Kathy Beardy, Jonathan Campeau, Elliott Cromarty, Sylvia Davis, Jack Playford, George Saarinen, Sara Shonias, Robin Tabor-John, Nicole Walter-Rowan, Beverley White-Kokeza
- RESOURCE:** Ellen Chambers, Suzanne Eddy, Amy Farrell, Agnes Hardy, Senator Robert McKay
- GUESTS:** Kirsti Alaksa, Charles Bishop, Pat Johansen, Patricia Linklater, Vicki Shannon, Cathi Siemieniuk, Storm Walmsley

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> Dolores Wawia called the meeting to order and Sherri-Lynne Pharand called upon Agnes Hardy to conduct the opening. 	Agnes Hardy
2. Welcome and Introductions	<ul style="list-style-type: none"> Sherri welcomed everyone to the meeting and thanked Agnes Hardy for the opening. Regrets and substitutions were noted and the attendance sheet was circulated. 	
3.1 Approval of Agenda - March 22, 2012	<ul style="list-style-type: none"> Moved by Pauline Fontaine and seconded by Sylvia O’Meara, that the agenda for the March 22, 2012 meeting be approved. Carried. 	
3.2 Approval of Minutes - January 20, 2012	<ul style="list-style-type: none"> Moved by Pauline Fontaine and seconded by Lori Lukinuk, that the minutes of the January 20, 2012 meeting be approved. Carried. 	
4. Correspondence File	<ul style="list-style-type: none"> Correspondence file was circulated. 	
5. Presentations: 5.1	<ul style="list-style-type: none"> Kirsti Alaksa, Manager of Finance, provided a power point presentation 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>on the development of the Board's 2012-2013 budget. Last year, the total funding for education in the Province was \$21 billion dollars, of which \$135.7 million was allocated to Lakehead District School Board. It is estimated that there will be a 4.3% decline in enrolment for the next school year in our Board. Questions from the group were addressed. Sherri thanked Kirsti for her presentation.</p>	
<p>5.2 Churchill Student Presentation</p>	<ul style="list-style-type: none"> • Storm Walmsley, a student at Sir Winston Churchill High School, provided the group a presentation on activities he has been working on, one of which was a beautiful headdress he made. He is currently working on a set of drums. He went on to explain how he had a dream where the Spirit guided him to stay on the straight and narrow and thus the making of the drums. Sherri invited Storm to come back to a future AEAC meeting to play his drums when they are completed. Sherri congratulated him on the work he is doing and thanked Storm for sharing his work with the Committee. 	
<p>5.3 New Pilot at Sir Winston Churchill High School (Tutor in a Cultural Environment)</p>	<ul style="list-style-type: none"> • Patricia Linklater, Tutor in a Cultural Learning Environment, gave a brief overview of this new pilot at Churchill High School that has been funded through a grant from the Ministry until the end of June 2012. Patricia has been a teacher for the past six years, having spent four years teaching at Pic Mobert. The intent of the pilot is to promote student engagement/achievement. Some objectives of the pilot are: <ul style="list-style-type: none"> - Students who are new to the community and transitioning will meet with Patricia as well as those students recommended by their teacher. - Assisting students to prepare for the Ontario Secondary School Literacy Test. - Create welcoming environments for the students. - Help plan events in the community. - Make available resources to students to make contact with home. - To develop role models from these students to become leaders for other students. - To build trust and confidence with the students. - Participate in field trips. - Get them excited to attend school and learn. • Data will be collected on the success of the program and shared with the Ministry. • Sherri thanked Patricia for her presentation on the pilot program and invited her to come back to a future AEAC meeting. 	

AGENDA ITEM	DISCUSSION	ACTION
<p>6. Business Arising from the Minutes:</p> <p>6.1 Alternate AEAC Representative on PIC</p>	<ul style="list-style-type: none"> Suzanne Tardif agreed to be the alternate parent/guardian representative on the Parent Involvement Committee. 	
<p>6.2 Street Wolf</p>	<ul style="list-style-type: none"> An inquiry was made to the Toronto office of the Ontario Friendship Centre about the possibility of getting additional copies of the Street Wolf publication that was shared with the group by Anthony Shapwaykeesic during his presentation at the January AEAC meeting. They have requested that we let them know how many copies we will require and the intent/use of the materials. The following feedback was provided by the group: <ul style="list-style-type: none"> - as a classroom resource, K-12 and Post Secondary - as a resource for parents - Aboriginal Education Resource - as a teacher resource – library - Parent Council Resource - as a committee, we are aware of the program in our schools. A letter will be sent to the Ontario Friendship Centre. 	
<p>7. New Business:</p> <p>7.1 AEAC 2012-2013 Budget Deputation Submission</p>	<ul style="list-style-type: none"> Amy provided a draft of the submission for the group's comments and input. Consensus was received from the group to have Amy, Sylvia and Serena put together the submission with the feedback from the group incorporated. Judy will e-mail the updated submission to AEAC for comments prior to submission 	
<p>7.2 Member to Present Budget Deputation</p>	<ul style="list-style-type: none"> Suzanne Tardif offered to attend the Budget Deputation session on April 17, 2012 to present AEAC's submission. 	
<p>7.3 Policy for Review Library Resource</p>	<ul style="list-style-type: none"> Charles Bishop, Education Officer, attended to solicit feedback from the group on the Library Resource Policy. Charles advised that the current policy is 22 years old and was last reviewed 17 years ago and is of little use in today's world. A Committee has been created to rewrite the policy. Due to modern technology, libraries are becoming a thing of the past. The policy needs to be reflective of today's needs. The following input was received from the group: <ul style="list-style-type: none"> - suggest a student sit on the Committee to give their feedback on how the Library Commons should look from a student's perspective - Library Commons are to accommodate students who have their own 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>IPads, etc. - look at a process to determine which materials are appropriate.</p> <ul style="list-style-type: none"> • Sherri thanked Charlie for his presentation and invited him to come back to a future meeting. 	
7.4 OPSBA Achievement Awards	<ul style="list-style-type: none"> • An invitation was received from the Ontario Public School Boards' Association seeking nominations recognizing outstanding contributions of non-teaching staff, parents, volunteers and community partners involved in education. • Serena Essex and Sylvia O'Meara were nominated by the group and both accepted the nominations. Sherri and Amy will prepare submissions by April 2, 2012. 	
8. Ongoing Business: 8.1 Handbook Update	<ul style="list-style-type: none"> • Amy asked for the group to return their copies of the handbook to her with any changes they would like incorporated. 	
8.2 Advocacy Update	<ul style="list-style-type: none"> • Amy met with the advocates on February 15, 2012. Of the nine advocates originally on the list, three have withdrawn. An ad is being placed in the newspaper and on line. 	
8.3 Transitions Committee	<ul style="list-style-type: none"> • Amy advised that the committee met in February and will be meeting again on March 30. The Committee is looking at ways to improve student enrolment and student success. Forms are filled out on a student to determine where they are at and what help they may need. 	
8.4 Translation Update	<ul style="list-style-type: none"> • Amy provided a brief overview of the website and the translations. A media release will be going out. Dolores and Sherri will write a letter to PIC to thank them for the funds allowing this to happen. Sherri thanked Amy for her work on Aboriginal Education. 	
9. Information and Inquiries	<ul style="list-style-type: none"> • Sherri advised that there will be a regional conference for Native Language/Native Studies teachers April 11-13, 2012 at the Valhalla In for participants from Northwestern Ontario. • A delegation will be coming from Russia on April 24, 2012 to see what programs we have in place for Aboriginal students. They would like to meet with the group. Information will be sent to the group re time and location. 	
10. Closing Exercises	<ul style="list-style-type: none"> • Closing exercises were conducted by Senator McKay. 	

AGENDA ITEM	DISCUSSION	ACTION
11. Next Meeting	<ul style="list-style-type: none">Thursday, May 17, 2012, 9:30 a.m. – 12:00 p.m., Board Room, Education Centre.	All
12. Adjournment	<ul style="list-style-type: none">The meeting adjourned at 12:00 p.m.	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 12
Report No. 087-12

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

RE: COMMUNICATIONS UPDATE

1. Background

- 1.1 Lakehead District School Board is committed to establishing and maintaining effective communications with target audiences and community stakeholders.
- 1.2 Lakehead District School Board has demonstrated its commitment and dedication to open and clear communication through the position of the Communications Officer and through ongoing communications processes.
- 1.3 Effective communication provides a venue for two-way communication through a number of proven communication vehicles including:
 - Media relations
 - Website and social media
 - Advertising/marketing campaigns
 - Publications and documents
 - Video productions.
- 1.4 The goals of effective communication include:
 - Promote Lakehead Public Schools as an educational leader in the district and in the province of Ontario
 - Increase the profile of our students, staff, and schools
 - Encourage and support parent and community involvement/engagement within the Lakehead Public Schools system
 - Promote effective communications with our internal and external audiences
 - Advocate for and support the ideals of public education.
- 1.5 Communications have played key roles in a number of organizational defining initiatives including:
 - Student recruitment and retention efforts
 - Lakehead Public Schools brand development
 - Parental engagement efforts
 - School review and accommodation
 - Mission, Vision and Values development
 - Character education.
- 1.6 Ongoing and innovative communications efforts will continue to support the mission, vision, values, and strategic direction of Lakehead District School Board.

2. Situation

2.1 At the June 28, 2011 Regular Board Meeting, the Board approved the 2011-2014 Multi-year Strategic Plan.

2.2 In addition to Learning Environment and Engagement, Communications is one of the three pillars of the 2011-2014 Strategic Plan.

The General Objectives of Communication in the Strategic Plan are:

- Identify target audiences and determine best methods of communication.
- Enhance and promote consistent strategies to strengthen communication.

2.3 In order to realize the Communications Objectives, the following two goals were developed:

2.3.1 Strengthen communication with students, parents, staff, and community through enhanced communication methods and practices.

This goal has been addressed through the following actions:

- Lakehead Public Schools Website

The Lakehead Public Schools website, www.lakeheadschoools.ca, was redesigned and launched this past winter. The new design allows for easier updating by staff and an easier to use platform for users.

Some key features of the website include:

- Director's Blog
 - Twitter updates
 - Current Board meetings, school events and committee meeting listings
 - New information readily available with transitioning slides
 - An in-house search program
 - Compatibility with tablets and mobile devices
 - Ability to subscribe to "This Week at Lakehead Public Schools" online.
- A new media consumption survey has been initiated to determine the best methods of communications with stakeholders. The survey is available on the Lakehead Public Schools website until June 21.
 - Media relations continue to be a well utilized method of communication with stakeholders. Since September 2011, there have been 128 news releases and photo/interview opportunities issued to the local media. The result of this has been significant newspaper, radio and television coverage of Lakehead Public Schools events and activities. This does not include coverage of event activities initiated by the media.
 - Social media continues to play a significant role in the dissemination of information to stakeholders. At this time Lakehead Public Schools

utilizes Twitter and Youtube extensively. In addition to “pushing’ information to the community, Twitter is also being used to gather news from local media who utilize Twitter.

- A Parent Tip Sheet was created and distributed to 50,000 homes through the Source and in schools. Additional promotion was done through an extensive radio and internet advertising campaign. In addition to providing information for elementary parents, the tip sheet will also provide information for secondary parents with regards to the Homework Help initiative and the Career Cruising program. The tip sheet campaign was funded through the Parent Involvement Committee.
- The annual Kindergarten Promotion Campaign was enhanced through the updated version of the “Welcome to Kindergarten” video and the new “10 Ways to Prepare for Kindergarten” video. The “Welcome to Kindergarten” video was distributed with all Kindergarten registration packages. The “10 Ways to Prepare for Kindergarten” video is now being distributed to newly registered Junior Kindergarten Students at the ongoing Welcome to Kindergarten events. Both videos are available on the Lakehead Public Schools Youtube channel.

2.3.2 A comprehensive communication plan that focuses on student and staff achievements is developed and implemented by June 2012.

The goal has been addressed through the following actions:

- Building on the success of two phases, the third Celebrate Every Achievement campaign will be developed and implemented prior to the beginning of the 2012-2013 school year. The campaign celebrates student achievement and the various disciplines of the Lakehead Public Schools staff who contribute to student success. The campaign will consist of newspaper ads, bus shelter ads, website ads on www.lakeheadschoools.ca and TbNewswatch, and a poster series for all schools and Board facilities.
- A comprehensive month by month communication plan has been developed and will be updated annually. The plan will provide a guide to the monthly activities and the associated media and promotional opportunities. Numerous employee groups have provided feedback to the plan.

3. Next Steps

3.1 Widen Distribution of This Week at Lakehead Public Schools

This Week at Lakehead Public Schools provides readers with a glimpse of the achievement and excellence of Lakehead Public Schools students and staff. The newsletter is sent to all staff and is available on the website. There is an opportunity to subscribe on the website, but further promotion is required.

3.2 Video Productions

Due to the success experienced with the development of the two Kindergarten videos and the Lakehead Public Schools Youtube channel, further similar opportunities will be investigated for other Lakehead Public Schools programs and services.

3.3 Media Tracking

Lakehead Public Schools continues to rely on the media to convey critical information to stakeholders. Media tracking is crucial to determine if the message is getting out to the intended audience. This information combined with the information from the media consumption survey will allow for better media communications with our stakeholders.

3.4 Director's Annual Report

Following Ministry of Education direction, district school boards are no longer required to submit the Director's Annual Report at the end of the year. The new requirements allow for the reports to be posted on Board websites to satisfy the requirements in the Education Act. A format provided by the Ministry will guide the design and content of the Director's Annual Report. The report will focus on the Board's multi-year plan and the progress made with strategic objectives. The Director's Annual Report will be completed and posted on the website for December 2012.

In addition to the production of the Director's Annual Report, a working group has developed a concept for a Lakehead Public Schools document that will provide system wide information for parents, guardians and stakeholders. This document will be produced and distributed in January prior to Kindergarten and Secondary School registration.

4. Conclusion

Lakehead Public Schools is committed to effective communications practices to communicate to the varied and diverse target audiences.

The Communications Officer will continue to work with staff and advisory groups to enhance communications at all levels.

BRUCE NUGENT
Communications Officer

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2012 MAR 05

MEMBERS PRESENT:

Kelly Gallagher
Gail Iwanonkiw
Pat Johansen
Gerry Leach
Laura Macgowan

Miranda Myers
Sharlene Neill-Nugent
Catherine Siemieniuk
Sheila Stewart

RESOURCE:

Kirsti Alaksa, Manager of Finance
Dave Covello, Manager of Information Technology and Corporate Planning
Bruce Nugent, Communications Officer

GUESTS:

Lori Lukinuk
Rima Manouyer
Lak Rappon
Manit Rappon

MEMBERS ABSENT, WITH REGRET:

Marg Arnone
Serena Essex
Vishnu Kowlessar
Mary Lahti

Angela Meady
Laurel Moir
Susie Splett
Nicole Walter Rowan

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order and welcomed those in attendance noting this meeting was rescheduled from February 27 due to inclement weather.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of Agenda**

By consensus, the agenda was approved.

4. **Director's Report**

Catherine Siemieniuk, Director of Education, spoke about Kindergarten night, secondary open houses, the budget process, the Board logo and website, Twitter, the Fraser Institute rankings, planning for the next Director's Annual Report, an information brochure, and the healthy schools recognition program.

Bruce Nugent, Communications Officer, provided a demonstration of the new Board website, and noted he would welcome any input/feedback from parents as to what can be added to further improve the website. Questions were addressed.

Regarding the healthy schools recognition program, Director Siemieniuk shared the link on the Ministry of Education website at www.edu.gov.on.ca/eng/parents/healthyschools.html. The link will also be shared with School Council Chairs.

Suggestions such as memory sticks and CD's were provided for distribution options for school brochures.

Sheila Stewart inquired about the Drummond Commission report. Director Siemieniuk reported that there is nothing new to report at this time. Pat Johansen suggested that People for Education has education related information available on its website.

5. Confirmation of Minutes – January 16, 2012

Regarding Item #6 School Climate Surveys, Charles Bishop will be invited to a future meeting. Laura Macgowan suggested this item could be dealt with under Business Arising from the Minutes at the next meeting.

Regarding Item #16, the Director referred at the last meeting to the extension to spend 2010-11 PRO Grants. Sheila Stewart inquired if many schools had funds left to spend. Director Siemieniuk replied that numerous schools had their funding extended.

The minutes were confirmed by consensus.

6. PIC Display

Bruce Nugent, Communications Officer, presented a draft of the PIC display. Suggestions were made including adding the SEAC logo, adding a photograph with older students, removing the photos, including the words “engagement” and “community”, and changing “be involved” to “be engaged”.

Bruce will acquire additional samples that include the suggested changes and Kathryn Hantjis will email them to PIC members for input.

Bruce also shared the draft tip sheet that will be distributed through the Source later this month. Radio advertising and a big box ad on TBNewswatch will also take place this month. Final input to the tip sheet was provided.

7. 2011-2012 Work Plan

Director Siemieniuk spoke about the PIC work plan and reported that she received input from Vishnu Kowlessar suggesting more discussion about the communication section of the work plan. Via email, Kelly Gallagher will seek interested people to serve on a committee to plan communication strategies.

Regarding the School Council/Principal Event slated for Monday, April 2, Director Siemieniuk suggested that Principal Todd Miller and Vice Principal Jeff Upton could present information from the Ontario Principals' Council document *School Administrator's Guide to Parent Engagement*. Members suggested that the presenters focus on communication with a goal to enhance the communication components of the work plan.

By consensus, PIC confirmed the event will go ahead on the proposed date. Principals and two School Council members from each school will be invited to attend. Dinner will be provided. Save the date information will be sent out later this week. Gail Iwanonkiw, Pat Johansen, Rima Mounayer and Sharlene Neill-Nugent volunteered to serve on a planning committee.

The policies identified for input at the April 2 meeting were deferred to the May 14 meeting.

8. Third Annual PIC Symposium

The Third Annual PIC Symposium will be held in Toronto on April 20 and 21. Two parent members of PIC are invited to attend. Kelly Gallagher will email members for expressions of interest.

9. 2012-2013 Budget Process and Guiding Principles

Kirsti Alaksa, Manager of Financial Services presented the guiding principles and information about the budget process. Kelly Gallagher spoke about past deputations to the Budget Committee. She will email members seeking volunteers to develop a presentation that will be linked to the work of the communication ad hoc committee.

At the April 2 Principal/School Council Event, attendees will be advised as to how they can provide information to the budget process.

10. Wireless Protocol

Dave Covello, Manager of Information Technology and Corporate Planning presented information about wireless technology in our schools. Dr. Manit Rappon and Lak Rappon expressed their views opposing the use of wireless technology in schools.

Laura Macgowan inquired about the use of email to communicate with parents. Dave responded that it is a goal to start communicating with parents via email and that some schools have already moved in this direction. Dave will be invited to a communication ad hoc committee meeting.

11. Aboriginal Education Advisory Committee (AEAC) Report

Due to the absence of an AEAC representative, this report was deferred to the next meeting.

12. Special Education Advisory Committee (SEAC) Report

Miranda Myers reported that Lori Carson presented information about the mental health initiative at the most recent SEAC meeting. She also reported that a Special Education Program Review is currently underway and that two PIC representatives are needed for a focus group being held the evening of March 27. Kelly Gallagher will email members seeking two representatives to attend.

18. Next Meeting Date

The next meeting will be held Monday, April 2, 2012. Time and location are to be determined.

19. Adjournment

The meeting adjourned at 8:25 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 12
Report No. 084-12

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

RE: APPROVAL OF STANDING COMMITTEE AND REGULAR BOARD MEETING
SCHEDULE 2012-2013

1. Background

- 1.1 Section 4.1.1 of the 2010 Procedural By-Law requires that Regular meetings of the Board shall be held on the fourth Tuesday of every month except July and August.
- 1.2 Section 4.1.2 of the 2010 Procedural By-Law requires that Standing Committee shall meet on the second Tuesday of every month excluding July and August.
- 1.3 To avoid revisions to the Standing Committee and Regular Board Meeting Schedule on a recurring basis throughout the year, the Board attempts to recommend all revisions at the outset of each new school year.

2. Situation

- 2.1 The date for the Standing Committee Meeting of December 11, 2012 will be canceled due to the Christmas Break.
- 2.2 The date for the December Regular Board Meeting will be held on December 18, 2012 due to the Christmas Break.
- 2.3 The date for the Standing Committee Meeting of March 12, 2013 will be canceled due to the scheduled March Break.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2012-2013, as set out in Appendix A to Report No. 084-12.

Respectfully submitted,

DEBORAH MASSARO
Chair



Lakehead
Public
Schools

Your Children Our Students The Future
www.lakeheadschools.ca

DRAFT - Appendix A to Report No. 084-12

2012-2013 Standing and Regular Board MEETING SCHEDULE

SEPTEMBER 2012

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2012

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2012

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2013

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2013

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2013

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2013

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2013

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2013

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Standing Committee Meeting

Tuesday, September 11, 2012
 Tuesday, October 9, 2012
 Tuesday, November 13, 2012
 Tuesday, January 8, 2013
 Tuesday, February 12, 2013
 Tuesday, April 9, 2013
 Tuesday, May 14, 2013
 Tuesday, June 11, 2013

Regular Board Meeting

Tuesday, September 25, 2012
 Tuesday, October 23, 2012
 Tuesday, November 27, 2012
 Tuesday, December 18, 2012
 Tuesday, January 22, 2013
 Tuesday, February 26, 2013
 Tuesday, March 26, 2013
 Tuesday, April 23, 2013
 Tuesday, May 28, 2013
 Tuesday, June 25, 2013

Annual Board Meeting

Holidays

Labour Day - Monday, September 3, 2012
 Thanksgiving - Monday, October 8, 2012
 Winter Break - December 24, 2012 - January 4, 2013
 Family Day - Monday, February 18, 2013
 Spring Break - March 11, 2013 - March 15, 2013
 Good Friday - Friday, March 29, 2013
 Easter Monday - Monday, April 1, 2013
 Victoria Day - Monday, May 20, 2013

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 12
Report No. 081-12

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

RE: POLICY REVIEW – 3074 EXPENSE AND TRAVEL REIMBURSEMENT

1. Background

- 1.1 On December 15, 2009, the Travel and Reimbursement Policy was revised and the Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policy was established.
- 1.2 It is the policy of Lakehead District School Board that policy will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.3 At the June 28, 2011 Regular Board Meeting, the two policies were approved for review. On February 8, 2012, the policies were distributed to stakeholders for input with input to be received by March 28, 2012. There was no input received.
- 1.4 The new *Broader Public Sector Expenses Directive - Implementation Guide for Ontario School Boards* was received on March 28, 2012. Administration determined a need to combine the two policies into one, implementing the directives from the guide into the new draft policy.
- 1.5 At the April 24, 2012 Regular Board Meeting, the Board approved combining the two policies into one policy.
- 1.6 On April 27, 2012, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by May 30, 2012. There was no input received.

2. Situation

- 2.1 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.2 Policy 3075, School Council Member and Non-Trustee Board Committee Member Expenditure Policy and Procedures are attached as Appendix C.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Approve 3074 Expense and Travel Reimbursement Policy, Appendix A to Report No. 081-12, as amended.
2. Revoke 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policy, Appendix C to Report No. 081-12.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

KATHY POZIHUN
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
TRAVEL AND EXPENSE AND TRAVEL REIMBURSEMENT POLICY	3074

1. Rationale

It is the objective of Lakehead District School Board to adhere to the Ontario Broader Public Sector (BPS) Expense Directive as incorporated in this policy. ~~In a memorandum dated December 5, 2006, the Ministry of Education provided School Boards with a list of best practices for expenditure reimbursement related to Board business. This policy incorporates those best practices.~~

2. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business ***or in carrying out the responsibilities of an employee, a Board member, Student Trustee, School Council or non-trustee Board committee member.***

3. Definitions

3.1 “Approved Board business” refers to expenses incurred in the course of doing business on behalf of the Board.

3.2 ***The term “Trustees” refers to both elected Public Trustees and Student Trustee(s), unless otherwise noted.***

3.3 ***The term “School Council Member” refers to individuals elected to a Lakehead District School Board, School Council.***

3.4 ***The term “non-trustee Board committee Member” refers to individuals appointed by the Board to the following Lakehead District School Board Committees such as: Aboriginal Education Advisory Committee (AEAC), Parent Involvement Committee (PIC), and the Special Education Advisory Committee (SEAC).***

4. Guidelines

4.1 ***Public funds are used prudently and responsibly with a focus on accountability and transparency.***

4.2 ***Expenses for travel, meals and hospitality support Board objectives.***

4.3 ***Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.***

~~4.4~~ **4.4** All claims for reimbursement will only be authorized for approved Board business.

BUSINESS AND BOARD ADMINISTRATION	3000
TRAVEL AND EXPENSE AND TRAVEL REIMBURSEMENT POLICY	3074

- 4.2 ~~4.5~~ Individuals are responsible to ensure that all claims for reimbursement comply with this policy and do not include any personal expenses.
- 4.3 ~~The immediate supervisor is responsible for ensuring that claims for reimbursement conform to this policy.~~
- 4.4 ~~4.6~~ Claims for reimbursement **by staff members** are to be signed by the individual and submitted to the immediate supervisor for authorization.
- 4.5 ~~Claims for reimbursement of any costs associated with travel on Board business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.~~
- 4.7 **Trustee claims are to be signed by the Trustee and submitted to the Vice Chair of the Board for authorization.**
- 4.8 **Claims for the Vice Chair are to be signed and submitted to the Chair of the Board for authorization.**
- 4.9 **School Council member and non-trustee Board committee member claims are to be signed by the individual and submitted to the appropriate Senior Administration member for authorization (Director of Education or Superintendent of Education).**
- 4.10 **Claims for reimbursements of any costs associated with travel on Board business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.**

5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	December 15, 2009	

BUSINESS AND BOARD ADMINISTRATION**3000****TRAVEL AND EXPENSE AND TRAVEL
REIMBURSEMENT PROCEDURES****3074**1. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business ***or in carrying out the responsibilities of an employee, a Board member, Student Trustee, School Council or non-trustee Board committee member.***

2. Procedures2.1 Travel Transportation

2.1.1 All travel requires prior approval using the travel approval form according to the following:

Role	Level of Approval Required		
	Travel in Ontario	Travel in Canada and continental USA	International
<i>Chair</i>	<i>Vice Chair</i>	<i>Vice Chair</i>	<i>Vice Chair</i>
<i>Vice Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>
<i>Trustees</i>	<i>Vice Chair</i>	<i>Vice Chair</i>	<i>Chair</i>
<i>School Council Member</i>	<i>Director of Education or designate</i>	<i>Director of Education or designate</i>	<i>Director of Education or designate</i>
<i>Non-Trustee Board Committee Member</i>	<i>Superintendent</i>	<i>Superintendent</i>	<i>Superintendent</i>
<i>Director of Education</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>
<i>Superintendents</i>	<i>Director of Education</i>	<i>Director of Education</i>	<i>Director of Education</i>
<i>Employee</i>	<i>Supervisor/Principal</i>	<i>Supervisor/Principal & Superintendent</i>	<i>Director of Education</i>
<i>Consultant</i>	<i>Contract Manager</i>	<i>Superintendent</i>	<i>Director of Education</i>

2.1.2 Discount advanced booking rates should be used, if available. Other options for meetings and professional development are always considered before travel is approved (i.e. audio/video conferencing, webinars).

2.1.3 Employees, Trustees, Student Trustee, School Council members and non-Trustee members of Board committees shall make every effort to travel

BUSINESS AND BOARD ADMINISTRATION	3000
TRAVEL AND EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES	3074

together in order to reduce the related expenses (ex. shared taxi, rental vehicle, mileage.)

- 2.1.4 *A copy of the airline itinerary must accompany the claimant's expense report. If travel is to be funded by an outside agency (i.e. Ministry of Education or EQAO), travellers must adhere to their published reimbursement guidelines.*
- 2.1.3.5 *Staff and Trustees are encouraged to book flights, hotel and vehicle rentals with Airline reservations may be made through the Board's approved travel agent as part of their travel package, or individually if preferred.*
- 2.1.6 *Trustees are responsible to provide the Office of the Director with itineraries booked individually.*
- 2.1.7 *Student Trustee(s) shall work through the Office of the Director to secure travel and accommodation arrangements.*
- 2.1.8 *School Council members and non-Trustee Board committee members shall work through the Office of the Director or the office of the Superintendent of Education as appropriate, to secure travel and accommodation arrangements*
- 2.1.4.9 *The most economical and practical mode of transportation that is available should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available.*
- 2.1.10 *Airplane – Economy (coach) class is the standard option for ticket purchase. In some cases, Board employees may need to use chartered aircraft. This is to be pre-approved by the individual's Superintendent.*
- 2.1.11 *Train – Coach class economy fare is the standard option for ticket purchase.*
- 2.1.12 *Rental Vehicle – When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:*
- *documented and approved prior to the rental if possible; and*
 - *guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.*

To avoid higher gasoline charges the rental vehicle must be refuelled before its return.

BUSINESS AND BOARD ADMINISTRATION**3000****TRAVEL AND EXPENSE AND TRAVEL
REIMBURSEMENT PROCEDURES****3074**

2.1.13 Use of Personal Vehicles - Reimbursement for the use of personal vehicles on Board business will be in accordance with Policy No. 3070 "Allowance for Use of Personal Vehicles".

2.1.14 Parking and Tolls – Reimbursement is provided for necessary and reasonable expenditures on parking, as well as, tolls for bridges, ferries and highways, when driving on Board business.

2.1.15 Shuttles/Taxis – Local public transportation including hotel/airport shuttles should be used wherever possible.

Taxis may be justified in cases where:

- **group travel by taxi is more economical than the cost of having individuals travel separately by public transit or shuttle; or**
- **taking a taxi allows you to meet an unusually tight schedule for meetings**

2.2 Accommodation

2.2.1 Travellers shall use the recommended conference standard accommodation.

2.2.2 The Board will not reimburse individuals for movies or the use of mini-bars.

2.2.3 Internet access in hotels will be considered an eligible expense for employees **and Trustees** only.

2.3 Meals and Hospitality

2.3.1 Reimbursement for meal expenses is subject to the maximum rates set out in the chart below. An allowance up to \$60 **These rates include (including **taxes and gratuities (15% max)** tips) per day will be allowed for meals broken down as follows: Breakfast – \$10, Lunch – \$20, Dinner – \$30.**

Maximum Rate	Entitlement
Breakfast \$10	Travel commences before 6:00 a.m.
Lunch \$20	Travel commences before 11:30 a.m.
Dinner \$30	Arrival home after 7:00 p.m.

Claimants shall take advantage of meals included in registration. ~~Adjustments to allowances will be made accordingly.~~ **Original, itemized** receipts for meals **are** will be required **and** in order to obtain reimbursement **must not exceed the actual amount spent.** If travel is to be funded by an outside agency (i.e., Ministry of Education or EQAO), travellers must adhere to their published reimbursement guidelines. **The rates are not an allowance and they cannot be**

BUSINESS AND BOARD ADMINISTRATION**3000****TRAVEL AND EXPENSE AND TRAVEL
REIMBURSEMENT PROCEDURES****3074**

combined for one meal. If using a Board Purchasing Card or Corporate Credit Card, claimants will be responsible for reimbursing the Board for overages on meal maximum rates.

2.3.2 The cost of alcoholic beverages will not be reimbursed by the Board **as part of a travel or meal expense.**

2.3.3 ***For meeting expenses that include meals, the names of the individuals, the individuals' titles and the business purpose of the expense must be included to be reimbursed.***

2.3.4 ***Meal rates also apply to all professional development events and staff meetings whether held on site or off site.***

A light lunch may be offered as part of a full day meeting where it facilitates the flow of the day and is unreasonable to expect individuals to obtain their own meals due to time constraints or location.

A meal may be offered where meetings commence after 5:00 p.m. and last a minimum of two hours.

A meal may be offered for meetings which occur during the normal course of the day and extend past 6:30pm.

A meal may not be offered where a meeting ends at a regular meal period.

Breakfast is not an eligible expense, however beverages are permissible.

Meetings over meal times are discouraged.

2.4 Preparation and Processing of Claims

2.4.1 The official expense report form must be used and all required receipts must be attached. ***A travel approval form, copy of the itinerary, and boarding pass must accompany the claimant's expense report.***

2.4.2 ***Original, itemized*** Official receipts are required for all items to be claimed over \$5.00.

2.4.3 ***In the event the claimant loses or cannot obtain a receipt, the claimant must first request a replacement receipt from the vendor. If a replacement receipt cannot be obtained, the claimant must complete the lost receipt form.***

BUSINESS AND BOARD ADMINISTRATION	3000
TRAVEL AND EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES	3074

2.4.34 If funding is obtained from more than one source, it is to be noted on the expense report.

2.4.45 Claims must be submitted to the Accounting Department, **Jim McCuaig** Education Centre, within fourteen days of the event.

2.4.52.4.6 Expense reports must be signed by the claimant and approved by the claimant's supervisor.

2.4.7 Trustee expense reports must be authorized by the Vice Chair of the Board. The Vice Chair's expense reports must be authorized by the Chair of the Board. All Trustee expense reports will be reviewed by the Superintendent of Business.

2.4.8 School Council members and non-Trustee Board committee member reports will be authorized by the Director of Education or Superintendent of Education, as appropriate.

2.4.6.9 An incomplete or inaccurate claim will be returned to the claimant for resubmission.

2.4.7.10 In order to provide a complete accounting for the cost of a trip or event, all prepaid expenses, including costs billed separately by the travel agent, prepaid registration and expenses paid by Corporate Credit Card/**Purchasing Card** must be included on the expense report. The total of these prepaid expenses must be deducted from the total cost of the trip or event in the appropriate section of the report.

~~2.5 Use of Personal Vehicles~~

~~Reimbursement for the use of personal vehicles on Board business will be in accordance with Policy and Procedures No. 3070 "Allowance for Use of Personal Vehicles".~~

2.5 Cash Advances

2.5.1 Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Trustees and employees who are expected to regularly incur travel and meeting expenses may be provided with a corporate credit card/purchasing card.

2.5.2 A cash advance may be granted to the Student Trustee(s), upon the approval of the Director of Education or designate.

BUSINESS AND BOARD ADMINISTRATION	3000
TRAVEL AND EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES	3074

2.5.3 Cash advances will not be provided to employees, School Council or non-Trustee Board committee members.

2.6 Hospitality

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the Board or other Broader Public Service (BPS) organizations or Ontario government ministries, agencies and public entities. Functions only involving those people in the organizations listed above are not considered hospitality functions and cannot be reimbursed.

2.6.1 Hospitality may be extended in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol.

2.6.2 Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is an approved business case (see Business Plan for Provision of Hospitality or Alcohol Form)

2.6.3 Prior written approval is required for hospitality events where alcohol will be served.

- **If the hospitality event is hosted by a Superintendent, the Superintendent must seek prior approval from the Director of Education**
- **If the hospitality event is hosted by the Director of Education, the Director of Education must seek prior approval from the Chair of the Board**

2.7 Gifts – Employees/Trustees

Gift cards/certificates cannot be given to Board employees for any reason. Board funds may not be used to purchase gifts (i.e. flowers, cards, mugs, plaques) for Board employees or their immediate family due to births, deaths, adoption, illness, retirements, marriage, birthdays or other life events. These are considered personal and are not reimbursable.

There may be exceptional circumstances however when the Director will approve Board funds for recognition of a staff member.

There may be circumstances that warrant recognition of employees, such as receiving awards for outstanding achievements, appearing as a guest speaker for an after hours event or long-term service with the Board or other exceptional circumstances that have been approved by the Superintendent or Director. In

BUSINESS AND BOARD ADMINISTRATION	3000
TRAVEL AND EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES	3074

these circumstances, Board, school generated or School Council funds may be used to purchase token gifts of appreciation.

2.8 Gifts – Non-Employees

Appropriate token gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the Board. Cash and Alcohol (including gift cards) must not be given as a gift.

2.9 Consultants & Other Contractors

2.9.1 *Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:*

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependent care
- Home management
- Personal telephone calls

2.9.2 *Consultants and other contractors may be reimbursed for travel and accommodation only if these provisions are included in the contract.*

2.10 Other Eligible Expenses

Other eligible expenses incurred in carrying out the business of the Board are approved as part of the annual budget process. These items may include: equipment, supplies, meeting expenses, etc.

3. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	December 15, 2009	

BUSINESS AND BOARD ADMINISTRATION**3000****TRUSTEE, SCHOOL COUNCIL MEMBER, AND
NON-TRUSTEE BOARD COMMITTEE MEMBER
EXPENDITURE POLICY****3075****1. Rationale**

In a memorandum dated July 20, 2009, the Ministry of Education provided School Boards with Trustee expenditure guidelines demonstrating best practice, consistency, and province-wide standards for Trustee, School Council member, and non-trustee Board committee member expenditures. This policy incorporates those best practices.

2. Policy

It is the policy of Lakehead District School Board to reimburse Trustees, Student Trustee, School Council members, and non-trustee members of Board committees for expenses incurred in connection with carrying out the responsibilities of a Board member, Student Trustee, School Council, or non-trustee Board committee member.

3. Definitions

3.1 "Approved Board business" refers to expenses incurred in the course of doing business on behalf of the Board.

3.2 For the purpose of this policy the term "Trustees" refers to both Public elected Trustees and Student Trustee(s), unless otherwise noted.

3.3 The term "School Council Member" refers to individuals elected to a Lakehead Public School, School Council.

3.4 The term "non-trustee Board committee Member" refers to individuals appointed by the Board to the following Lakehead Public Schools Committees such as: Aboriginal Education Advisory Committee (AEAC), Parent Involvement Committee (PIC), and the Special Education Advisory Committee (SEAC).

4. Guidelines

4.1 All claims for reimbursement will only be authorized for approved Board business.

4.2 Trustees and non-Trustee claimants are responsible to ensure that all claims comply with this policy and do not include any personal expenses.

4.3 The Vice Chair of the Board is responsible for ensuring that Trustee claims conform to this policy.

~~BUSINESS AND BOARD ADMINISTRATION~~

3000

**~~TRUSTEE, SCHOOL COUNCIL MEMBER, AND
NON-TRUSTEE BOARD COMMITTEE MEMBER
EXPENDITURE POLICY~~**

3075

- 4.4 — ~~The Director of Education or the Superintendent of Education is responsible for ensuring that members of School Councils or non-trustee Board committee members claims conform to this policy.~~
- 4.5 — ~~Trustee claims are to be signed by the Trustee and submitted to the Vice Chair of the Board for authorization.~~
- 4.6 — ~~Claims for the Vice Chair are to be signed and submitted to the Chair of the Board for authorization.~~
- 4.7 — ~~School Council member and non-trustee Board committee member claims are to be signed by the individual and submitted to the appropriate Senior Administration member for authorization (Director of Education or Superintendent of Education).~~
- 4.8 — ~~Claims for reimbursements of any costs associated with travel on Board business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.~~

5. — Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
=====	December 15, 2009	=====
=====	<u>Date Revised</u>	=====

G:\POL\3075_trustee_expend_pol.doc

BUSINESS AND BOARD ADMINISTRATION**3000****TRUSTEE, SCHOOL COUNCIL, AND NON-TRUSTEE BOARD COMMITTEE MEMBER EXPENDITURE PROCEDURES****3075****1. Policy**

It is the policy of Lakehead District School Board to reimburse Trustees, Student Trustee, School Council members, and non-trustee members of Board committees for expenses incurred in connection with carrying out the responsibilities of a Board member, Student Trustee, School Council, or non-trustee Board committee member.

2. Procedures**2.1 Transportation**

2.1.1 The most economical and practical mode of transportation that is available must be used when travelling on Board business.

2.1.2 Discount advanced booking rates should be used, if available.

2.1.3 Airline reservations may be made through the Board's approved travel agent, or individually if preferred.

2.1.4 Trustees are responsible to provide the Director's office with itineraries booked individually.

2.1.5 Student Trustee(s) shall work through the Director's office to secure travel arrangements.

2.1.6 School Council members and non-trustee Board committee members shall work through the Director's office or the office of the Superintendent of Education as appropriate, to secure travel arrangements.

2.1.7 A copy of the airline itinerary must accompany the claimant's expense report.

2.2 Accommodation

2.2.1 Trustees, School Council members and non-trustee Board committee members shall use the recommended conference standard accommodation or a comparable alternative.

2.2.2 School Council members and non-trustee Board committee members shall work through the Director's office or the office of the Superintendent of Education as appropriate, to secure accommodation arrangements.

BUSINESS AND BOARD ADMINISTRATION**3000****TRUSTEE, SCHOOL COUNCIL, AND NON-TRUSTEE BOARD COMMITTEE MEMBER EXPENDITURE PROCEDURES****3075**

- ~~2.2.3 Student Trustee(s) shall work through the Director's office to secure accommodation arrangements.~~
- ~~2.2.4 The Board will not reimburse claimants for movies or the use of mini bars.~~
- ~~2.2.5 Internet access in hotels will be considered an eligible expense for Trustees only.~~

~~2.3 Meals and Hospitality~~

- ~~2.3.1 Claimants shall take advantage of meals included in registration. An allowance up to \$60 (including tips) per day will be allowed for meals broken down as follows: Breakfast \$10, Lunch \$20, Dinner \$30.~~

Rate	Entitlement
Breakfast \$10	Travel commences before 6:00 a.m.
Lunch \$20	Travel commences before 11:30 a.m.
Dinner \$30	Arrival home after 7:00 p.m.

~~Receipts for meals will be required in order to obtain reimbursement. If travel is to be funded by an outside agency (i.e., Ministry of Education or EQAO), travellers must adhere to their published reimbursement guidelines.~~

- ~~2.3.2 Meals not provided should be purchased using the Board issued credit card (if applicable).~~
- ~~2.3.3 The cost of alcoholic beverages will not be reimbursed by the Board.~~

~~2.4 Preparation and Processing of Claims~~

- ~~2.4.1 The official expense report form must be used and all required receipts must be attached.~~
- ~~2.4.2 Official receipts are required for all items to be claimed over \$5.00.~~
- ~~2.4.3 If funding is obtained from more than one source, it is to be noted on the expense report.~~
- ~~2.4.4 Claims must be submitted to the Director's office or office of the Superintendent of Education within fourteen days of the event.~~
- ~~2.4.5 Trustee expense reports must be authorized by the Vice Chair of the Board. The Vice Chair's expense reports must be authorized by the Chair of the Board. All Trustee expense reports will be reviewed by the Superintendent of Business.~~

~~BUSINESS AND BOARD ADMINISTRATION~~

3000

~~TRUSTEE, SCHOOL COUNCIL, AND NON-TRUSTEE BOARD COMMITTEE MEMBER EXPENDITURE PROCEDURES~~

3075

~~2.4.6—School Council members and non-trustee Board committee member reports will be authorized by the Director of Education or Superintendent of Education, as appropriate.~~

~~2.4.7—An incomplete or inaccurate claim will be returned to the claimant for resubmission.~~

~~2.4.8—In order to provide a complete accounting for the cost of an event, all prepaid expenses, including costs billed separately by the travel agent, prepaid registration, and expenses paid by corporate credit card, must be included on the expense report. The total of these prepaid expenses must be deducted from the total cost of the event in the appropriate section of the report.~~

~~2.5—Cash Advances~~

~~2.5.1—As Trustees are issued with a corporate credit card, cash advances will only be provided for the Student Trustee(s).~~

~~2.5.2—Cash advances will not be provided to School Council or non-trustee Board committee members.~~

~~2.6—Use of Personal Vehicles~~

~~2.6.1—Reimbursement for the use of personal vehicles on Board business will be in accordance with Policy and Procedures No. 3070 Allowance for Use of Personal Vehicles.~~

~~2.7—Other Eligible Expenses~~

~~2.7.1—Other eligible expenses incurred by Trustees in carrying out the business of the Board are approved as part of the annual budget process. These items may include: equipment, supplies, meeting expenses, etc.~~

~~BUSINESS AND BOARD ADMINISTRATION~~

~~3000~~

**~~TRUSTEE, SCHOOL COUNCIL, AND NON-
TRUSTEE BOARD COMMITTEE MEMBER
EXPENDITURE PROCEDURES~~**

~~3075~~

3. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	December 15, 2009	_____
_____	<u>Date Revised</u>	_____

G:\POL\3075_trustee_expend_proc.doc

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 12
Report No. 080-12

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

RE: POLICY REVIEW – 8012 FUNDRAISING IN THE SCHOOLS

1. Background

- 1.1 The Fundraising in the Schools Policy was last revised in June 2008.
- 1.2 It is the policy of Lakehead District School Board that policy be developed and/or reviewed in accordance with the Policy Development and Review Policy 2010.

2. Situation

- 2.1 On April 18, 2012, the policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by May 30, 2012. There was no constituent input received.
- 2.2 On May 4, 2012, the Ministry of Education released Memo 2012 B:10 *Fundraising Guidelines*. Administration has incorporated the new guidelines in the revised policy and procedures.
- 2.3 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 8012 Fundraising in the Schools Policy, Appendix A to Report No. 080-12, as amended.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

KATHY POZIHUN
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

SCHOOL-COMMUNITY RELATIONS

8000

FUNDRAISING IN THE SCHOOLS POLICY

8012

1. Rationale

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

2. Policy

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

3. Definitions

3.1 School Generated Funds

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

3.2 Fundraising

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

School Fundraising

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

SCHOOL-COMMUNITY RELATIONS

8000

FUNDRAISING IN THE SCHOOLS POLICY

8012

Parent Organization Fundraising

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

3.3 School Community

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

3.4 Charity

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

3.5 Community Project

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

3.6 Door-to-Door Canvassing

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

4. Guidelines

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

~~2.2~~ **4.2** Organizations; eg. School Councils/Parent Associations, Home and School Association; which are related to the operation of the Board and its schools may engage in fundraising activities provided that the activities have been approved by the School Principal and that the activities abide by other appropriate policies of the Board. All fundraising activities will respect:

~~2.2.1~~ **4.2.1** the voluntary nature of fundraising activities;

4.2.2 *that personal information of staff, students or other individuals is not to be shared without prior consent;*

~~2.2.2~~ **4.2.3** *the impact on* student and staff time, and school programs;

SCHOOL-COMMUNITY RELATIONS**8000****FUNDRAISING IN THE SCHOOLS POLICY****8012**

- ~~2.2.3~~ **4.2.4** *that activities must be* age-appropriate activities;
- ~~2.2.4~~ **4.2.5** *that* supervision of students and safety precautions *are of primary consideration*;
- ~~2.2.5~~ **4.2.6** school *community* Council recommendations regarding the planning and implementation of fundraising activities;
- ~~2.2.6~~ **4.2.7** all-appropriate *Municipal, Provincial and Federal* legislation; *and Ministry of Education guidelines and policies*; including but not limited to ~~The Education Act, The Income Tax Act, and The Municipal Act~~; and
- ~~2.2.7~~ **4.2.8** accounting policies and procedures for fundraising as set out in the procedure guideline for this Policy;
- 4.2.9** *that no person, including Board staff or volunteers, will benefit materially or financially from the activity*;
- 4.2.10** *that any capital projects supported should be complementary to publicly funded education, not result in an increase in the student capacity of a school, nor result in a significant increase in school or Board operating or capital costs*;
- ~~2.3~~ In addition to the above, it is the policy of Lakehead District School Board that:
- ~~2.3.1~~ **4.2.11** *that* door-to-door canvassing by Lakehead District School Board students is not permitted;
- ~~2.3.2~~ **4.2.12** *that* canvassing by students in public places; e.g., malls, is not permitted;
- ~~2.3.3~~ **4.2.13** *that* soliciting funds by political or commercial agencies is not permitted on the properties of Lakehead District School Board;
- ~~2.3.4~~ **4.2.14** *that* when an event, trip or purchase is cancelled, the proceeds from fundraising cannot be specifically targeted to a student, but must be used to benefit the school department for which the activity was planned;
- ~~2.3.5~~ **4.2.15** Schools are limited to raising funds for *that* acceptable uses of fundraising proceeds *may include*:

SCHOOL-COMMUNITY RELATIONS**8000****FUNDRAISING IN THE SCHOOLS POLICY****8012**

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

~~2.3.6~~

4.2.16

that unacceptable uses of fundraising proceeds may include:

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

SCHOOL-COMMUNITY RELATIONS	8000
FUNDRAISING IN THE SCHOOLS POLICY	8012

- ~~2.3.7~~
4.2.17 *that* all equipment purchased from funds derived from fundraising shall become the property of Lakehead District School Board and shall be included in the equipment inventory list of the school. Such equipment must meet system standards;

- ~~2.3.8~~
4.2.18 *that* in the event of a school closure, school consolidation, or that the equipment purchased through fundraising becomes obsolete, the disposition of these goods will be in consultation with the School Council, and the Home and School Association, if applicable;

- ~~2.3.9~~
4.2.19 *that* donors are made aware that cash donations of \$25.00 or more to a school or program of Lakehead District School Board are eligible for a charitable receipt;

- ~~2.3.10~~
4.2.20 *that* any fundraising in support of a local charity be approved by the Superintendent of Business or designate;

- ~~2.3.11~~
4.2.21 *that* any products used for school fundraising be of good quality and be provided by reputable companies as defined by Purchasing Policy 3030; and

- ~~2.3.12~~
4.2.22 *that* all resources raised through fundraising activities be used within a two-year period unless approval is granted by the School Superintendent.

3.5. Review

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

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

SCHOOL-COMMUNITY RELATIONS

8000

FUNDRAISING IN THE SCHOOLS PROCEDURES

8012

1. Policy

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

2. Definitions

2.1 Fundraising

~~An activity carried out by the school, or a parent organization associated with a school, for which a tangible reward is received.~~

~~School Fundraising~~

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

~~Parent Organization Fundraising~~

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

2.2 Charity

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

2.3 Community Project

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

2.4 Door to Door Canvassing

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

SCHOOL-COMMUNITY RELATIONS

8000

FUNDRAISING IN THE SCHOOLS PROCEDURES

8012

3-2. Implementation Procedures

3-1 Planning, Approvals and Communication

3-1.1

2.1 Each year the Principal, in consultation with students, staff, ~~and~~ parents/**guardians**, and School Council, will prepare a School Fundraising Forecast (Appendix A).

3-1.2

2.2 If the school has a local Home and School Association, the fundraising activities of the Home and School Association must be part of the School Fundraising Forecast.

3-1.3

2.3 The School Fundraising Forecast will be communicated by the Principal to the school community.

3-1.4

2.4 Adjustments to the focus during the school year may be made by the Principal in consultation with the parents/**guardians**, staff, ~~and~~ students, and School Council.

3-1.5

2.5 *Each school will prepare an annual report on school-generated funds.* Annually (no later than October 31 of the following year) the Principal will submit to the school ~~Council~~ **community** a School Fundraising **Generated Funds** Financial Report on *how proceeds from fundraising, fees and corporate donations are used.* ~~actual school fundraising activities prepared as required by section 4.3.~~ **Each school will determine the best format and communication vehicle for their school community (e.g. newsletter, posting on school website).**

4-3. Accounting System

4-3.1 Bank Accounts

~~4-3.1.1~~ One central bank account, hereafter referred to as the School Fundraising **Generated Funds** Bank Account, shall be established for internal school fundraising including those fundraising activities undertaken by school parent associations and School Councils. All transactions (receipts and disbursements) shall be made through this School Fundraising **Generated Funds** Bank Account.

~~4-3.1.2~~ The Principal plus two other staff members, normally the Vice Principal and Business Secretary, shall be authorized to sign cheques drawn on the School Fundraising **Generated Funds** Bank Account. Two signatures shall be required, one being the Principal or Vice Principal.

SCHOOL-COMMUNITY RELATIONS

8000

FUNDRAISING IN THE SCHOOLS PROCEDURES

8012

~~4.3.1.3~~ Secondary schools will maintain their accounts with the Board’s bank. All deposits will be forwarded to the bank, together with other Board funds, using the courier service designated by the Board.

~~4.3.1.4~~ Elementary schools are encouraged to maintain their accounts with the Board’s bank in order to secure reduced bank fees and streamline reporting.

3.2 Investments

3.2.1 *Lakehead District School Board will invest funds determined to be surplus to cash flow requirements according to Education Act regulations (O.Reg 41/10).*

3.2.2 *In the event School Generated Funds are to be invested, the Principal will submit the request to the Finance Department as outlined in the Investment Practices of the Board.*

4.2 3.3 Bookkeeping Requirements

~~4.2.1~~

3.3.1 All schools must use the common software provided by the Board to create and maintain the school fundraising deposits, cheques, records and reports. ~~The current program in use is the SchoolCash.NET system, licensed from Key Software Inc.~~

~~4.2.2~~

3.3.2 A standard chart of accounts will be supplied by the Finance Department. Schools may add and delete categories, but may not add or delete the designated “umbrella categories”.

~~4.2.3~~

3.3.3 A separate umbrella category will exist for School Council and Parent Association (PTA) fundraising activities. This will permit School Councils and PTAs to conduct their activities using the School Fundraising Bank Account while retaining control over their fundraising and expenditures and preparing their monthly association reports.

~~4.2.4~~

3.3.4 Receipts and disbursements must be *approved and* processed in a timely manner *according to Board policies and practices.*

SCHOOL-COMMUNITY RELATIONS**8000****FUNDRAISING IN THE SCHOOLS PROCEDURES****8012**

4.2.5

3.3.5 Cheques are to be produced electronically using the features provided in the system.

4.2.6

3.3.6 Bank reconciliations must be prepared monthly *along with the Bank Reconciliation Report (11M), Transaction Report (11B) and Category Umbrella Report (5)*, as required by the system, and are to be reviewed and signed by the Principal.

4.2.7

3.3.7 Schools must conform to the *School-Generated Funds* practices issued from time to time by the Finance Department.

4.3-3.4 Reporting Requirements

4.3-3.4.1 In accordance with the Public Sector Accounting Board guidelines and Ministry directive, the results of all school fundraising activities must be included in the Board's annual consolidated financial statements.

4.3-3.4.2 The Year-End Rollover Procedures are to be completed as directed by the Finance Department in accordance with Ministry reporting timelines.

4.3-3.4.3 The following reports must be approved and signed by the Principal, and submitted to the Supervisor of Finance:

4.3-3.4.3.1 Year End Reports 1, 2, and 3.

4.3-3.4.3.2 Copy of August Bank Reconciliation.

4.3-3.4.3.3 Copy of August Bank Statement.

3.4.4 *Parent Associations operating lottery groups in the name of a school must submit a School Fundraising Financial Report (Appendix C) to the Principal to be approved and submitted to the Supervisor of Finance with the school's year end financial reports.*

4.4-3.5 Records Retention

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

SCHOOL-COMMUNITY RELATIONS**8000****FUNDRAISING IN THE SCHOOLS PROCEDURES****8012****4.5.3.6** Home and School Associations

4.5.1

3.6.1 Parent groups that are members of the Home and School Associations are separate entities and their financial activities are not required to be included in the Board's Financial Statements. Consequently, the bookkeeping and reporting requirements do not apply to them with the exception of the requirement contained in section 3.1.2.

4.5.2

3.6.2 Members of the Home and School Association must comply with the rules and reporting requirements of the Ontario Federation of Home and School Association.

5-4. Cancellations

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

- 5 4.1** If the arrangements for the activity are under contract to a commercial organization (e.g., travel agency) the terms and conditions of the contract will apply to the school, parent organization, the participants and their parents or guardians.
- 5 4.2** Advance payments or deposits made by a student or parent toward the individual students projected personal cost of participation will be refunded according to the following criteria:
- 5 4.2.1** The refundable portion will be calculated taking into account non-refundable deposits, cancellation fees, and any other non-recoverable expenses.
- 5 4.2.2** No refund to a student or parent will be made if the advance payment or deposit is made through the proceeds of fundraising (sale of chocolate bars, oranges, magazines, tag days, etc.).
- 5 4.3** In the event that an activity for which funds were raised through fundraising activities, (sale of chocolate bars, oranges, magazines, tag days, etc.) is cancelled or terminated, or a student who has participated in fundraising activities chooses to withdraw from the event, the proceeds from the fundraising events cannot be specifically targeted to a student but must be used to benefit the school department for which the activity was planned.

SCHOOL-COMMUNITY RELATIONS**8000****FUNDRAISING IN THE SCHOOLS PROCEDURES****8012****5. Shortages/Overages****5.1 Shortages**

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

5.2 Overages

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

6. Donations

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

- 6.1 Monetary and non-monetary donations received for the benefit of an individual school or for the system as a whole will be accepted. Official tax receipts will be issued by Lakehead District School Board for individual donations of a \$25 value or greater.
- 6.2 Cash donations received for the benefit of an individual school or for the system will be accepted for the following purposes:
- (a) the establishment and/or promotion of scholarships or bursaries;
 - (b) the giving of prizes, exhibitions or rewards to the pupils of Lakehead District School Board;
 - (c) donations to libraries;
 - (d) the purchase of equipment;
 - (e) the purchase of services or supplies for a program that may not normally be covered by regular budget allocations.
- 6.3 Non-monetary donations may be accepted by the school or responsible system person if the following conditions are met:
- (a) the donated material or goods are appropriate and of use to the school/system;

SCHOOL-COMMUNITY RELATIONS**8000****FUNDRAISING IN THE SCHOOLS PROCEDURES****8012**

- (b) the goods or materials donated to a school, or centrally, will be used or distributed at the discretion of the Principal or Supervisory Officer;
- (c) donated equipment shall be completely paid for and free of encumbrances. Equipment, when donated and accepted, shall become and remain the property of the Board and can be used for any purpose as determined by the Board, unless a specific agreement is made between the Board and the donor;
- (d) an independent assessment of the fair market value of the contribution must be obtained or provided in writing by the donor if the donor wishes to receive a receipt for tax purposes;
- (e) the Principal confirms that the equipment donated provides educational value to the school.

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

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

G:\POL\8012_fundraising_proc.doc

LAKEHEAD DISTRICT SCHOOL BOARD

SCHOOL FUNDRAISING FORECAST

APPENDIX A

SCHOOL _____	YEAR _____	CLASS/GROUP _____	STAFF ADVISOR _____
--------------	------------	-------------------	---------------------

ACTIVITIES	USE	*ADMIN TIME	*INST TIME	PROJECTED			ACTUAL		
				REVENUE	EXPEND.	PROFIT	REVENUE	EXPEND.	PROFIT
TOTALS									

*Administrative Time = _____ Principal, Vice Principal, Secretary, Teacher Assistants
 *Instructional Time = _____ Teaching Staff (Hours to nearest .25)

PROPOSAL APPROVAL PRINCIPAL _____ DATE _____

TEACHER

PRINCIPAL

DATE



School Fundraising Forecast
ABC Public School
School Year: 20XX-XX

(For information purposes only)

Sources of Revenue	Time Period MM/YYYY	Committee (ie. School Council, Student Council, Grade X)	Contact Person	Anticipated Proceeds	Anticipated Expenditures	Anticipated Net Proceeds	Purpose for which proceeds will be used
Ex. Cheese Sales	06/2012	7/8 Students	Jane Doe	\$ 3,000.00	\$ 2,620.00	\$ 380.00	Gr 8 Trip

Actual Proceeds	Actual Expenditures	Actual Net Proceeds
\$ 3,000.00	\$ 2,435.00	\$ 565.00

Report Completed By: _____
 (School Principal)

Signature _____ Date _____

Report Reviewed By: _____
 (Superintendent)

Signature _____ Date _____



Lakehead Public Schools

Appendix B – Fundraising Procedures 8012

REQUEST FOR OFFICIAL TAX RECEIPT

Date: _____

ISSUE RECEIPT TO: _____

MAILING ADDRESS: _____

PHONE: _____

DESCRIPTION OF DONATION:

VALUE OF DONATION: _____ (minimum \$25.00)

TYPE OF DONATION: Monetary Non-Monetary

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

SCHOOL: _____

PRINCIPAL'S SIGNATURE: _____



SCHOOL FUNDRAISING FINANCIAL REPORT (LOTTERY GROUPS)

School Name: _____ Year Ended: _____

CASH BALANCES BEGINNING OF YEAR:

CASH ON HAND		_____
CASH IN BANK – per cash book		_____
INVESTMENTS		_____
TOTAL CASH, BEGINNING OF YEAR		_____

(a) Cash-In:

Fund Name	\$ Amount	Fund Name	\$ Amount

(b) Cash-Out:

CASH BALANCES END OF YEAR:

CASH ON HAND		_____
CASH IN BANK – per cash book		_____
INVESTMENTS		_____
TOTAL CASH, END OF YEAR		_____

Prepared by: _____ Central Accounting Signature Approved by: _____ Principal's Signature

Review on _____ with the School Council.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 12
Report No. 079-12

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

RE: POLICY REVIEW – 1020 EQUITY AND INCLUSIVE EDUCATION

1. Background

- 1.1 The Equity and Inclusive Education Policy 1020 was approved in September 2010, with the recommendation that it be reviewed after the first year of implementation.
- 1.2 The Equity and Inclusive Education Policy 1020 was placed on the Board's website for constituency input on April 18, 2012.
- 1.3 The policy was presented to the Special Education Advisory Committee (SEAC) at their May 16, 2012 meeting.
- 1.4 The policy was removed from the website on May 30, 2012.

2. Situation

- 2.1 When the policy was approved in September 2010, it was agreed that more feedback on the policy would be received.
- 2.2 An information and focus group session on Equity and Inclusive Education for students, parents/guardians, teachers, Principals, and constituent group leaders was held last year, as was an evening focus group session for parents/guardians.
- 2.3 It is clear that the policy must be broad in scope to be equitable and inclusive of all school community members.
- 2.4 Anti-homophobia, sexual orientation and gender identification were identified as needing specific attention.
- 2.5 Representatives from the LGBTTQ community support an Anti-homophobia policy.

3. Conclusion

- 3.1 The Equity and Inclusive Education Policy can be broader in scope by using the template that is available through the Ontario Education Services Corporation (OESC).
- 3.2 A separate Anti-Homophobia Policy would address the specific issues identified by the LGBTTQ community.

RECOMMENDATION

It is recommended that Lakehead District School Board:

1. Postpone the review of the Equity and Inclusive Education Policy until the 2012-2013 school year.
2. Direct Senior Administration to develop an Anti-Homophobia Policy.

Respectfully submitted,

ROBIN CAWLISHAW
Human Resources Officer

CHARLES BISHOP
Education Officer

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 12
Report No. 078-12

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

RE: POLICY DEVELOPMENT – 4020 ALTERNATIVE SCHOOLS

1. Background

- 1.1 It is the policy of Lakehead District School Board that policy will be developed/reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 At the June 28, 2011 Regular Board Meeting, the Alternative Schools policy was approved for development on the 2011-2012 policy schedule.
- 1.3 On April 18, 2012, the new draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by May 30, 2012. Input was received from one constituent group.

2. Situation

Administration has determined a need to seek additional input to the policy and procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board postpone the approval of the Alternative Schools Policy 4020, to the September 2012 Standing Committee Meeting.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUNE 12
Report No. 086-12

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

RE: POLICY REVIEW – 8073 DRESS CODE POLICY

1. Background

- 1.1 The Dress Code Policy is created in compliance with the *Education Act*, Regulation 472/07, section 302(5), which states, “a Board shall establish policies and guidelines respecting appropriate dress for pupils in schools.”
- 1.2 The Dress Code Policy was approved in March 2002, and this review is the first for the policy.

2. Situation

- 2.1 The policy was sent to stakeholders and placed on the Board website for feedback and input on April 18, 2012.
- 2.2 The policy was removed from the website on May 30, 2012.
- 2.3 The policy was presented to the Parent Involvement Committee at their May 14, 2012 meeting.
- 2.4 One piece of feedback was received from constituent groups.

3. Next Steps

Schools will continue to review their own Dress Code Policies through their School Councils on a yearly basis.

4. Conclusion

The Dress Code Policy 8073 effectively represents the expectations of Boards and schools that are expressed in Regulation 472/07, section 302(5) of the *Education Act*.

RECOMMENDATION

It is recommended that Lakehead District School Board approve Policy 8073 Dress Code, Appendix A to Report No. 086-12.

Respectfully submitted,

CHARLES BISHOP
Education Officer

IAN MACRAE
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

1. Rationale

The mission of Lakehead District School Board "is **committed to the success of every student** to develop self-directed, life-long learners who are prepared to participate in meeting the challenges of a continually **changing society**." ~~Our brief statements include a focus on~~ **As an organization, we recognize** the unique nature of each school community and a commitment for taking **responsibility for the learning of all students**. We believe that **students, parents, schools, School Councils, and community groups** share these priorities.

This policy is written in accordance with ~~The Safe Schools Act, 2000~~ **The Education Act, Regulation 472/07, Part XIII**, (section 302 (5)), the Ministry of Education's Memorandum dated February 12, 2001 and the guiding principles in Policy No. 8070, Safe Schools - System Expectations that include:

- effective schools support the development of a safe and positive school environment through leadership, school climate, high expectations for learning, instructional and curriculum focus, assessment and evaluation of student success, parent/**guardian**/community involvement and support and staff development;
- the fair treatment of others, regardless of their race, ancestry, place of origin, ethnicity, **culture, colour**, citizenship, religion, **creed**, gender, **gender identity**, sexual orientation, **family or** socio-economic status, age, ~~or~~ disability, **and/or any other immutable characteristic or ground protected by the Human Rights Code** is an expectation from all school members.

2. Policy

It is the policy of Lakehead District School Board to support all schools in their expectations that pupils must be dressed appropriately to ensure a safe and respectful school environment. A key feature of this policy is the establishment of a process that provides parents an opportunity to be actively involved in deciding what an appropriate dress should be for their own schools.

3. Guidelines3.1 **Appropriate Dress**

In accordance with Procedures 8070 Safe Schools – System Expectations, 3.1 (x), the expectations for appropriate dress at the school level shall be attire that is considered modest and conservative.

3.42 Decision-Making Process/Consultation

All parents have the ability to decide the dress code of the school their child(ren) attends. Lakehead District School Board will establish a process that enables the

DRESS CODE POLICY**8073**

majority of parents, through their school community, to decide on what an appropriate dress policy should be for their own schools.

3.23 School Council Involvement

Members of the School Council will be involved in the development of the Dress Code Policy and dress code expectations for their own schools.

3.34 Consistency with the Human Rights Code and the Charter of Rights and Freedoms

Lakehead District School Board will ensure that the Dress Code Policy is consistent with the Human Rights Code and the Charter of Rights and Freedoms.

3.45 Definition of Terms

To assist all elementary and secondary schools with deciding what an appropriate dress should be for their own schools, key terms used in this policy will be defined (Appendix A).

3.56 Student Compliance

Each school, through its Code of Conduct, will address such matters as compliance and consequences of non-compliance with the school Dress Code guidelines and expectations.

3.67 Affordability

Through a process established at the school level, the issue of affordability will be addressed and take ~~into consideration~~ local circumstances **into consideration, in accordance the Policy 8010 Fees for Learning Materials and Activities.**

SCHOOL-COMMUNITY RELATIONS

8000

Appendix A to
Report No. 086-12

DRESS CODE POLICY

8073

4. Review Process

- 4.1 The Superintendent responsible for Safe Schools will monitor the implementation and review of the Dress Code Policy as appropriate. This process will involve consultation with the school community including parents, guardians, teachers, staff, **School Councils** and community partners. Principals, in consultation with School Councils, will review their expectations annually and clearly communicate them to all parents, students and staff in a manner that ensures their commitment and support.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<u>Policies & Procedures:</u>	<u>March 5, 2002</u>	<u>Safe Schools Act 2000</u>
8070 Safe Schools - System Expectations	<u>Date Revised</u>	<u>Bill 81</u>
8010 Fees for Learning Materials and Activities	Reviewed by: _____	<u>Education Act, Regulation 472/07, Part XIII.</u>
8074 Safe Schools – Suspension of Students		
8075 Safe Schools – Expulsion of Pupils		

G:\POL\8073_dress_code_pol.doc

1. The Policy

It is the policy of Lakehead District School Board to support all schools in their expectations that pupils must be dressed appropriately to ensure a safe and respectful school environment. A key feature of this policy is the establishment of a process where parents are actively involved in deciding what an appropriate dress should be for their own schools.

2. Procedures2.1 Decision-Making Process/Consultation

The procedures that follow shall be used when consideration is being given by a school to one or both of the following issues:

- a significant change in the school dress code; or
 - a formal school uniform.
- A. The **P**incipal, in consultation with the School Council, must determine if an interest exists in the school community in pursuing a significant change in the dress code. This **interest** may be determined through communication with parents, students, staff and the community. The process used to determine this interest may include surveys, discussions, focus groups, interviews, etc.
- B. If there is not sufficient interest, no further action will be taken during the school year. If the process used in "A" results in a determination by the **P**incipal and School Council that an interest may exist in affecting a significant change in the school dress code or in implementing a school uniform, then the School Council will undertake a feasibility study to determine whether sufficient interest exists in affecting a significant change in the dress code or in implementing a school uniform. Methods to determine the extent of the school community interest may include surveys, discussion forums, or focus groups.
- C. A school level decision supporting a significant change in the school dress code or the implementation of a formal school uniform will constitute 70% or more of the parent(s)/guardian(s) of the school population in favour of the change. One vote per family unit will be permitted where one family unit includes all siblings (and step-siblings) attending the same school.

The parent/guardian survey located in Appendix B shall be used during the feasibility study.

SCHOOL-COMMUNITY RELATIONS

8000

Appendix B to
Report No. 086-
12

DRESS CODE PROCEDURES

8073

2.2 School Council Involvement

The **P**incipal and School Councils have a responsibility to work in partnership to develop ~~Board and~~ school level policies and guidelines. In addition to providing input on the Dress Code Policy, the **P**incipal, in consultation with the School Council, will determine the dress code expectations at the local school level. The **P**incipal, in consultation with the School Council, will determine if an interest exists in the community to significantly change the school dress code or introduce a formal school uniform. Based on the interest response of the school community, the **P**incipal, in consultation with the School Council, will determine whether to continue with a feasibility study. If a feasibility study is undertaken, then the School Council will share the information and results with the school community. In all decisions related to the school dress expectations, the views of students will be considered. The authority to approve changes to the school dress code remains with the **P**incipal of the school.

2.3 Consistency with the Human Rights Code and the Charter of Rights

The **P**incipal, in consultation with the School Council, will ensure that the local school dress code is consistent with the Charter of Rights and the Human Rights Code.

2.4 Definition of Terms

To assist **P**incipals and School Council members in the establishment of local school dress codes, and to ensure consistency during discussions, the following terms are defined in Appendix A:

- majority decision
- school uniform
- eligible families

2.5 Student Compliance

A student who does not conform to the requirements of the Dress Code Policy as set out by the Board, or the expectations of the local school dress code, shall be subject to the sanctions as outlined in the Safe Schools - System Expectations Policy 8070.

2.6 Affordability

If a formal school uniform becomes the expectation of the school community then financial assistance will be provided for students for whom uniform costs may be prohibitive (e.g., deferred payment plans, school funds, etc.), **in accordance with Policy 8010 Fees for Learning Materials and Activities.**

SCHOOL-COMMUNITY RELATIONS

8000

Appendix B to
Report No. 086-
12

DRESS CODE PROCEDURES

8073

3. Review Process

Dress code expectations are to be included in the school Code of Conduct. The school community will review the Code of Conduct annually. When a feasibility study **to consider school uniforms** has been undertaken at the school level by the School Council and the results have not met the minimum standard for changes, the **school uniform** issue will not be studied for a period of three (3) years.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<u>Policies & Procedures:</u>	<u>March 5, 2002</u>	<u>Safe Schools Act 2000</u>
8070 Safe Schools - System Expectations	<u>Date Revised</u>	<u>Bill 81</u>
8010 Fees for Learning Materials and Activities	Reviewed by: _____	<u>Education Act, Regulation 472/07, Part XIII.</u>
8074 Safe Schools – Suspension of Students		
8075 Safe Schools – Expulsion of Pupils		

G:\POL\8073_dress_code_proc.doc

Appendix A

Definition of Terms

The following definitions will assist all school community members during the implementation and review of the Dress Code expectations:

- i. **majority decision** - will constitute 70% of the total school population in favour of supporting a significant change in the dress code or the implementation of a formal school uniform. One vote per eligible family unit will be permitted where one family unit includes all siblings (and step-siblings) attending the same school.
- ii. **school uniform** - may include a range of expectations varying from an informal white top, dark pants/skirt to the very formalized version of blazers, ties, skirts/kilts/pants.
- iii. **eligible families** - when a survey is conducted with school members, one family unit includes all siblings (and step siblings) attending the same school.

Appendix B

Parent Survey: School Dress Code

Parents will be given the opportunity to provide their school council with input into the development of a school policy on an appropriate dress code for our school.

Please select one of the following options regarding the future dress code for the students of our school.

Option A: Street clothes with Dress Code Expectations

Students will wear their own clothing as long as it complies with the following expectations:

- *school adds dress code expectations here with reference to exposure, cleanliness and message*
- *other expectations unique to the school?*

Option B: School Uniform: 70% of the parent(s)/guardian(s) of the school community supporting uniforms will constitute a majority decision in favour of school uniforms

Option B would place an expectation on all students to wear a predetermined school uniform. A school uniform may include a range of expectations varying from an informal white top, dark pants/shirt to the very formalized version of blazers, ties, skirts/kilts/pants. If you support Option B: School Uniforms, please indicate which of the following uniform options you would prefer.

- white top, dark pants/skirt
- school colours
- school designed wear
- formal uniform (blazer, tie, specific pants/skirts)
- other (describe)

NOTE: One vote per family will be permitted. Decisions by all family members are encouraged. A parent/guardian signature assists us in knowing that a family has been represented.