



Office of the Director

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

REGULAR BOARD MEETING NO. 9

Tuesday, June 26, 2012

Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Deborah Massaro
Chair

AGENDA

PUBLIC SESSION

7:30 P.M. – in the Board Room

		<u>Resource Person</u>	<u>Pages</u>
1.	Call to Order		
2.	Disclosure of Conflict of Interest		
3.	Approval of the Agenda		
4.	Resolve into Committee of the Whole – Closed Session		
5.	COMMITTEE OF THE WHOLE – Closed Session – 6:15 p.m. (SEE ATTACHED AGENDA)		
6.	Report of Committee of the Whole – Closed Session		
7.	Delegations/Presentations		
7.1	Trustee Recognition Award - Christopher Rudnicki – Hammarskjold High School	R. Oikonen	Verbal
7.2	Trustee Recognition Award - Lilyanna McKay - SAM/MISOL Program - Superior Collegiate and Vocational Institute	K. Wilson	Verbal
7.3	Ontario Public School Boards' Association (OPSBA) - Award of Excellence - Sylvia Coral O'Meara	M. Arnone	Verbal
7.4	Ontario Public School Boards' Association (OPSBA) - Certificate of Appreciation - Serena Essex	P. Johansen	Verbal

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

LAKEHEAD DISTRICT SCHOOL BOARD

		<u>Resource Person</u>	<u>Pages</u>
8.	Confirmation of Minutes		
8.1	Regular Board Meeting No. 8 - May 22, 2012	D. Massaro	1-5
9.	Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION:</u>			
10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	R. Oikonen	Verbal
10.2	Student Trustee – Final Report (093-12)	S. Philp	6-8
10.3	Success Advisory Committee Meeting Report	K. Wilson	Verbal
10.4	Audit Committee Report	K. Wilson	Verbal
10.5	2012 Board Development Committee – Final Report (061-12)	J. Playford	9-10
10.6	Annual Review of the Plan to Deliver Special Education Programs and Services: 2011-2012 (092-12)	C. Kappel	11-14
10.7	Special Education Advisory Committee Meeting Minutes - May 16, 2012	C. Kappel	15-18
10.8	2012-2013 Operational Plan (089-12)	C. Siemieniuk	19 + Appended
11.	First Reports		

MATTERS FOR DECISION:

12.	Postponed Reports		
13.	Recommendations from the Standing Committee (090-12)	K. Wilson	20-52
13.1	Approval of Standing Committee and Regular Board Meeting Schedule 2012-2013 (084-12)		

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.

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

13.2 Policy Review – 1020 Equity and Inclusive Education (079-12)

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.*

13.3 Policy Review – 3074 Expense and Travel Reimbursement (081-12)

It is recommended that Lakehead District School Board:

1. *Approve 3074 Expense and Travel Reimbursement Policy, Appendix A1 to Report No. 090-12.*
2. *Revoke 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policy.*

13.4 Policy Development – 4020 Alternative Schools (078-12)

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

13.5 Policy Review – 8012 Fundraising in the Schools (080-12)

It is recommended that Lakehead District School Board approve 8012 Fundraising in the Schools Policy, Appendix B1 to Report No. 090-12.

13.6 Policy Review – 8073 Dress Code Policy (086-12)

It is recommended that Lakehead District School Board approve Policy 8073 Dress Code, Appendix C1 to Report No. 090-12.

14. Ad Hoc and Special Committee Reports

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

		<u>Resource Person</u>	<u>Pages</u>
15.	New Reports		
15.1	Recommendation from the Budget Committee (088-12) 2012-2013 Budget (082-12)	G. Saarinen	53-60
	<i>It is recommended that Lakehead District School Board approve the 2012-2013 operating and capital budget of \$131,365,230.</i>		
16.	New Business		
17.	Notices of Motion		
18.	Information and Inquiries		
19.	Adjournment		

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

LAKEHEAD DISTRICT SCHOOL BOARD



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REGULAR BOARD MEETING NO. 9
Tuesday, June 26, 2012
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Deborah Massaro
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:15 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 Regular Board Meeting No. 8 - May 22, 2012	D. Massaro	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Recommendation from the Audit Committee (083-12)	K. Wilson	3-5
5.3.2 Recommendation from the Standing Committee (091-12)	K. Wilson	6
5.3.3 Negotiations	I. MacRae	Verbal
5.3.4 Personnel Matter	C. Kappel	Verbal
5.4 Information and Inquiries		
5.5 Rise and Report Progress		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 8

Board Room
Jim McCuaig Education Centre

2012 MAY 22

TRUSTEES PRESENT:

Deborah Massaro (Chair)
Karen Wilson (Vice Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

Ron Oikonen
Jack Playford
George Saarinen
Stephanie Philp (Student Trustee)

SENIOR ADMINISTRATION:

Catherine Siemieniuk, Director of Education
Colleen Kappel, Superintendent of Education
Ian MacRae, Superintendent of Education
Sherrilynne Pharand, Superintendent of Education
Kathy Pozihun, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Heather Harris, Lakehead Principals/Vice Principals

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Johansen

Seconded by Trustee Wilson

"THAT the Agenda for Regular Board Meeting No. 8, May 22, 2012 be approved."

CARRIED

2. Resolve Into Committee of The Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Arnone

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 7*
 - *April 24, 2012*
- *Property Matter (073-12)*
- *Recommendation from the Standing Committee (064-12)*

- Personnel Matter (071-12)

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

Stephanie Philp, Student Trustee joined the meeting.

- 4. Report of Committee of The Whole – Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Arnone

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

‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of Regular Board Meeting No. 7, April 24, 2012.’”

CARRIED

- 5. Introduction of 2012-2013 Student Trustee

Chair Massaro introduced Rheanna Kendrick, the successful candidate for the 2012-2013 Student Trustee position. Rheanna is a Westgate Collegiate and Vocational Institute student.

- 6. Celebrating Student Achievement – Westgate Collegiate and Vocational Institute

Ian MacRae, Superintendent of Education, introduced Derek Di Blasio, Vice Principal of Westgate Collegiate and Vocational Institute. Mr. Di Blasio along with students Stephanie and Rheanna, presented information regarding the use of tablet devices to enhance student achievement.

- 7. Confirmation of Minutes

Moved by Trustee Johansen

Seconded by Trustee Saarinen

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 7, April 24, 2012.”

CARRIED

- 8. Business Arising from the Minutes

8.1 Trustee Lukinuk inquired on the status of item number 15. Chair Massaro responded that correspondence has been sent to the Minister of Education.

- 8.2 Regarding item number 16.1, Trustee Johansen noted that she attended the Achievement Program Launch on April 11 and not Trustee Wilson.

MATTERS NOT REQUIRING A DECISION:

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

Trustee Oikonen, Ontario Public School Boards' Association Director and voting delegate, presented a verbal report highlighting the information addressed at the April 27 and 28 OPSBA Board of Directors' meetings. Items addressed included: amalgamation, labour relations, finance, Children and Youth Mental Health, working groups, Trustee professional development, Teacher Education program, Full Day Kindergarten/Early Learning, priorities, and 2012 OPSBA Annual General Meeting. Information will be left in the Trustees' Lounge for perusal. The next Board of Directors' meetings will take place on June 7 and 8. All Trustees' questions were addressed.

10. Student Trustee Report

Stephanie Philp, Student Trustee, provided a handout as her report. Items addressed included: 2012-2013 Student Trustee, International Day Against Homophobia, and the 2012 Northwestern Ontario Secondary School Students' Association's (NWOSSA) conference. All Trustees' questions were addressed.

11. Common European Framework of Reference (CEFR) (068-12)

Sherri-Lynne Pharand, Superintendent of Education, introduced Diane Scocchia, French Resource Teacher, and Robin Tabor-John, Elementary Program Coordinator, who presented the report. Initiatives highlighted included: student achievement, *Diplôme des Etudes en langue Française* (DELF), staff training, and next steps. All Trustees' questions were addressed.

12. Professional Activity Days Devoted to Provincial Education Priorities (051-12)

Sherri-Lynne Pharand, Superintendent of Education, introduced Robin Tabor-John, Elementary Program Coordinator, and Paul Tsekouras, Secondary Program Coordinator, who provided information regarding provincial education priorities focused on during professional activity days. All Trustees' questions were addressed.

13. Aboriginal Education (070-12)

Sherri-Lynne Pharand, Superintendent of Education, introduced Amy Farrell, Aboriginal Community Liaison Officer, and Nicole Walter Rowan, Program Coordinator, who presented the report. Initiatives highlighted included: coaching, professional development, self-identification, student achievement, in-school supports, partnerships, and next steps. All Trustees' questions were addressed.

14. Canadian Red Cross – Healthy Eating Makes the Grade – Delegation (096-12)

Sherri-Lynne Pharand, Superintendent of Education, and Kathy Pozihun, Superintendent of Business, presented information regarding school gardens. All Trustees' questions were addressed.

15. Adult Education Program (067-12)

Ian MacRae, Superintendent of Education, introduced Barbara Kucherka, Manager of Lakehead Adult Education Centre, who presented the report. Initiatives highlighted included: student achievement, partnerships, Prior Learning Assessment Recognition (PLAR), and next steps. All Trustees' questions were addressed.

16. Health and Safety Semi-Annual Report (063-12)

Ian MacRae, Superintendent of Education, introduced Rick Molloy, Health and Safety Officer, who presented the report. Items highlighted included: Safety Leadership Award, employee training, and next steps. All Trustees' questions were addressed.

17. Extend Meeting Time

Moved by Trustee Arnone

Seconded by Trustee Playford

"THAT this meeting be extended to 10:30 p.m."

CARRIED

18. Student Success School Support Initiative (066-12)

Ian MacRae, Superintendent of Education, introduced Wayne Fletcher, Principal of Superior Collegiate and Vocational Institute, who presented information regarding initiatives that focus on student success. All Trustees' questions were addressed.

MATTERS FOR DECISION:

19. Recommendations from the Standing Committee (065-12)

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

Moved by Trustee Wilson

Seconded by Trustee Oikonen

"THAT Lakehead District School Board approve Corporate Credit Card Policy 3073, Appendix A to Report No. 065-12."

CARRIED

20. Recommendations from the Standing Committee (065-12)

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

Trustees, by consensus, agreed to recommended changes to the 6062 Anaphylaxis and Medical Emergency Management Policy.

Moved by Trustee Arnone

Seconded by Trustee Playford

“THAT Lakehead District School Board:

1. *Approve Policy 6061, Administration of Oral Medication, Appendix B1 to Report No. 065-12.*
2. *Approve Policy 6062, Anaphylaxis and Medical Emergency Management, Appendix C1 to Report No. 065-12.*
3. *Revoke Policy 6060, Administration of Medication/Anaphylaxis.”*

CARRIED

Parliamentary Inquiry

Trustee Lukinuk requested clarification for the parliamentary process regarding amending policies.

The Chair responded that amendments to policies may be incorporated if the intent of the policy is not affected.

21. Information and Inquiries

21.1 Trustee Oikonen reported that Woodcrest Public School’s staff and students participated in the Firefighter Ten Mile Road Race held on May 21.

21.2 Trustee Wilson reported that she, Trustee Playford, and Administration attended the Northwestern Ontario Aboriginal Youth Achievement & Recognition Awards held on May 17. Trustee Wilson, on behalf of the Board, accepted the Leading Eagle Sponsor Award.

22. Adjournment

Moved by Trustee Oikonen

Seconded by Trustee Lukinuk

“THAT we do now adjourn at 10:30 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 26
Report No. 093-12

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

RE: STUDENT TRUSTEE – FINAL REPORT

1. Introduction

This year has served as an excellent learning and growing experience as a leader and active citizen in my community. Through my role as Student Trustee, I was able to learn firsthand about school systems. I made an effort to bring the voice of students to Board meetings and to represent the Board in my day to day school activities.

2. Year in Review

2.1 Over the course of my second year as Student Trustee, I had more involvement with Board committees, students, and conferences.

2.2 Attending the Ontario Public School Board's Association (OPSBA) Public Education Symposium allowed me to network with other Student Trustees.

2.3 I held monthly Student Senate meetings.

2.4 I was able to visit all four secondary schools promoting the role of Student Trustee and encouraging participation in Student Senate meetings.

2.5 As a member of the Equity and Inclusive Education Working Committee, I was able to participate in the planning of the Youth Embracing Diversity in Education (YEDE) Conference held on May 8.

2.6 I became involved with the Ontario Student Trustees' Association's (OSTA-AECO) bi-weekly Northwestern Ontario Regional meetings via SKYPE, as well as three provincial meetings via Adobe Connect. Through this communication with other Student Trustees, I was able to exchange ideas and brainstorm ways that Student Trustees could improve school systems.

2.7 I attended and participated in the Ontario Public School Boards' Association's (OPSBA) Annual General Meeting and Program in June. This opportunity allowed me to network, one last time, with other Student Trustees.

3. Regrets

- 3.1 I wish that there had been enough time to actuate my Student Senate Conference. The Student Senate group worked diligently planning a Leadership Conference. The framework is set and the plans will be handed down to the incoming 2012-2013 Student Trustee in hopes of the conference happening next year.
- 3.2 I was unable to attend an Ontario Student Trustees' Association's (OSTA-AECO) Conference this year. I truly believe that it is vital for the Student Trustee to attend an OSTA-AECO Conference. OSTA-AECO Conferences are run by Student Trustees for Student Trustees. These events provide an excellent networking and growing space for active Student Trustees.

4. Highlights

- 4.1 The Youth Embracing Diversity in Education (YEDE) conference was a definite highlight for me this year. Having the chance to work alongside student leaders from all across the city was truly inspiring. Seeing the Equity and Inclusive Education Working Committee's hard work and ideas become real showed me how to run a large event. I enjoyed leading the group through a morning ice breaker and then attending workshops with the students throughout the day.
- 4.2 Speaking at the Ontario Public School Boards' Association's (OPSBA) Annual General Meeting and Program was also one of my favourite moments this year. Although I was at first hesitant, I am proud of my presentation on Student Engagement. I was able to speak about a part of safe and caring schools that I am very passionate about.

5. Suggestions for the Future

- 5.1 During the review of the 3095 Student Trustee Policy, I would suggest that consideration be given to the appointment of two Student Trustees, this would allow easier connections with students. The role of Student Trustee is a very important one and splitting the position would allow the maximization of potential.
- 5.2 I strongly encourage the incoming Student Trustee to request funding to attend an Ontario Student Trustees' Association's (OSTA-AECO) conference.

6. Conclusion

I am going to miss Tuesday evenings as I move on from my role as Student Trustee and into the world of post-secondary education. I want to personally thank everyone for making these past two years such a positive experience for me. I am honoured to have had the chance to serve alongside incredible role models. I will always remember my time spent with the Board and will take everything I have learned into my future endeavours. Serving as Student Trustee has made me very passionate about the education system and I will always be an advocate for safe, caring, and equitable schools. I have full confidence in the incoming Student Trustee and know that she will be welcomed with open and helpful arms, just as I was.

Respectfully submitted,

STEPHANIE PHILP
Student Trustee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 26
Report No. 061-12

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

RE: 2012 BOARD DEVELOPMENT COMMITTEE - FINAL REPORT

1. Background

- 1.1 At the Annual Meeting on December 6, 2011, Trustees Johansen, Lukinuk, and Playford were appointed to the Board Development Committee. The first meeting was held on January 11, 2012. At that meeting, Trustee Playford was elected as Chair of the Board Development Committee.
- 1.2 The role of the Board Development Committee is to promote and improve the effectiveness of the Board, consider effectiveness issues raised by Trustees, and develop opportunities for Trustee orientation sessions.
- 1.3 By March of the second and fourth year of each term, the Board Development Committee shall conduct a Board evaluation.
- 1.4 By June of the second and fourth year of each term, the Board Development Committee shall produce a plan for Board approval to address the results of the Board evaluation.
- 1.5 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 Review Manual 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 following external professional development sessions were attended by some Trustees:
 - Parliamentary Procedures
 - OPSBA Northern Regional Meeting and Conference
 - OPSBA Public Education Symposium
 - OPSBA Labour Relations Symposium
 - National School Boards' Association Annual Conference

- iLead Leadership Conference
- OPSBA Annual General Meeting and Program
- Canadian School Boards Association Congress

2.3 In March of 2012, all Trustees participated in the 2012 Board Evaluation.

3. Conclusion

Trustees will be participating in a Trustee in-service in the Fall of 2012 to address the results of the Board Evaluation. The Board Development Committee will continue to meet to develop opportunities for Trustees to further develop in their role as elected officials.

Respectfully submitted,

JACK PLAYFORD
Chair
Board Development Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 26
Report No. 092-12

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

RE: ANNUAL REVIEW OF THE PLAN TO DELIVER SPECIAL EDUCATION PROGRAMS
AND SERVICES: 2011-2012

1. Background

- 1.1 On January 27, 2000, the Minister of Education announced the government's plans for improving the quality of Special Education programs and services in Ontario and for ensuring greater accountability in the area of Special Education.
- 1.2 This year, Boards have been requested to update the Special Education Plan based on a checklist provided by the Ministry of Education. As per Regulation 464/97, School Boards must continue to consult with their Special Education Advisory Committee.

2. Situation

- 2.1 The Special Education Plan is posted on the Lakehead Public Schools website.
- 2.2 Special Education Advisory Committee (SEAC) members were consulted on the updates for 2011-2012 using the checklist provided (see Appendix A).
- 2.3 Amendments to the Special Education Plan were presented to SEAC at their June 20, 2012 meeting. These amendments will be submitted to the Ministry of Education by September 1, 2012.
- 2.4 Amendments to the Plan include:
 - Section 12 - updated FTE numbers for Special Education Staff-Facilitators and Educational Assistants;
 - Section 13 - updated Staff Development overview;
 - Section 14 - updated Special Education Amount Guidelines by adding link to Ministry website;
 - Section 17 - updated information - SEAC membership list; and
 - Section 18 – updated Transitions process for students entering High School (grade 8 to 9 transition process).

3. Conclusion

Lakehead District School Board will continue to deliver high quality programs and services to students with special needs.

Respectfully submitted,

ANDREA PUGLIESE
Special Education Officer

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

Appendix A

2012 Special Education Report Checklist for:		
(District School Board/School Authority)		
	Components included in Special Education Report	Components updated in Special Education Report 2012
Special Education Programs and Services		
Model for Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Identification, Placement, and Review Committee (IPRC) Process	<input type="checkbox"/>	<input type="checkbox"/>
Special Education Placements Provided by the Board	<input type="checkbox"/>	<input type="checkbox"/>
Individual Education Plans (IEP)	<input type="checkbox"/>	<input type="checkbox"/>
Special Education Staff	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Transportation for Students with Special Education Needs	<input type="checkbox"/>	<input type="checkbox"/>
Transition Planning	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Information		
Roles and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Categories and Definitions of Exceptionalities	<input type="checkbox"/>	<input type="checkbox"/>
Provincial and Demonstration Schools in Ontario	<input type="checkbox"/>	<input type="checkbox"/>
Other Related Information Required for Community		
Early Identification Procedures and Intervention Strategies	<input type="checkbox"/>	<input type="checkbox"/>
Educational and Other Assessments	<input type="checkbox"/>	<input type="checkbox"/>
Coordination of Services with Other Ministries or Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Health Support Services in School Settings	<input type="checkbox"/>	<input type="checkbox"/>
Staff Development	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility (AODA)	<input type="checkbox"/>	<input type="checkbox"/>
Parent Guide to Special Education	<input type="checkbox"/>	<input type="checkbox"/>
The Special Education Advisory Committee (SEAC)	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information:	
Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149) posted on school board website.	<input type="checkbox"/>
Special education is included in our ongoing self-improvement with respect to the Board Improvement Plan for Student Achievement.	<input type="checkbox"/>

Report:	Report Format:	Please indicate the URL of the document on your website (if applicable)
Special Education Report	<input type="checkbox"/> Board Website <input type="checkbox"/> Electronic file <input type="checkbox"/> Paper copy	
Parent Guide to Special Education	<input type="checkbox"/> Board Website <input type="checkbox"/> Electronic file	
Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149).	<input type="checkbox"/> Board Website <input type="checkbox"/> Electronic file	

Name of the Director of Education	
Signature of the Director of Education	Date

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2012 MAY 16

MEMBERS PRESENT:

Theresa Graham-Horton (Chair)
Miranda Myers (Vice Chair)
Trustee Pat Johansen
Sheila Marcinyshyn

Trustee Ron Oikonen
Mike Otway
Janyelle Roberts
Laura Sylvestre

ABSENT WITH REGRET:

Trustee Marg Arnone
Colleen Valiquette

OTHERS PRESENT:

Colleen Kappel
Andrea Pugliese
Theresa Mayer
Charles Bishop

1. **Call to Order**

Chair Theresa Graham-Horton called the meeting to order at 6:00 p.m.

2. **Approval of the Agenda**

Moved by Trustee Pat Johansen

Seconded by Janyelle Roberts

“THAT the agenda for the May 16, 2012 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Presentations**

4.1 **Equity and Inclusive Education Policy**

Charles Bishop, Education Officer, provided information and a Power Point presentation on the Equity and Inclusive Education Strategy. Items addressed included Equity training, events and happenings at Lakehead

Public Schools during the 2011-2012 school year. Questions from members were addressed.

4.2 I Am Norm Presentations

Colleen Kappel, Superintendent of Education, informed SEAC members that Some the *I Am Norm* video's and Power Point presentations from the schools have been received. The Power Point presentation from Ogden Community School was viewed. Due to technical difficulties the web link to the *You Tube - I Am Norm* Video from Claude Garton will be provided to all members via email.

5. Approval of Minutes

Moved by Trustee Pat Johansen

Seconded by Laura Sylvestre

"THAT the minutes of the April 18, 2012 S.E.A.C. meeting be approved."

CARRIED

6. Business Arising From The Minutes

6.1 Raising Resilient Children Follow Up & Feedback

Chair Theresa Graham-Horton provided information to members on the *Raising Resilient Children* presentation on May 7, 2012. The event proved very successful with 175 people in attendance and 125 feedback forms completed. The feedback results were also shared with members.

6.2 Special Education Program Review

Andrea Pugliese, Special Education Officer, provided information on the status of the Special Education Program Review. Results of the survey and the review will be shared with members at the June SEAC meeting.

6.3 Agency/Organization Sharing

Chair Theresa Graham-Horton reviewed the ways to share information about each agency/organization brought forward by members at the April 18, 2012 SEAC meeting. Discussion ensued. Members felt that beginning at the September 2012 SEAC meeting, each member provide brochures/handouts about their agency/organization to share with each other and that at the beginning of the meeting, time be placed on the agenda for networking. Members may also request to make a presentation at a SEAC meeting. A flowchart of member agency should also be created.

6.4 FASD Training April 25-27, 2012

Andrea Pugliese, Special Education Officer, and Theresa Mayer, Special Education Resource Teacher, provided information to members on the intensive three day FASD training session presented by CAS Toronto.

7. Correspondence

The correspondence folder was circulated to members for their perusal.

8. Advocacy Tracking

The advocacy tracking template was circulated to members for completion.

9. Ministry Request For SEAC Resources

Colleen Kappel, Superintendent of Education, provided information to SEAC members on the request from the Ministry of Education to share resources that SEAC has created. A description of the SEAC resources was provided for perusal. Members, by consensus, agreed to share the resources with the Ministry of Education.

10. IEP Audit

Theresa Mayer, Special Education Resource Teacher, provided information to members on the upcoming IEP Audit. Laura Sylvestre, Autism Ontario – Thunder Bay and District representative, agreed to participate as the SEAC member on the Audit Team. Completed audit results will be shared with SEAC at a future meeting.

11. Information/Inquiries & Association Reports

11.1 Miranda Myers, Vice Chair, and FASIN member, provided information to SEAC on the upcoming FASD Conference which will take place on Friday, September 7, 2012. Further information will be forwarded to SEAC members once known.

12. SEAC Budget 2011-2012

The status of the 2011-2012 SEAC budget was shared with members.

13. Policy Review – Equity and Inclusive Education Policy & Procedures

Colleen Kappel, Superintendent of Education, provided members with the opportunity to provide input into the Equity and Inclusive Education Policy & Procedures. Theresa Graham-Horton, Chair of SEAC led members in a discussion of the policy, procedures and appendices. Discussion regarding accommodations for special groups occurred. Members, by consensus agreed to provide input to the policy as follows:

- SEAC requests that the Equity and Inclusion Committee consult with the community and look further into identifying accommodations in the Equity and Inclusive Education policy and procedures for specific groups (i.e. LGBTTTTIQQ).

The input will be forwarded to Karen Wilson, Chair of the Standing Committee.

14. Board Update

Trustee Pat Johansen, provided information to members on items addressed at the April 24, 2012 Regular Board Meeting:

- Trustee Recognition Awards to Jessica Serson a Student of Hammarskjold High School and Vicki Shannon, Vice Principal of Sir Winston Churchill CVI;
- OPSBA Report;
- Student Trustee Report;
- Success Advisory Report;
- Learning Through The Arts Report;
- Student Achievement – Mid Year Update Report;
- Combining of policies Travel and Reimbursement & Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policies; and
- Bill 13 – Accepting Schools Act.

Trustee Johansen and Trustee Oikonen also provided information on the upcoming OPSBA AGM & Conference which will take place June 6-8, 2012 in Thunder Bay.

15. Adjournment

Moved by Trustee Pat Johansen

Seconded by Sheila Marcinyshyn

“THAT we do now adjourn at 7:38 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 26
Report No. 089-12

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

RE: 2012-2013 OPERATIONAL PLAN

1. Background

- 1.1 The Strategic Plan 2011-2014 was approved by resolution of the Board on June 27, 2011.
- 1.2 On an annual basis, Senior Administration develops an Operational Plan that reflects the strategic direction set by the Board.

2. Situation

- 2.1 Throughout the 2011-2012 school year, Senior Administration has reported on actions taken to realize the goals stated in the Operational Plan that will ensure that the goals set in the Strategic Plan are achieved.
- 2.2 Senior Administration met with key staff to review and renew the current Operational Plan. The Operational Plan 2012-2013 supports the areas of major emphasis in the Board's Strategic Plan and is aligned to the Board Improvement Plan for Student Achievement.

3. Conclusion

The Operational Plan is a living public document that will be widely shared and communicated with internal and external stakeholders. Staff will ensure that school and department plans are aligned to the actions outlined. Regular update reports will be brought forward to the Board as information reports through the school year.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 26
Report No. 090-12

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of June 12, 2012 and have been referred to the Board for approval. The recommendations are as follows:

APPROVAL OF STANDING COMMITTEE AND REGULAR BOARD MEETING SCHEDULE 2012-2013 (084-12)

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.

POLICY REVIEW – 1020 EQUITY AND INCLUSIVE EDUCATION (079-12)

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.

POLICY REVIEW – 3074 EXPENSE AND TRAVEL REIMBURSEMENT (081-12)

It is recommended that Lakehead District School Board:

1. Approve 3074 Expense and Travel Reimbursement Policy, Appendix A1 to Report No. 090-12.
2. Revoke 3075 Trustee, School Council Member and Non-Trustee Board Committee Member Expenditure Policy.

POLICY DEVELOPMENT – 4020 ALTERNATIVE SCHOOLS (078-12)

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

POLICY REVIEW – 8012 FUNDRAISING IN THE SCHOOLS (080-12)

It is recommended that Lakehead District School Board approve 8012 Fundraising in the Schools Policy, Appendix B1 to Report No. 090-12.

POLICY REVIEW – 8073 DRESS CODE POLICY (086-12)

It is recommended that Lakehead District School Board approve Policy 8073 Dress Code, Appendix C1 to Report No. 090-12.

Respectfully submitted,

KAREN WILSON
Chair
Standing Committee

DRAFT – June 26, 2012

**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.

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), **Audit Committee**, 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 All claims for reimbursement will only be authorized for approved Board business.

4.5 Individuals are responsible to ensure that all claims for reimbursement comply with this policy and do not include any personal expenses.

BUSINESS AND BOARD ADMINISTRATION**3000**Appendix A1 to
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**EXPENSE AND TRAVEL REIMBURSEMENT
POLICY****3074**

- 4.6 Claims for reimbursement by staff members are to be signed by the individual and submitted to the immediate supervisor for authorization.
- 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 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	

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**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

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
Chair	Vice Chair	Vice Chair	Vice Chair
Vice Chair	Chair	Chair	Chair
Trustees	Vice Chair	Vice Chair	Chair
School Council Member	Director of Education or designate	Director of Education or designate	Director of Education or designate
Non-Trustee Board Committee Member	Superintendent	Superintendent	Superintendent
Director of Education	Chair	Chair	Chair
Superintendents	Director of Education	Director of Education	Director of Education
Employee	Supervisor/Principal	Supervisor/Principal & Superintendent	Director of Education
Consultant	Contract Manager	Superintendent	Director of Education

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

2.1.4 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.

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**EXPENSE AND TRAVEL REIMBURSEMENT
PROCEDURES****3074**

- 2.1.5 Staff and Trustees are encouraged to book flights, hotel and vehicle rentals with the Board's approved travel agent as part of their travel package.
- 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
- 2.1.9 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.
- 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.

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**EXPENSE AND TRAVEL REIMBURSEMENT
PROCEDURES****3074**

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

2.3.1 Reimbursement for meal expenses is subject to the maximum rates set out in the chart below. These rates include taxes and gratuities (15% max).

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. Original, itemized receipts for meals are required and reimbursement must not exceed the actual amount spent. The rates are not an allowance and they cannot be 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.

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**EXPENSE AND TRAVEL REIMBURSEMENT
PROCEDURES****3074**

- 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 6:30 p.m.

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 receipts are required for all items to be claimed.

- 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.

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

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

- 2.4.6 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.

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- 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.
- 2.4.9 An incomplete or inaccurate claim will be returned to the claimant for resubmission.
- 2.4.10 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 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.
- 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)

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- 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 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.

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**EXPENSE AND TRAVEL REIMBURSEMENT
PROCEDURES****3074**

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 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	

SCHOOL-COMMUNITY RELATIONS

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Appendix B1 to
Report No. 090-12

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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. 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. 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

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. The purposes for which funds are collected should at all times demonstrate the values and mission endorsed by the Board. Fundraising activities **should** 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.

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FUNDRAISING IN THE SCHOOLS POLICY

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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.

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.

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

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FUNDRAISING IN THE SCHOOLS POLICY

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fundraising activities provided that the activities have been approved by the-Principal and that the activities abide by other appropriate policies of the Board. All fundraising activities will respect:

- 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;
- 4.2.3 the impact on student and staff time, and school programs;
- 4.2.4 that activities **will** be age-appropriate;
- 4.2.5 that supervision of students and safety precautions are of primary consideration;
- 4.2.6 school community recommendations regarding the planning and implementation of fundraising activities;
- 4.2.7 Municipal, Provincial and Federal legislation; and Ministry of Education guidelines and policies;
- 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;
- 4.2.11 that door-to-door canvassing by Lakehead District School Board students is not permitted;
- 4.2.12 that canvassing by students in public places; e.g., malls, is not permitted;
- 4.2.13 that soliciting funds by political or commercial agencies is not permitted on the properties of Lakehead District School Board;
- 4.2.14 that when an event, trip or purchase is cancelled, the proceeds from fundraising cannot be specifically targeted to a student, but **shall** be used to benefit the school department for which the activity was planned;

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FUNDRAISING IN THE SCHOOLS POLICY

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4.2.15 that acceptable uses of fundraising proceeds may include:

- 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;
- 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.

4.2.16 that unacceptable uses of fundraising proceeds may include:

- 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.

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 **will** meet system standards;

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FUNDRAISING IN THE SCHOOLS POLICY

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

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	

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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. The purposes for which funds are collected should at all times demonstrate the values and mission endorsed by the Board. Fundraising activities **should** support student achievement.

2. Implementation Procedures

Planning, Approvals and Communication

- 2.1 Each year the Principal, in consultation with students, staff, parents/guardians, and School Council, will prepare a School Fundraising Forecast (Appendix A).
- 2.2 If the school has a local Home and School Association, the fundraising activities of the Home and School Association **shall** be part of the School Fundraising Forecast.
- 2.3 The School Fundraising Forecast will be communicated by the Principal to the school community.
- 2.4 Adjustments to the focus during the school year may be made by the Principal in consultation with the parents/guardians, staff, students, and School Council.
- 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 community a School Generated Funds Financial Report on how proceeds from fundraising, fees and corporate donations are used. Each school will determine the best format and communication vehicle for their school community (e.g. newsletter, posting on school website).

3. Accounting System

3.1 Bank Accounts

- 3.1.1 One central bank account, hereafter referred to as the School 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 Generated Funds Bank Account.
- 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

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Generated Funds Bank Account. Two signatures shall be required, one being the Principal or Vice Principal.

- 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.
- 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.
- 3.3 Bookkeeping Requirements
 - 3.3.1 All schools **will** use the common software provided by the Board to create and maintain the school fundraising deposits, cheques, records and reports.
 - 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".~~
 - 3.3.3 A separate ~~umbrella~~ category **may** 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.
 - 3.3.4 Receipts and disbursements **shall** be approved and processed in a timely manner according to Board policies and practices.
 - 3.3.5 Cheques are to be produced electronically using the features provided in the system.
 - 3.3.6 Bank reconciliations **shall** be prepared monthly along with **other reports as outlined in practices** ~~the Bank Reconciliation Report (11M), Transaction Report (11B) and Category Umbrella Report (5),~~ and are to be reviewed and signed by the Principal.

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FUNDRAISING IN THE SCHOOLS PROCEDURES

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- 3.3.7 Schools **will** conform to the School-Generated Funds practices issued by the Finance Department.
- 3.4 Reporting Requirements
- 3.4.1 In accordance with the Public Sector Accounting Board guidelines and Ministry directive, the results of all school fundraising activities **shall** be included in the Board's annual consolidated financial statements.
- 3.4.2 The Year-End Rollover Procedures are to be completed as directed by the Finance Department in accordance with Ministry reporting timelines.
- 3.4.3 The following reports **shall** be approved and signed by the Principal, and submitted to the Supervisor of Finance:
- 4.3.1 Year End Reports 1, 2, and 3.
- 4.3.2 Copy of August Bank Reconciliation.
- 4.3.3 Copy of August Bank Statement.
- 3.4.4 Parent Associations operating lottery groups in the name of a school **will** 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.
- 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) **shall** 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 **will** be transferred to the Board's archives.
- 3.6 Home and School Associations
- 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.

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FUNDRAISING IN THE SCHOOLS PROCEDURES

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

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:

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.

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:

4.2.1 The refundable portion will be calculated taking into account non-refundable deposits, cancellation fees, and any other non-recoverable expenses.

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.).

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 **will** be used to benefit the school department for which the activity was planned.

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 **will** be used to benefit the school event for which the activity was planned.

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6. Donations

A donation by an individual student, parent or others in lieu of participating in general fundraising activities is not refundable **and will** be clearly communicated and indicated as a non-refundable donation on the individual's receipt. All donations, to be eligible for a tax receipt, **shall** 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;
- (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 **will** be obtained or provided in writing by the donor if the donor wishes to receive a receipt for tax purposes;

SCHOOL-COMMUNITY RELATIONS

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(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.

7. Review

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

<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	

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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: _____

DRAFT – June 26, 2012**DRESS CODE POLICY****8073**

1. Rationale

The Lakehead District School Board "is committed to the success of every student". 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 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 8070, Safe Schools - System Expectations Policy 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, ability, 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 8070 Safe Schools – System Expectations Procedures, 3.1 (x), the expectations for appropriate dress at the school level shall be attire that is considered modest and conservative.

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

SCHOOL-COMMUNITY RELATIONS

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Appendix C1 to
Report No. 090-12

DRAFT – June 26, 2012

DRESS CODE POLICY

8073

3.3 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.

3.4 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.

3.5 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).

3.6 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.

3.7 Affordability

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

4. Review Process

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.

SCHOOL-COMMUNITY RELATIONS

DRAFT – June 26, 2012

8000Appendix C1 to
Report No. 090-12**DRESS CODE POLICY****8073**

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>
<u>Policies & Procedures:</u>	<u>March 5, 2002</u>	
8070 Safe Schools - System Expectations	<u>Date Revised</u>	<u>Education Act, Regulation 472/07, Part XIII.</u>
8010 Fees for Learning Materials and Activities	Reviewed by: _____	

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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. Procedures**2.1 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 Principal, 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 Principal 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.

DRAFT – June 26, 2012

DRESS CODE PROCEDURES**8073**

2.2 School Council Involvement

The Principal and School Councils have a responsibility to work in partnership to develop school level policies and guidelines. In addition to providing input on the Dress Code Policy, the Principal, in consultation with the School Council, will determine the dress code expectations at the local school level. The Principal, 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 Principal, 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 Principal of the school.

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

The Principal, 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 Principals 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 8070 Safe Schools - System Expectations Policy.

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 8010 Fees for Learning Materials and Activities Policy.

SCHOOL-COMMUNITY RELATIONS

DRAFT – June 26, 2012

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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.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<u>Policies & Procedures:</u> 8070 Safe Schools - System Expectations 8010 Fees for Learning Materials and Activities	<u>March 5, 2002</u> <u>Date Revised</u> Reviewed by: _____	<u>Education Act</u> , Regulation 472/07, Part XIII.

Appendix A to 8073

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 to 8073

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.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 26
Report No. 088-12

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

RE: RECOMMENDATION FROM THE BUDGET COMMITTEE

A report was received at the Budget Committee Meeting – Public Session of June 19, 2012 and has been referred to the Board for approval. A copy of the report is attached as Appendix A. The recommendation is as follows:

2012-2013 BUDGET (082-12)

It is recommended that Lakehead District School Board approve the 2012-2013 operating and capital budget of \$131,365,230.

Respectfully submitted,

GEORGE SAARINEN
Chair, Budget Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2012 JUN 19
Report No. 082-12

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

RE: 2012-2013 BUDGET

1. Background

- 1.1 On an annual basis, the Ministry of Education requires school boards in Ontario to submit a balanced budget in accordance with Grants for Student Needs legislation.
- 1.2 The funding regulation for the 2012-2013 fiscal year was released by the Ministry of Education on March 29, 2012. Budget submissions are due to the Ministry by June 30, 2012.
- 1.3 Administration presented the preliminary 2012-2013 draft budget to the Budget Committee on June 5, 2012 for Trustee input and consideration.

2. Situation

- 2.1 Administration has concluded the preparation of the 2012-2013 budget. Details of guiding principles, funding enhancements, funding constraints, budget process, and investments in student programs and services are included in Appendix A.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the 2012-2013 operating and capital budget of \$131,365,230.

Respectfully submitted,

KATHY POZIHUN
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD 2012-2013 OPERATING & CAPITAL BUDGET

2012-2013 BUDGET PROCESS

The framework for the development of the 2012-2013 budget is consistent with the mission of the organization - a commitment to the success of every student. The 2012-2013 budget process focused on our renewed multi-year strategic plan and has been built through a collaborative, transparent process demonstrating a shared commitment for fiscal sustainability.

In order to prepare a budget with a shared vision consistent with the multi-year strategic plan, Senior Administration established “Guiding Principles” for budget development. These principles formed the framework that guided decision-making throughout the budget development process. The guiding principles for the development of the 2012-2013 budget are:

Lakehead Public Schools is committed to the success of every student.

Student learning is our number one priority. The allocation of budget resources will be aligned with the overall goals and priorities identified in the Multi-Year Strategic Plan.

- 1. Students come first. The evidence will be reflected in targeted improvements in student achievement and well-being, and by providing safe, inclusive and equitable learning environments for all.*
- 2. The allocation of financial resources will be driven by data, supported by evidence and aligned to match system and operational goals.*
- 3. The engagement of stakeholders in a transparent, consultative budget process will improve communication, build trust and foster effective partnerships.*
- 4. We will invest in the future of the organization by focusing on innovation and professional learning opportunities that support student success.*
- 5. Budget decisions will ensure strong fiscal responsibility into the future.*

Using these principles as the context for consultation, our education partners were asked to provide input with respect to their priorities and unique issues. Stakeholders were also asked to consider the current provincial economic climate of fiscal constraint when considering priorities for the upcoming year.

Eight different groups participated, all providing valuable information and insight for the upcoming school year. Many items identified have been incorporated into the 2012-2013 budget.

On April 17, 2012, the Budget Committee received presentations from the following stakeholder groups:

- Special Education Advisory Committee
- Aboriginal Education Advisory Committee
- Parent Involvement Committee
- Lakehead Ontario Principals' Council
- Ontario Secondary School Teachers' Federation District 6A Teachers' Bargaining Unit (OSSTF)
- Ontario Secondary School Teachers' Federation – Early Childhood Educators (OSSTF-ECE's)
- Ontario Secondary School Teachers' Federation – Educational Assistants (OSSTF-EA's)
- Lakehead Elementary Teachers of Ontario (LETO)

An option for public input was also provided on the Board website as part of a dedicated budget development link.

Senior Administration has met frequently to prepare a budget that supports the Guiding Principles presented above. The 2012-2013 budget represents a proactive plan for the upcoming year as well as the future. It has responsibly addressed enrolment declines and funding challenges, while maintaining the first priority of student learning.

The Ministry of Education indicated, consistent with the last few years, that funding due to the economic situation of the province will drastically change. This position was evident in the release of the Grants for Student Needs funding legislation. Strong, proactive financial management continues to be an essential strategy necessary for school boards in order to ensure that resources are protected that have the most positive impact on students. The 2012-2013 budget positions the Board for fiscal responsibility into the future by responding to the economic realities of today.

In order to adhere to the government's direction, a balanced budget is due to the Ministry of Education by June 30, 2012.

PRIORITIES – 2012-2013 BUDGET

The 2012-2013 budget includes exciting program initiatives as follows:

- The commitment to maintain programs such as Full-Time Senior Kindergarten in existing schools as well as an additional complement of Early Childhood

Educators' in schools. This commitment is in addition to the new positions created by the implementation of phases 1, 2 and 3 of the Full Day Kindergarten Early Learning Program;

- The commitment to maintain Social Workers in schools. Many constituent groups emphasized the increased support needed for student's emotional, social and mental health and well-being;
- Continued support for the French as a Second Language resource teacher and Kindergarten resource teacher – which is fundamental as we continue implementation of phase 3 of the Full Day Kindergarten Early Learning Program;
- Commitment to maintain support for the positions of Aboriginal Community Liaison & Partnership Officer and Aboriginal Resource Teacher;
- Funding to support Native Language programs in three elementary schools and all secondary schools;
- Support for the inclusion of e-Learning opportunities for secondary students;
- Continued support for the Learning Through the Arts partnership with the Royal Conservatory of Music, providing unique opportunities for students to experience different strands of art disciplines with local artists;
- Continued support for Aboriginal Student Success and Professional Development, as we remain committed to ensuring sustainability for the successes achieved by the Urban Aboriginal Education project;
- Continued investments in sound skills speech language pathology, and continued support for grades 7 & 8 differentiated instruction;
- Continued support for ongoing training for professional learning communities in schools;
- Ongoing training for integrating technology in classrooms as we enhance teaching strategy through the use of SMART boards, projection, sound and wireless capacity in classrooms;
- A funding infusion for textbooks;
- A funding infusion for e-books as the Board remains cutting edge with teaching strategies and technology in classrooms;
- A funding infusion to implement tutors in a cultural environment building on the successes of the pilot project this past year at Sir Winston Churchill CVI;

- Recognition of efficiencies gained in many non-academic areas of the Board resulting in a reduction of 2.33 full time equivalent positions due to attrition and retirements; and
- Although the first three phases of the implementation of the Full Time Kindergarten Early Learning program are to be funded outside of the Grants for Student Needs Legislation, it still has been a very important part of budget deliberations. The Board is excitedly planning the implementation of the Year 3 FDKELP in three more schools, now totaling 23 classes, providing full day kindergarten to our four and five year old students.

ENHANCEMENTS TO KEEP UP WITH COSTS

Several changes have occurred with regards to Grants for Student Needs (GSN) Legislation. A few funding enhancements have been incorporated into the funding formula in order to keep up with the rising costs of doing business:

- In 2008, Provincial Discussion Templates were struck with groups that bargain collectively. An increase to elementary teacher preparation time as well as enhancements to reduce grades 4 to 8 average class size that take effect August 31, 2012 have been included in the GSN announcement;
- Effective January 1, 2011, the OMERS pension plan which is the pension plan for non-teaching staff, announced a contribution rate increase of 2.9 percent over three years. The benefits benchmarks in the GSN have been increased to cover the cost in this second year;
- A portion of the School Operations Allocation will be increased by two percent to assist boards to manage increases in utility costs;
- To offset the impact of fewer teachers generating New Teacher Induction Program funding, the benchmark amount per teacher is being increased to maintain the level of this funding envelope; and
- The Geographic Adjustment Factor has been increased. This factor recognizes the differences in construction costs across the province and adjusts funding to recognize the higher costs of building here in the North.

2012-2013 FUNDING CONSTRAINTS

Similar to the last three years, school boards are working in an environment experiencing tremendous economic uncertainty. Strong financial management will be even more vital to sustain and advance progress in education. This budget positions the Board well by responding to the following funding constraints:

- No funding for across-the-board salary increases in 2012-2013. The funding formula also provides no funding for salary increases resulting from an individual employee's movement on a salary grid;
- Current sick leave plans and retirement gratuity plans have been replaced with a short-term sick leave plan providing for emergency sick days and up to 24 weeks at a reduced salary. All benefits funding benchmarks in the funding formula have been reduced to model this proposal;
- The removal of the program enhancement grant from the funding formula. The government has indicated that a portion of this grant will be funded through Education Program Other grants, although this has yet to be confirmed;
- School renewal funding has been restructured so that components within buildings will be recognized for funding purposes rather than just the age of the building itself;
- Funding for classroom consultant positions is being reduced by approximately 17%;
- Similar to the last two years, the School Board Administration and Governance grant is reduced in 2012-2013 by 1.47%;
- The reduction in funding for classroom computers announced in 2009-2010 has been made permanent;
- The reduction of funding for staff professional development announced last year has been made permanent; and
- A one percent reduction in transportation funding will continue based on our current Effectiveness & Efficiency Review rating.

These reductions are the significant fourth year of contributions of the Education sector to share in the provincial deficit recovery plan. Additional constraints are expected next year including an under-utilized school strategy, implementation of a secondary school program capping credits at 34, and school board amalgamations.

CONCLUSION

The 2012-2013 budget is a reflection of the proactive, collaborative efforts of all those with an interest in Lakehead Public Schools. 2012-2013 will be an extremely busy year as we continue to build on the past successes of the first year of our renewed strategic plan. Despite declining enrolment and a challenging provincial fiscal situation, we believe that we have a solid financial plan built for student success now and into the future.

We are confident that this financial plan will support the direction of this Board and the success of every student.

Thank you to everyone who has contributed to the development of the 2012-2013 operating and capital budget.

Respectfully submitted,

KATHY POZIHUN
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education