



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. 12**

**Tuesday, September 24, 2013  
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. <b>COMMITTEE OF THE WHOLE – Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)</b>		
6. Report of Committee of the Whole – Closed Session		
7. Delegations/Presentations		
8. Confirmation of Minutes		
8.1 Regular Board Meeting No. 10 - June 25, 2013	D. Massaro	1-6
8.2 Board Meeting No. 11 (Special) - August 27, 2013	D. Massaro	7-12
9. Business Arising from the Minutes		

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

**LAKEHEAD DISTRICT SCHOOL BOARD**

<b><u>MATTERS NOT REQUIRING A DECISION:</u></b>		<u>Resource Person</u>	<u>Pages</u>
10.	Information Reports		
10.1	Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
10.2	Student Trustee – September Report (090-13)	L. Turner	13-14
10.3	Adult & Continuing Education (063-13)	I. MacRae	15-16
10.4	Summer Literacy/Numeracy Camp (091-13)	S. Pharand	17-20
10.5	Special Education Advisory Committee Meeting Minutes - May 15, 2013	C. Kappel	21-25
10.6	Parent Involvement Committee Meeting Minutes - June 3, 2013	C. Siemieniuk	26-28
11.	First Reports		

**MATTERS FOR DECISION:**

12.	Postponed Reports		
13.	Recommendations from the Standing Committee (087-13)	K. Wilson	29-31
13.1	Policy Review – 3096 Information/Communication Technology Use (085-13)		
	<i>It is recommended that Lakehead District School Board approve 3096 Information/Communication Technology Use Policy Appendix A to Report No. 087-13.</i>		
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	Appointments to the Aboriginal Education Advisory Committee (089-13)	S. Pharand	32-33
	<i>It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:</i>		
	<ul style="list-style-type: none"> <li>• <i>Lawrence Baxter, parent member;</i></li> <li>• <i>Steve Lalonde, parent member;</i></li> <li>• <i>Robin Haliuk, alternate parent member;</i></li> <li>• <i>Sharon Kanutski, alternate parent member;</i></li> <li>• <i>Donnalee Morettin, alternate parent member; and</i></li> <li>• <i>Fay Zoccole, Nookiwin Tribal Council, alternate community agency.</i></li> </ul>		
15.2	Approval of Appointment to the Supervised Alternative Learning (SAL) Committee 2013-2014 (086-13)	I. MacRae	34-35
	<i>It is recommended that Lakehead District School Board approve the appointment of Sharon Kovacic, Executive Assistant, as member to the Supervised Alternative Learning (SAL) Committee for the 2013-2014 school year.</i>		
15.3	Procedural By-Law Ad Hoc Committee (081-13)	C. Siemieniuk	36
	<i>It is recommended that:</i>		
	<ol style="list-style-type: none"> <li>1. <i>Trustees _____, _____, _____, and _____ and _____ as alternate, be appointed to the Procedural By-Law Ad Hoc Committee.</i></li> <li>2. <i>The Procedural By-Law Ad Hoc Committee report its progress to the Board no later than March 31, 2014.</i></li> </ol>		
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.
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**REGULAR BOARD MEETING NO. 12**

**Tuesday, September 24, 2013  
Jim McCuaig Education Centre**

Catherine Siemieniuk  
Director of Education

Deborah Massaro  
Chair

**AGENDA**

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

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Regular Board Meeting No. 10 - June 25, 2013	D. Massaro	1-2
5.1.2 Board Meeting No. 11 (Special) - August 27, 2013	D. Massaro	3-7
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Negotiations	I. MacRae	Verbal
5.3.2 Negotiations	I. MacRae	Handout
5.3.3 Legal Matter	D. Wright	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**

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF REGULAR BOARD MEETING NO. 10**

Board Room  
Jim McCuaig Education Centre

2013 JUN 25

**TRUSTEES PRESENT:**

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

Lori Lukinuk  
Ron Oikonen  
Jack Playford  
George Saarinen  
Rheanna Kendrick (Student Trustee)

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Ian MacRae, Superintendent of Education  
Sherry-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Paul Caccamo, OSSTF – TBU  
Jeff Upton, Lakehead OPC

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Wilson

*“THAT the Agenda for Regular Board Meeting No. 10, June 25, 2013 be approved.”*

**CARRIED**

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

Moved by Trustee Arnone

Seconded by Trustee Saarinen

*“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. 9*
    - *May 28, 2013*
- *Recommendation from the Audit Committee (073-13)*
- *Negotiations*

- *Personnel Matters*

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Report of Committee of the Whole – Closed Session

Moved by Trustee Johansen

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. 9, May 28, 2013.’*

*‘THAT Lakehead District School Board approve Year Three of the Five Year Internal Audit Plan as outlined in Appendix A of Report No. 060-13, Internal Audit Plan.’”*

CARRIED

5. Ontario Public School Boards’ Association (OPSBA) Achievement Award

Trustee Arnone presented the Ontario Public School Boards’ Association (OPSBA) Achievement Award to Carlos Santander Maturana, Educational Assistant, Westgate Collegiate and Vocational Institute. Mr. Santander Maturana received the award for his outstanding, exemplary, and unique commitment to students and student achievement as an Educational Assistant at Westgate Collegiate and Vocational Institute.

6. Ontario Public School Boards’ Association (OPSBA) Achievement Award

Trustee Oikonen presented the Ontario Public School Boards’ Association (OPSBA) Achievement Award to Laura Sylvestre, Chair of the Special Education Advisory Committee (SEAC). Ms. Sylvestre received the award for her outstanding, exemplary, and unique contributions as Chair of SEAC.

7. Celebrating Student Achievement – Valley Central Public School

Colleen Kappel, Superintendent of Education, introduced Glenn Cunningham, Principal of Valley Central Public School. Mr. Cunningham introduced Eilidh Childs, planning JK - 8 teacher, who presented information highlighting technology initiatives that enhance student achievement. All Trustees’ questions were addressed.

8. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Arnone

*“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 9, May 28, 2013.”*

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, presented a verbal report highlighting the Ontario Public School Boards' Association's Annual General Meeting and Program held June 6 to 8. The next OPSBA Board of Directors' meetings will take place on September 20 and 21.

10. Student Trustee Report

Rheanna Kendrick, Student Trustee, presented her final report to the Board. Items addressed included: a year in review, highlights, regrets, and suggestions for the future. All Trustees' questions were addressed. Chair Massaro acknowledged Rheanna's work over the past year and presented her with a gift of appreciation.

11. Audit Committee Report

Trustee Massaro, Chair of the Audit Committee, presented a verbal report highlighting the June 10 meeting.

12. Annual Review of the Plan to Deliver Special Education Programs and Services: 2012-2013 (074-13)

Colleen Kappel, Superintendent of Education, introduced Andrea Pugliese, Special Education Officer, who presented the report highlighting updates and amendments to the Special Education Plan. All Trustees' questions were addressed.

13. 2013-2014 Order of Policies for Review (071-13)

Catherine Siemieniuk, Director of Education, presented the report. All Trustees' questions were addressed.

MATTERS FOR DECISION:

14. Recommendations from the Standing Committee (070-13)

8062 Voluntary Aboriginal Student Self-Identification Policy (066-13)

Moved by Trustee Wilson

Seconded by Trustee Johansen

*“THAT Lakehead District School Board approve 8062 Voluntary Aboriginal Student Self-Identification Policy, Appendix A to Report No. 070-13.”*

CARRIED





19. Information and Inquiries

- 19.1 Chair Massaro noted that the Canadian Union of Public Employees(CUPE) Modified Work Committee received the School Boards Co-operative Inc. (SCCI) Leadership Award. This award recognizes the hard work and dedication of the Modified Work Committee and CUPE staff.
- 19.2 Trustee Oikonen reported that he and Colleen Kappel, Superintendent of Education, attended the Lakehead Adult Education Centre Commencement Exercises held on June 14 at the Victoria Inn Hotel and Convention Centre.
- 19.3 Trustee Oikonen reported that he, Trustees Arnone and Johansen attended tours of Nor'wester View Public School and Westmount Public School held on June 17.
- 19.4 Trustee Oikonen reported that he and Trustee Saarinen, and David Wright, Superintendent of Business, attended the Student Transportation Services of Thunder Bay's Open House held on June 20.
- 19.5 Trustee Saarinen reported that, at the Ontario Public School Boards' Association's Annual General Meeting and Program held June 6 to 8, the following executive was acclaimed or elected:
- |                 |  |
|-----------------|--|
| Michael Barrett | President (Durham DSB)                 |
| Mark Bailey     | First Vice President (Upper Grand DSB) |
| Laurie French   | Second Vice President (Limestone DSB)  |
- 19.6 Trustee Playford requested information pertaining to staff absenteeism. Ian MacRae, Superintendent of Education, responded that during the 2012-2013 school year Lakehead District School Board did not experience a higher rate of staff absenteeism.
- 19.7 Trustee Wilson requested information pertaining to implementation of security measures at elementary schools. Colleen Kappel, Superintendent of Education, responded that Lakehead District School Board has a Threat Response Committee that continues to research security systems and a process for implementation.
- 19.8 Trustee Johansen reported that she, Trustees Oikonen, Playford, and Wilson, Catherine Siemieniuk, Director of Education, and Sherri-Lynne Pharand, Superintendent of Education, attended Kakabeka Falls District Public School's 100<sup>th</sup> Year of Excellence in Learning celebration held on June 12.
- 19.9 Trustee Arnone reported that she attended Superior Collegiate & Vocational Institute Commencement Exercises held on June 14 and the Alternative Education Program Commencement Exercises held on June 18 at Superior Collegiate & Vocational Institute.
- 19.10 Chair Massaro noted that Jeff Upton is attending his final meeting in his capacity as the Lakehead District School Board Ontario Principals' Council (OPC) representative.

20. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

*"THAT we do now adjourn at 9:10 p.m."*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BOARD MEETING NO. 11 (SPECIAL)**

Board Room  
Jim McCuaig Education Centre

2013 AUG 27

**TRUSTEES PRESENT:**

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

Lori Lukinuk  
Ron Oikonen  
Jack Playford  
George Saarinen (via teleconference)

**TRUSTEE ABSENT, WITH REGRET:**

Logan Turner (Student Trustee)

**SENIOR ADMINISTRATION:**

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

**PUBLIC SESSION:**

1. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

2. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Arnone

*"THAT the Agenda for Board Meeting, No. 11 (Special), August 27, 2013 be approved."*

**CARRIED**

3. Resolve Into Committee of the Whole – Closed Session

Moved by Trustee Wilson

Seconded by Trustee Lukinuk

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

- *Negotiations*

*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:

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

PUBLIC SESSION:

5. Report of Committee of the Whole – Closed Session

Moved by Trustee Lukinuk

Seconded by Trustee Playford

*“THAT the rules be suspended and the reading of the motion contained in the Report of the Committee of the Whole be waived.”*

CARRIED

Moved by Trustee Saarinen

Seconded by Trustee Johansen

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

*‘THAT:*

1. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Canadian Office and Professional Employees dated June 27, 2013 be appended to the collective agreement between the Lakehead District School Board and the Canadian Office and Professional Employees:*

- *Maternity benefits*
- *Sick leave*
- *Sick leave/short term disability plan*
- *Long term disability*
- *Voluntary unpaid leave of absence*
- *Specialized job classes*
- *Job security for support staff*
- *Non-vested retirement gratuity*

- *Vested retirement gratuity*
  - *Attendance Recognition*
2. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Canadian Union of Public Employees dated May 10, 2013 be appended to the collective agreement between the Board and CUPE:*
- *Maternity benefits*
  - *Sick leave*
  - *Sick leave/short term disability plan*
  - *Long term disability*
  - *Voluntary unpaid leave of absence*
  - *Offsetting measures*
  - *Attendance recognition*
  - *Specialized job classes*
  - *Job security for support staff*
  - *Non-vested retirement gratuity*
  - *Vested retirement gratuity*
3. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Elementary Teachers' Federation of Ontario - Lakehead Elementary Teachers dated June 12, 2013 be appended to the collective agreement between the Lakehead District School Board and the Elementary Teachers' Federation of Ontario:*
- *Maternity benefits*
  - *Sick leave*
  - *Sick leave/short term disability plan*
  - *Long term disability*
  - *Voluntary unpaid leave of absence*
  - *Unpaid days and offsetting measures*
  - *Reconciliation for teacher bargaining units*
  - *Attendance recognition*
  - *Specialized job classes*
  - *Job security for support staff*
  - *Non-vested retirement gratuity*
  - *Vested retirement gratuity*
4. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Elementary Teachers' Federation of Ontario - Lakehead Elementary Occasional Teachers dated June 12, 2013 be appended to the collective agreement between the Lakehead District School Board and the Elementary Teachers' Federation of Ontario - Lakehead Elementary Occasional Teachers:*
- *Maternity benefits*
  - *Sick leave*
  - *Sick leave/short term disability plan*

- *Long term disability*
- *Voluntary unpaid leave of absence*
- *Unpaid days and offsetting measures*
- *Reconciliation for teacher bargaining units*
- *Attendance recognition*
- *Specialized job classes*
- *Job security for support staff*
- *Non-vested retirement gratuity*
- *Vested retirement gratuity*

5. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Ontario Secondary School Teachers' Federation - Teachers' Bargaining Unit, District 6A dated April 9, 2013 be appended to the collective agreement between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Teachers' Bargaining Unit, District 6A:*

- *Maternity benefits*
- *Sick leave*
- *Sick leave/short term disability plan*
- *Long term disability*
- *Voluntary unpaid leave of absence*
- *Unpaid days and offsetting measures*
- *Reconciliation for teacher bargaining units*
- *Attendance recognition*
- *Specialized job classes*
- *Job security for support staff*
- *Non-vested retirement gratuity*
- *Vested retirement gratuity*

6. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Ontario Secondary School Teachers' Federation - Continuing Education Teachers dated April 9, 2013 be appended to the collective agreement between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Continuing Education Teachers:*

- *Maternity benefits*
- *Sick leave*
- *Sick leave/short term disability plan*
- *Long term disability*
- *Voluntary unpaid leave of absence*
- *Unpaid days and offsetting measures*
- *Reconciliation for teacher bargaining units*
- *Attendance recognition*
- *Specialized job classes*
- *Job security for support staff*
- *Non-vested retirement gratuity*
- *Vested retirement gratuity*

7. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Ontario Secondary School Teachers' Federation - Occasional Teachers dated April 9, 2013 be appended to the collective agreement between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Occasional Teachers:*

- *Maternity benefits*
- *Sick leave*
- *Sick leave/short term disability plan*
- *Long term disability*
- *Voluntary unpaid leave of absence*
- *Unpaid days and offsetting measures*
- *Reconciliation for teacher bargaining units*
- *Attendance recognition*
- *Specialized job classes*
- *Job security for support staff*
- *Non-vested retirement gratuity*
- *Vested retirement gratuity*

8. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Ontario Secondary School Teachers' Federation - Early Childhood Educators dated April 9, 2013 be appended to the collective agreement between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Early Childhood Educators:*

- *Maternity benefits*
- *Sick leave*
- *Sick leave/short term disability plan*
- *Long term disability*
- *Voluntary unpaid leave of absence*
- *Unpaid days and offsetting measures*
- *Reconciliation for teacher bargaining units*
- *Attendance recognition*
- *Specialized job classes*
- *Job security for support staff*
- *Non-vested retirement gratuity*
- *Vested retirement gratuity*

9. *The following sections of the Memorandum of Understanding between the Ministry of Education and the Ontario Secondary School Teachers' Federation - Student Support Professionals dated April 9, 2013 be appended to the collective agreement between the Lakehead District School Board and the Ontario Secondary School Teachers' Federation - Student Support Professionals:*

- *Maternity benefits*
- *Sick leave*
- *Sick leave/short term disability plan*
- *Long term disability*
- *Voluntary unpaid leave of absence*
- *Unpaid days and offsetting measures*
- *Reconciliation for teacher bargaining units*
- *Attendance recognition*
- *Specialized job classes*
- *Job security for support staff*
- *Non-vested retirement gratuity*
- *Vested retirement gratuity”*

CARRIED

6. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Wilson

*“THAT we do now adjourn at 7:45 p.m.”*

CARRIED



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 SEP 24  
Report No. 090-13

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

RE: STUDENT TRUSTEE – SEPTEMBER REPORT

1. Introduction

I am very honoured and excited to be the 2013-2014 Student Trustee for Lakehead District School Board. My passion is to represent the voice of my peers in order to push for meaningful change in students' lives for this generation and for generations yet to come. While I understand this will be a very busy year, I am well prepared and determined to work hard to ensure I accurately represent the voices of all students.

2. Objectives

- 2.1 Throughout my term as Student Trustee, I hope to improve on the learning environments within schools. I find it extremely important to create a positive and exciting atmosphere in every public school which fosters creativity, leadership, inclusion, healthy positive relationships, and safe schools initiatives. I will attempt to do this by working to educate Student Governments on the importance of *Student Voice*.
- 2.2 I hope to revisit the idea of a Student Senate and use it as a tool to increase two-way communication between secondary students and me. While promoting the position of Student Trustee, I hope to encourage Grade 8 students to voice their thoughts and opinions on various aspects to improve our already great education system through Student Senates.
- 2.3 In order to better understand my own role and to aid me in my work to represent the students of the Lakehead District School Board, I hope to have a greater participation with Ontario Student Trustees' Association (OSTA-AECO) by attending their conferences and establishing contacts with other Student Trustees.
- 2.4 I hope to expand my avenues of communication through social media and other means to increase communication between students and me.
- 2.5 By the end of my term, I hope to continue the work of my predecessors to make the Student Trustee a recognizable and approachable figure in the both elementary and secondary schools and promote the importance of volunteering in our community.
- 2.6 I plan to provide input to the 3096 Student Trustee Policy which is scheduled for review during the 2013-2014 school year.

2.7 In addition, as an Executive member of Northwestern Ontario Secondary School Students' Association (NWOSSSA), I plan to promote leadership roles in our community.

3. Conclusion

In conclusion, I would like to reiterate just how honoured and excited I am to be the 2013-2014 Student Trustee. I have made many objectives and with the support of the students, whose voices I represent, I will be able to achieve them and help make every student's learning experience just that much better. I am excited for the incredible opportunities that will come my way and I look forward to the learning experience.

Respectfully submitted,

LOGAN TURNER  
Student Trustee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 SEP 24  
Report No. 063-13

TO THE CHAIR AND MEMBERS OF  
LAKEHEAD DISTRICT SCHOOL BOARD

RE: ADULT & CONTINUING EDUCATION

1. Background

- 1.1 Lakehead Adult Education Centre's (LAEC) mission is to serve a diverse multicultural and multi-aged community with the highest quality of education.
- 1.2 Over the past eight school years, Adult & Continuing Education has maintained an average enrolment of 2,649, and has graduated an average 123 students per year.

2. Situation

- 2.1 LAEC had a total of 2,928 registered students in the 2012-2013 school year. One hundred and thirty two students met the requirements of the Ontario Secondary School Diploma during this period.
- 2.2 LAEC offers a wide variety of Continuing Education programming both in class and at a distance, with community and regional partners throughout northwestern Ontario:
  - e-Learning and Correspondence Self Study;
  - distance education to Aboriginal communities;
  - 'adult for credit' attendance based classrooms;
  - co-operative education;
  - literacy and numeracy;
  - literacy and numeracy for parents;
  - Prior Learning Assessment and Recognition (PLAR);
  - Native as a Second Language;
  - English as a Second Language; and
  - international languages for elementary students.
- 2.3 LAEC delivers programming in partnership with the Canadian Mental Health Association (CMHA), March of Dimes, YES Employment, Kiikenomaga Kikenjigewen Employment & Training (KKETS), Thunder Bay Correctional Centre, Thunder Bay Indian Friendship Centre, Sandy Lake First Nation, Rocky Bay and Iskatewizaagen. Additionally, LAEC offers fifth credit opportunities for Lakehead District School Board's secondary students and access to Correspondence Self Study courses via Armstrong Elementary Public School.

### 3. Update

- 3.1 The Ministry of Education funded *School Improvement Project Phase 3* concluded in the last school year, which identified student characteristics, as well as learning preferences and needs across the province.
- 3.2 A co-operative education partnership with YES Employment and the Summer Jobs for Youth Program was extremely successful.
- 3.3 Two Ministry of Education funded pilot projects are underway for the 2013-2014 school year:
  - technology enhanced 'Hybrid Learning Model'; and
  - Ontario Native Women's Association Single Parent Initiative.
- 3.4 Negotiation(s) of potential Educational Services contracts with regional communities are underway, and talks with Contact North have occurred.

### 4. Conclusion

Through the ongoing support of Lakehead District School Board, LAEC continues to provide learning opportunities for all students to achieve their Ontario Secondary School Diploma (OSSD) across Northwestern Ontario.

Respectfully submitted,

DANIEL DENOMME  
Manager, Lakehead Adult Education Centre

IAN MACRAE  
Interim Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 SEP 24  
Report No. 091-13

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

RE: SUMMER LITERACY/NUMERACY CAMP

1. Background

- 1.1 The Summer Learning Program is a research based initiative designed to support primary students with the goal of maintaining or increasing their academic achievement level. The Summer Learning Program is funded and supported by the Ministry of Education Student Achievement Division and Lakehead District School Board.
- 1.2 Alexander, Entwistle and Olson (2007) looked at the long lasting consequences of the summer learning gap. They found that “the high SES (socioeconomic)-low SES achievement gap at Grade 9 mainly traces to differential summer learning over the elementary years.”
- 1.3 Addressing achievement gaps is a Provincial Ministry initiative and aligns with Lakehead District School Board’s Strategic Plan, Operational Plan, Board Improvement Plan and School Improvement Plans.
- 1.4 Since July 2011, Lakehead District School Board has sponsored summer reading programs for students in Grades 1 to 3 for students at Sherbrooke, Ogden, Ecole Gron Morgan, C.D. Howe, Algonquin and McKellar Park which are centrally located public schools.
- 1.5 In October 2012, an information report was received by the Board on the Summer Literacy Learning Program hosted at Sherbrooke Public School.

2. Situation

In the spring of 2013, Lakehead District School Board was once again invited to participate in the Summer Learning Program which was expanded to include three additional classes in Literacy, First Nations Metis and Inuit education and Numeracy. Seven classes in total were funded by the Ministry of Education. Resource staff were provided by the Lakehead District School Board.

### 3. Organization

#### 3.1 Summer Programs 2013

The following steps were taken in preparation for summer learning programs:

- summer program coordinators, school principals and other Lakehead Board personnel met in fall 2012 to discuss challenges, successes and next steps for future programs;
- two new school sites were selected to offer the programs;
- principals of participating schools participated in an information session so that they were aware of program goals as well as their responsibilities;
- principals provided information packages and registration forms to families in their communities;
- all students from Grades 1 to 3 were tested in Spring 2013 to provide a baseline level of achievement;
- surveys were sent to all parents in these communities;
- a Principal was selected to support supervision of summer programs;
- 14 teachers were hired to assist in the development and implementation of the Summer Literacy, Numeracy and FNMI programs;
- one additional teacher was hired to provide daily recreational support at all sites;
- all summer program teachers participated in two full day professional development sessions which focused on, program goals, planning and assessment;
- seven food preparation personnel were hired to plan, cook and serve healthy breakfasts, lunches and snacks daily to students at each of the three school sites;
- 140 students from nine elementary schools registered for the summer programs;
- camps were held from 8:30 a.m. to 2:30 p.m. daily, between July 2 and 19;
- community contacts were established to support the program throughout the summer; and
- literacy and numeracy resources were purchased to supplement those available at the selected school sites.

### 3.2 Fall 2013

This month, the following steps have been taken to assess student learning:

- parent surveys were gathered and sent to researchers;
- summer learning teachers, currently employed as Board occasional teachers, administered the required post-tests on students in all Grades 1 to 3 classes;
- teachers created student profiles based on assessment data collected and passed this on to September teachers to further support the learning of participants in literacy and numeracy summer learning; and
- data (gender, report card marks, etc.) was collected and submitted to the researchers.

## 4. Student Results

4.1 Attendance records show high levels of participation.

4.2 Most students exceeded the Benchmark Assessment (BAS) scores they achieved when tests were administered at the beginning of the program in July.

4.3 Pre and post assessments in mathematics were developed by teachers in collaboration with researchers from Lakehead University. Results indicated that students developed:

- increased computational fluency;
- more sophisticated strategies;
- increased perseverance;
- increased oral and written communication; and
- increased student efficacy.

4.4 Research will be conducted by Janice Aurini from the University of Waterloo and Scott Davies from McMaster University. They will use parent surveys and student literacy and numeracy tests from the beginning and the end of the program to assess student reading and mathematics gains.

5. Next Steps

In an effort to build on and enhance successes already realized, the following program components will be further explored:

- ongoing links to the Lakehead University Achievement Program; and
- best practices to support program operations in the summer.

6. Conclusion

Lakehead District School Board will continue to seek out and provide innovative opportunities to address the academic needs of all students currently working toward the provincial standard in both literacy and numeracy. Lakehead District School Board will continue to close achievement gaps for students.

Respectfully submitted,

NIKKI MARKS  
Literacy Resource Teacher

ROBIN TABOR-JOHN  
Principal

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education



LAKEHEAD DISTRICT SCHOOL BOARD

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Jim McCuaig Education Centre  
Thunder Bay, Ontario

2013 MAY 15

**MEMBERS PRESENT:**

Laura Sylvestre (Chair)  
Theresa Graham (Vice Chair)  
Jennifer Bean-Anderson

Pat Johansen (Trustee)  
Sheila Marcinyshyn

**ABSENT WITH REGRET:**

Trustee Marg Arnone  
Heather Conrad  
David Fulton  
Mike Otway  
Jennifer Turcotte

**OTHERS PRESENT:**

Colleen Kappel  
Andrea Pugliese

**ABSENT:**

Miranda Myers

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:05 p.m.

2. **Welcome and Introductions**

Laura Sylvestre, Chair of SEAC, welcomed new member Jennifer Bean-Anderson. Everyone introduced themselves.

3. **Approval of the Agenda**

Addition to the agenda, item number 10.4 June SEAC meeting date.

Moved by Theresa Graham

Seconded by Trustee Pat Johansen

*“THAT the agenda for the May 15, 2013 be approved with the addition of 10.4 June SEAC Meeting Date.”*

**CARRIED**

4. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

5. Approval of the Minutes

Moved by Trustee Pat Johansen

Seconded by Sheila Marcinyshyn

*“THAT the minutes of the April 16, 2013 SEAC meeting be approved.”*

CARRIED

6. Business Arising From The Minutes

6.1 Effective Parenting Through Restorative Practices

Laura Sylvestre, Chair of SEAC, provided information to members on the success of the event. The collated feedback responses were shared with members. The feedback responses will be emailed to all members and will be included in the final report to the Parent Involvement Committee.

6.2 2013-2014 SEAC Budget Submission

Theresa Graham, Vice Chair of SEAC, provided information to members on the presentation to the Budget Committee and the questions that were asked by Trustees. Trustee Lori Lukinuk shared information from the OPSBA Education Program Working Group and questions pertaining to Early Learning funding.

7. Correspondence

The correspondence folder was distributed to members. Laura Sylvestre, Chair of SEAC, highlighted the letter from Durham DSB regarding the special education funding model. Colleen Kappel, Superintendent of Education, provided information on the item.

8. Advocacy Tracking

The Advocacy Tracking template was provided to members for completion.

9. Presentations

9.1 Transition Planning – A. Pugliese

Andrea Pugliese, Special Education Officer, presented information to members on Transition planning to high school and transitions to Kindergarten from daycare or home. A handout was provided. A poster on Ontario Native Education Counselling was shown to members. The referral form will be provided to SEAC members via email. Questions from members were addressed.

9.2 SEAC Advocacy Training Plan – A. Pugliese

Andrea Pugliese, Special Education Officer, presented the draft SEAC Advocacy Training Plan. Input to the document was provided by members. Members requested role playing as part of the training plan. Additional feedback can be provided to Andrea Pugliese via email.

10. Success Advisory Committee Representative

The Success Advisory Committee requires a representative from SEAC. The meetings are held bi-monthly during the day. Laura Sylvestre, Chair of SEAC, indicated her interest as the SEAC representative. As some members were absent from the meeting, an email will be sent to those absent to determine their interest.

11. Report on Gabor Maté Workshop – May 9, 2013

Sheila Marcinyshyn, Anishnabe Mushkiki representative, provided information on the Gabor Maté workshop that she attended on May 9, 2013. Information was also shared by Laura Sylvestre, Chair of SEAC.

12. Special Education Plan

Andrea Pugliese, Special Education Officer, provided an update on the Special Education Plan to members. The revised 2012-2013 plan and the draft 2013-2014 plan will be presented to members at the June SEAC meeting.

13. June SEAC Meeting Date

Laura Sylvestre, Chair, and Theresa Graham, Vice Chair, are unavailable to attend the scheduled June 19, 2013 meeting date. Discussion ensued.

Moved by Theresa Graham

Seconded by Trustee Pat Johansen

*“THAT SEAC approve the change in the June Meeting date to June 12, 2013, 6 p.m. – 8 p.m.”*

CARRIED

14. Information/Inquiries & Association Reports

14.1 Colleen Kappel, Superintendent of Education, provided information to members on the Mental Health – Administrator Guide. There will also be a guide for teachers developed by the end of June 2013. Superintendent Kappel will share the plans with SEAC once they are in place for September 2013.

14.2 Colleen Kappel, Superintendent of Education, provided information to members on the Student Engagement/School Climate Surveys that were completed at each school. By the end of June, each school will develop a Bullying Prevention Plan in collaboration with their School Councils and

Safe Schools Teams. Even though the surveys were voluntary, 100% of schools participated.

- 14.3 Trustee Lori Lukinuk shared information regarding the plans from the Ministry regarding the Mental Health Leader position at Boards across the Province.
- 14.4 Sheila Marcinyshyn, Anishnabe Mushkiki representative, provided information to members on the June 4, 2013 FASD workshop, the June 13, 2013 Father Engagement Workshop, and the June 14, 2013 Father's Day Picnic. Sheila will provide an electronic copy of the information which will also be shared with the Parent Involvement Committee.
- 14.5 Jennifer Bean-Anderson, Canadian Diabetes Association representative, provided information to members on Type 1 and Type 2 diabetes and standardization that the Canadian Diabetes Association is working on Provincially.
- 14.6 Laura Sylvestre, Chair of SEAC and Autism Ontario – Thunder Bay and District representative, provided information to members on the online webinar that will take place on June 11, 2013 at 7:00 p.m. – 8:00 p.m. Laura will share the information with SEAC members.

15. Status of SEAC Budget 2012-2013

Laura Sylvestre, Chair of SEAC, provided the status of the 2012-2013 SEAC budget.

16. Board Update

Trustee Pat Johansen provided information on the following Board meeting:

May 14, 2013 Standing Committee Meeting

The following items were addressed at this meeting:

- Celebrating Student Achievement @ Kakabeka Falls District Public School, Using our Strengths: Student Led Clubs;
- Operational Plan 2012-2013 – Facilities Update;
- Policy Review: 7020 Employment Equity, 1020 Equity and Inclusive Education, 8072 Sexual Orientation and Gender Identity, 3096 Information/Communication Technology Use; and
- Approval of the 2013-2014 Standing Committee and Regular Board Meeting schedule.

Trustee Pat Johansen also shared information on the WE Stand Up day that took place on May 7, 2013.

17. Adjournment

Moved by Theresa Graham

Seconded by Trustee Pat Johansen

*"THAT we do now adjourn at 7:50 p.m."*

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2013 JUN 03

**MEMBERS PRESENT:**

Kelly Gallagher (Chair)  
Marg Arnone  
Serena Essex  
Dave Isherwood  
Gail Iwanonkiw  
Pat Johansen  
Vishnu Kowlessar  
Gerry Leach

Laura Macgowan  
Heather McLean  
Angela Meady  
Catherine Siemieniuk  
Susie Splett  
Sheila Stewart  
Nicole Walter Rowan

**RESOURCE:**

Kathryn Hantjis, Executive Assistant  
Bruce Nugent, Communications Officer

**GUESTS:**

Colleen Kappel, Superintendent of Education  
Mary-Beth Minthorn-Biggs, Mental Health Lead

**MEMBERS ABSENT, WITH REGRET:**

Nathalie Ferguson  
Rima Mounayer  
Miranda Myers

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order and welcomed everyone.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Approval of the Agenda**

By consensus, the agenda was approved with the following change:

- Item 8.1 Tell Them From Me: Report on Student Outcomes and School Climate will be received before Item 4 Director's Report.

4. **Tell Them From Me: Report on Student Outcomes and School Climate**

Colleen Kappel, Superintendent of Education, and Mary-Beth Minthorn-Biggs, Mental Health Lead, shared report samples and presented preliminary findings from the Tell Them From Me surveys conducted in schools in April and May. Next steps include

school administrators setting two or three goals for each school and development of a Board plan. Members' questions were addressed.

5. Director's Report

Catherine Siemieniuk, Director of Education, spoke about the Board's commitment to submit a balanced budget, city-wide Twitter, this week's Park the Car campaign, school visits, EQAO Grade 9 testing, the Retirement and 25 Year Dinner held May 27, 2013-2014 Student Trustee Logan Turner, the Ministry of Education's upcoming Building the Next Phase consultation, and PIC budget status (\$5423).

Heather McLean expressed concern over students being given candy as incentive during EQAO Grade 3 testing, and suggested considering a healthier alternative.

Regarding the PIC budget, Director Siemieniuk noted that remaining funds at the end of August will be carried forward into the next budget year.

6. Confirmation of Minutes – May 7, 2013

The minutes were confirmed by consensus.

7. Fall Event Ad Hoc Committee

Kelly Gallagher reported that four or five people have expressed interest in serving on the Fall Event Ad Hoc Committee and she will send out an availability request to those who have volunteered.

8. PIC By-Law Review Ad Hoc Committee

Kelly Gallagher reported that four or five people have expressed interest in attending a session about the PIC by-laws and she will send out an availability request to those who have indicated an interest.

9. Regional PRO Grant Submission

Chair Kelly Gallagher shared the Regional PRO Grant application that was submitted on May 21. The list of questions and answers that were included with the application will be forwarded to members when the draft PIC minutes are distributed.

10. Ontario College of Teachers Symposium on Safety in Learning Environments

Vice Chair Susie Splett reported that she attended the Ontario College of Teachers Symposium on Safety in Learning Environments at Sir Winston Churchill Collegiate & Vocational Institute on May 27. Topics presented at the symposium dealt with current lockdown procedures and potential improvements to these procedures. Members' questions were addressed.

11. Communications Ad Hoc Committee Report

Sheila Stewart, Chair of the Communications Ad Hoc Committee, reported that tasks in the PIC work plan have been completed including: improvements have been made to the website and they will continue to be made, advertising has been sent to Principals for school newsletters seeking members on the 2013-2014 PIC, and plans for development of the School Council directory continue.

12. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex, AEAC representative, reported that the May AEAC meeting included the agenda items of Restorative Practices, Aboriginal Student Tutors Program, and input to the Aboriginal Staff Self-Identification Policy. The next AEAC meeting will be held on June 13.

13. Special Education Advisory Committee (SEAC) Report

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

14. Success Advisory Committee Report

Gerry Leach, Success Advisory Committee member, shared that the May 9 meeting included information about e-Books, and input to the Information/Communication Technology Use and Aboriginal Staff Self-Identification Policies.

15. Next Meeting

The next meeting will be held on Monday, September 9 at 6:30 p.m. in the Board Room.

16. Adjournment

The meeting adjourned at 8:22 p.m.



LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 SEP 24  
Report No. 087-13

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

RE: RECOMMENDATION FROM THE STANDING COMMITTEE

Background

The following report was received at the Standing Committee Meeting of September 10, 2013 and has been referred to the Board for approval. The recommendation is as follows:

**POLICY REVIEW – 3096 INFORMATION/COMMUNICATION TECHNOLOGY USE (085-13)**

It is recommended that Lakehead District School Board approve 3096 Information/Communication Technology Use Policy Appendix A to Report No. 087-13.

Respectfully submitted,

KAREN WILSON  
Chair  
Standing Committee

**BUSINESS AND BOARD ADMINISTRATION****3000**

DRAFT – SEPTEMBER 25, 2013

**INFORMATION/COMMUNICATION  
TECHNOLOGY USE POLICY****3096**1. Rationale

Information and communication technology plays a significant role in teaching and learning and in the administration of Board business.

Technology has changed the educational environment in many positive ways. These technologies also bring challenges to maintaining a safe, caring and orderly learning environment. This policy serves as a basis for ensuring technology is used appropriately and to the benefit of students and employees.

2. Policy

***It is the policy of Lakehead District School Board to recognize the use of information and communication technologies as productivity enhancement tools by Board staff and students in support of teaching and learning and Board related business activities.***

3. Guiding Principles

Lakehead District School Board supports and encourages responsible use of technology through the following guiding principles.

## 3.1 Supporting Learning

Information technology presents an opportunity for students and teachers to enable authentic learning experiences that interact with the global community and encourage students to be lifelong learners.

## 3.2 Digital Citizenship

Users are expected to use technology responsibly and ethically. The Board will ensure students learn about digital citizenship in school.

## 3.3 Equity

The Board will ensure that all students have equitable access to all required technologies.

## 3.4 Privacy and Ownership

All data stored on Board technology are owned and may be accessed by the Board. Users should have no expectation of privacy with respect to information created, stored, sent or received using Board technology.

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>DRAFT – SEPTEMBER 25, 2013</b>	
<b>INFORMATION/COMMUNICATION TECHNOLOGY USE POLICY</b>	<b>3096</b>

3.5 Security

Users must take reasonable precautions to ensure that data they use is safe and secure. Data should be used for the intended purposes.

3.6 Compliance

Users are required to comply with federal and provincial legislation and all related Board policies and procedures.

4. Failure to Comply

Individuals who do not comply with this policy will be subject to appropriate consequences in accordance with the circumstances of the event and within the parameters of any applicable legislation.

5. Review

This policy shall be reviewed according to Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Procedures 3096	June 24, 2003	
	<u>Date Revised</u>	
	June 26, 2007	

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 SEPT 24  
Report No. 089-13

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

RE: APPOINTMENTS TO THE ABORIGINAL EDUCATION ADVISORY COMMITTEE

1. Background

1.1 According to Lakehead District School Board Procedure #8061 Aboriginal Education Advisory Committee Procedures Sec. 4.4, selection of the members of the Aboriginal Education Advisory Committee “will be managed by the Director or designate with responsibilities for the Aboriginal Education Advisory Committee and will be approved by the Board.”

1.2 In accordance with the Aboriginal Education Advisory Committee Procedures #8061, the Committee shall be composed of the following:

- Six (6) parents/guardians who are of Aboriginal ancestry, are public school supporters and have children enrolled in the Lakehead District School Board;
- Three (3) members appointed by the Board with preference given to candidates who:
  - (i) are of Aboriginal ancestry and have demonstrated interest in the education of Aboriginal Students.
  - (ii) are members of agencies or groups that provide services to Aboriginal people;
- A youth of Aboriginal ancestry presently enrolled in a secondary school program;
- A Trustee of the Board;
- The Director of Education or designate; and
- A Principal or Vice Principal.

2. Situation

Recruitment of committee members is necessary to keep the membership at full capacity.

## RECOMMENDATION

It is recommended that Lakehead District School Board approve the following appointments to the Aboriginal Education Advisory Committee:

- Lawrence Baxter, parent member;
- Steve Lalonde, parent member;
- Robin Haliuk, alternate parent member;
- Sharon Kanutski, alternate parent member;
- Donnalee Morettin, alternate parent member; and
- Fay Zoccole, Nokiiwin Tribal Council, alternate community agency.

Respectfully submitted,

SHERRI-LYNNE PHARAND  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 SEP 24  
Report No. 086-13

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

RE: APPROVAL OF APPOINTMENT TO THE SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE 2013-2014

1. Background

- 1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) Committee.
  - 1.1.1 The SAL Committee shall be composed of no fewer than three persons to be appointed by the Board.
  - 1.1.2 The members of the SAL Committee shall include: a Trustee of the Board; a Supervisory Officer; and at least one person who is not an employee of the Board.
  - 1.1.3 Trustee appointments to the SAL Committee are approved at the Annual meeting in December.
- 1.2 At the June 25, 2013 Regular Board Meeting, appointments were approved to the SAL Committee for 2013-2014.
- 1.3 The role of the SAL Committee is to accept and consider applications from parents/guardians of compulsory secondary school age children, who are at least fourteen (14) years of age, and who wish to be excused from either full-time or part-time attendance at school. Where such applications are approved, the SAL Committee, in consultation with a representative(s) from the student's home school, the Attendance Counsellors, and the student's parent/guardian, determines an alternative learning program directed towards the student's needs and interests.

2. Situation

YES Employment Services has submitted the name of Sharon Kovacic, Executive Assistant, replacing Lorraine Boland, Executive Director as an external member to the SAL Committee.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Sharon Kovacic, Executive Assistant, as member to the Supervised Alternative Learning (SAL) Committee for the 2013-2014 school year.

Respectfully submitted,

COLLEEN KAPPEL  
Superintendent of Education

CATHERINE SIEMIENIUK  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2013 SEP 24  
Report No. 081-13

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

RE: PROCEDURAL BY-LAW AD HOC COMMITTEE

1. Background

- 1.1 Revisions to the Procedural By-Law were completed and enacted on November 23, 2010.
- 1.2 Some areas of the Procedural By-Law have been identified for further review.
- 1.3 Section 5 of the 2010 Procedural By-Law states *“The Board or Standing Committee may establish a committee which shall be designated an Ad Hoc Committee to consider a specific matter.*

2. Situation

- 2.1 A Procedural By-Law Ad Hoc Committee should be established to conduct a review.
- 2.2 The Procedural By-Law Ad Hoc Committee will review the 2010 Procedural By-Law and recommend changes to the Board.
- 2.3 The Procedural By-Law Ad Hoc Committee will consist of four Trustees, one alternate, the Director of Education, and the Executive Secretary - Office of the Director.

RECOMMENDATIONS

It is recommended that:

- 1. Trustees \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, and \_\_\_\_\_ as alternate, be appointed to the Procedural By-Law Ad Hoc Committee.
- 2. The Procedural By-Law Ad Hoc Committee report its progress to the Board no later than March 31, 2014.

Respectfully submitted,

CATHERINE SIEMIENIUK  
Director of Education