



Office of the Director

Jim McCuaig Education Centre
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STANDING COMMITTEE
Tuesday, October 8, 2013
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Delegations/Presentations		
5. Confirmation of Minutes		
5.1 Standing Committee Meeting - September 10, 2013	K. Wilson	1-3
6. Business Arising from the Minutes		

MATTERS NOT REQUIRING A DECISION

7. Information Reports		
7.1 Special Education Advisory Committee Meeting Minutes - June 12, 2013	C. Kappel	4-9
7.2 Parent Involvement Committee Meeting Minutes - September 9, 2013	C. Siemieniuk	10-13
7.3 Aboriginal Education Advisory Committee Meeting Minutes - May 16, 2013	S. Pharand	14-17

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>
7.4	Aboriginal Education Advisory Committee Meeting Minutes - June 13, 2013	S. Pharand	18-20
7.5	Student Achievement (099-13)	S. Pharand	21-24
8.	First Reports		
<u>MATTERS FOR DECISION:</u>			
9.	Postponed Reports		
10.	Ad Hoc and Special Committee Reports		
11.	New Reports		
11.1	Policy Review – 3040 Transportation (096-13)	D. Wright	25-42
	<i>It is recommended that Lakehead District School Board approve 3040 Transportation Policy as amended, Appendix A to Report No. 096-13.</i>		
11.2	Trustee Code of Conduct (093-13)	C. Siemieniuk	43-54
	<i>It is recommended that Lakehead District School Board approve the Trustee Code of Conduct, Appendix A to Report No. 093-13.</i>		
12.	New Business		
13.	Notices of Motion		
14.	Information and Inquiries		
15.	Adjournment		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2013 SEP 10

TRUSTEES PRESENT:

Karen Wilson (Chair)
Pat Johansen
Deborah Massaro – via teleconference

Ron Oikonen
George Saarinen
Logan Turner (Student Trustee)

TRUSTEES ABSENT, WITH REGRET:

Marg Arnone
Lori Lukinuk
Jack Playford

SENIOR ADMINISTRATION:

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

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Oikonen

“THAT the Agenda for Standing Committee Meeting, September 10, 2013, be approved.”

CARRIED

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

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *June 11, 2013*
- *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:

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

PUBLIC SESSION:

4. Student Trustee Declaration

On behalf of the Board, Chair Wilson welcomed Student Trustee Logan Turner to his first meeting in his capacity as 2013-2014 Student Trustee. Student Trustee Turner recited and signed the Student Trustee Declaration.

5. Celebrating Student Achievement - Sir Winston Churchill Collegiate and Vocational Institute

Ian MacRae, Superintendent of Education, introduced David Isherwood, Principal of Sir Winston Churchill Collegiate and Vocational Institute. Mr. Isherwood introduced Kate, Grade 9 student, and Wilson, Grade 12 student, who presented information regarding the *Come as You Are* program. All Trustees' questions were addressed.

6. Introduction of Newly Appointed Leaders

The newly appointed leaders were introduced to the Board by Superintendents Kappel, MacRae, and Pharand, and Director Siemieniuk. New leaders for the 2013-2014 school year are

- Lori Carson, Special Education Officer
- Eric Fredrickson, Education Officer
- Leslie Hynnes, Vice Principal, Agnew H. Johnston Public School
- Shannon Jessiman-MacArthur, Vice Principal, Hyde Park Public School
- Joanna Jewell, Vice Principal, Algonquin Avenue Public School
- Donica LeBlanc, Supervising Principal-Early Learning Lead
- Nikki Marks, Vice Principal, McKellar Park Central Public School
- Rima Mounayer, Principal, Vance Chapman Public School
- Lisa Nutley, Vice Principal, Claude E. Garton Public School
- Elaine Oades, Principal, Whitefish Valley Public School
- Michael Oades, Vice Principal, Westmount Public School
- Michelle Probizanski, Principal, Superior Collegiate and Vocational Institute
- Christy Radbourne, Principal, Ogden Community Public School
- Robin Tabor-John, Principal, Sherbrooke Public School

7. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Johansen

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, June 11, 2013."

CARRIED

8. Report on the Activities of the 2012-2013 Supervised Alternative Learning (SAL) Committee (084-13)

Colleen Kappel, Superintendent of Education, introduced Marianne Berner, Attendance Counsellor North Side Schools, and Glenda Carleton, Attendance Counsellor South Side Schools, who provided information pertaining to the 2012-2013 Supervised Alternative Learning (SAL) program. All Trustees' questions were addressed.

9. 2013-2014 Operational Plan (082-13)

Catherine Siemieniuk, Director of Education, introduced Superintendents Kappel, MacRae, Pharand, and Wright who presented the 2013-2014 Operational Plan. All Trustees' questions were addressed.

MATTERS FOR DECISION:

10. Policy Review – 3096 Information/Communication Technology Use (085-13)

Moved by Trustee Johansen

Seconded by Trustee Oikonen

“THAT Lakehead District School Board Approve 3096 Information/Communication Technology Use Policy as amended, Appendix A to Report No. 085-13.

CARRIED

11. Information and Inquiries

11.1 Trustee Johansen noted that she will attend the Canadian Red Cross Healthy Eating Makes the Grade's 2nd Annual School Food Garden Tour on September 14.

12. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Johansen

“THAT we do now adjourn at 8:50 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2013 JUN 12

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Marg Arnone (Trustee)
Pat Johansen (Trustee)

Martha Mawakeesic
Mike Otway
Terry Skinner

ABSENT WITH REGRET:

Theresa Graham (Vice Chair)
Jennifer Bean-Anderson
Jennifer Turcotte

OTHERS PRESENT:

Colleen Kappel
Andrea Pugliese

1. **Lack of Quorum**

Quorum was not present at 7:00 p.m. Those present agreed to proceed with the presentation on the Information/Communication Technology Policy and Procedures.

2. **Presentations**

2.1 **3096 Information Technology Policy and Procedures**

Dave Covello, Manager of Information Technology and Corporate Planning, provided information on the revised Information Technology policy and procedures. Mr. Covello highlighted *Bring Your Own Device (BYOD)*, a new addition to the policy and procedures. Members who wish to provide input to the policy and procedures were asked to submit the input to Ms. Haven who will forward to the Director's Office by the due date of June 28, 2013. Questions from members were addressed.

3. **Quorum**

During the presentation Mike Otway arrived and quorum was achieved.

4. Approval of the Agenda

Laura Sylvestre, Chair of SEAC, noted that an addition to the agenda of 9.6 *Parent Involvement Committee Representative and Alternate Representative* is required.

Moved by Terry Skinner

Seconded by Martha Mawakeesic

“THAT the agenda for the June 12, 2013 SEAC meeting be approved with the addition of item number 9.6 Parent Involvement Committee Representative and Alternate Representative.”

CARRIED

5. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6. Presentations

6.1 Special Education Plan

Andrea Pugliese, Special Education Officer, provided information regarding the Special Education Plan. A handout of staff development held during the 2012-2013 school year was provided to members. Additional changes to the plan included staff changes. All other sections remain stable.

7. Approve of the Minutes

Moved by Terry Skinner

Seconded by Martha Mawakeesic

“THAT the minutes of the May 15, 2013 SEAC meeting be approved.”

CARRIED

8. Business Arising From the Minutes

8.1 Final Report to PIC – Effective Parenting Through Restorative Practices

Laura Sylvestre, Chair of SEAC, provided the final report to the Parent Involvement Committee on the session Effective Parenting Through Restorative Practices. The report was reviewed. Members, by consensus, agreed to submit the report to the Parent Involvement Committee.

8.2 Success Advisory Committee Representative

Laura Sylvestre, Chair of SEAC, provided information on the Success Advisory Committee. The item was addressed at the May 15, 2013 SEAC meeting. Following the email that was sent out to members absent from the May 15, 2013 meeting, there was no additional interest expressed

from members to take on the role as SEAC representative on the Success Advisory Committee. Laura Sylvestre, Chair of SEAC expressed her interest in becoming the representative. Members, by consensus, agreed. The item will be brought back to the September SEAC meeting to determine interest of an alternate representative.

8.3 SEAC Advocacy Training Plan

Andrea Pugliese, Special Education Officer, requested input from members on when to hold an orientation session for SEAC Advocates. Members, by consensus, agreed to have the training as part of a SEAC meeting. All members and alternate members will be invited to attend. It was agreed to hold the training in conjunction with the October 16, 2013 SEAC meeting.

9. Correspondence

The correspondence folder was circulated to members.

10. Advocacy Tracking

The advocacy tracking template was circulated to members for completion.

11. 2013-2014 SEAC Meeting Schedule

The 2013-2014 SEAC meeting schedule was reviewed. Members, by consensus, agreed to hold the December SEAC meeting on December 11, 2013. All other meetings will take place on the third Wednesday of the month.

12. 2013-2014 SEAC Presentation Schedule

Andrea Pugliese, Special Education Officer, provided information on planned presentations for 2013-2014 and requested input from members on what presentations they would be interested in scheduling. Suggestions included:

- I Pads and how to use them;
- Mental Health Strategy;
- Suicide Awareness Training overview;
- FASD;
- Section 23 Programs with Partner Agencies; and
- Special Education Audit.

The 2013-2014 Presentation Schedule will be brought to the September SEAC meeting to finalize.

13. 2013-2014 SEAC Newsletter Schedule

The 2013-2014 SEAC Newsletter schedule was circulated to members to sign up to provide a newsletter submission. The schedule will also be circulated at the September SEAC meeting.

14. 2012-2013 SEAC Work Plan – Final Record of Progress

The final record of progress for the 2012-2013 SEAC Work Plan was reviewed by members. All goals were accomplished during the year. Membership recruitment proved successful with the advertisement sent by email and fax through the Lakehead Social Planning Council (LSPC). Members, by consensus, agreed to place an advertisement with the LSPC.

15. 2013-2014 SEAC Kid's Page

A schedule for 2013-2014 has not been provided by the Communications Department. Members, by consensus, agreed to request a date in the Spring of 2014. Discussion ensued. Members, agreed to consider new photograph's and to showcase inclusion and special education technology. More information will be brought forward in the 2013-2014 school year.

16. Parent Involvement Committee Representative and Alternate Representative

Laura Sylvestre, Chair of SEAC, informed members that Miranda Myers, FASIN representative, has resigned from SEAC. As Miranda was the SEAC representative on the Parent Involvement Committee, a new member and alternate member are required to complete the term and be appointed to the new term beginning in November 2013. An email will be sent to all members to determine their interest. This item will also be addressed at the September SEAC meeting.

17. Information and Inquiries and Association Reports

17.1 Martha Mawakeesic, Anishnabe Mushkiki, Alternate Representative, provided information on the September 9, 2013 FASD day. Information will be sent to all SEAC members.

18. Status of SEAC Budget 2012-2013

Laura Sylvestre, Chair of SEAC, provided the status of the 2012-2013 SEAC budget to members. Discussion ensued on what to spend the remaining budget on. It was agreed to support the cost of printing the Special Education pamphlets with the remaining SEAC budget.

Moved by Terry Skinner

Seconded by Mike Otway

"THAT SEAC spend the remainder of their budget on the printing costs of the Special Education pamphlets."

CARRIED

19. Board Update

Trustee Marg Arnone provided information on the following Board Meetings:

May 28, 2013 Regular Board Meeting

Items addressed at this meeting included:

- Introduction of the 2013-2014 Student Trustee, Logan Turner;
- Trustee Recognition Awards to Joshua Halverson and Summer Peppard of Sir Winston Churchill CVI;
- Celebrating Student Achievement – Nor'wester View Public School, Reaching All Students;
- Health and Safety Semi-Annual Report;
- Safe and Caring School Communities Report;
- Schools-First Child Care Capital Retrofit Policy;
- Assessment and Evaluation Reporting;
- French as a Second Language;
- Policy review approval of: 1020 Equity and Inclusive Education, 8072 Sexual Orientation and Gender Identity;
- Approval of the review of 3096 Information/Communication Technology Use policy;
- Defer of 7020 Employment Equity policy;
- Endorsement of the Thunder Bay Children's Charter; and
- Approval of the 2013-2014 Board Meeting Schedule.

June 11, 2013 Standing Committee Meeting

Items addressed at this meeting included:

- Trustee Character Awards for the WE Stand Up Student Committee members and Staff Committee members;
- Celebrating Student Achievement – Edgewater Park Public School – Ontario Writing Assessment;
- Communications Update;
- Approval of 8062 Voluntary Aboriginal Student Self-Identification Policy;
- Approval of 8065 Voluntary Aboriginal Staff Self-Identification Policy; and
- Approval of the 2013 to 2021 Policy Review Schedule.

Budget Committee Meetings

Trustee Marg Arnone also provided information on the May 30, June 12 and upcoming June 18 Budget Committee Meetings. The 2013-2014 Budget will be approved at the June 25, 2013 Regular Board Meeting.

20. Farewell

Laura Sylvestre, Chair of SEAC, thanked all members for their time and commitment during the year and wished everyone a happy summer.

21. Adjournment

Moved by Mike Otway

Seconded by Martha Mawakeesic

“THAT we do now adjourn at 6:57 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2013 SEPT 09

MEMBERS PRESENT:

Kelly Gallagher (Chair)
Nathalie Ferguson
Gail Iwanonkiw
Pat Johansen
Gerry Leach
Heather McLean

Rima Mounayer
Catherine Siemieniuk
Harbinder Singh Hayer
Varinder Singh Hayer
Susie Splett
Sheila Stewart

RESOURCE:

Marianne Berner, Attendance Counsellor
Glenda Carleton, Attendance Counsellor
Kathryn Hantjjs, Executive Assistant
Bruce Nugent, Communications Officer
Paul Tsekouras, Secondary Program Coordinator

GUESTS:

Jennifer Davis, School Council Chair, Crestview Public School
Eric Fredrickson, Education Officer
Donica LeBlanc, Supervising Principal – Early Learning Lead
Darren McCormick, School Council Chair, Ecole Gron Morgan Public School
Cheryl Silen, School Council Chair, Gorham & Ware Community Public School
Logan Turner, Student Trustee

MEMBERS ABSENT, WITH REGRET:

Marg Arnone
Serena Essex
Vishnu Kowlessar
Laura Macgowan
Angela Meady
Nicole Walter Rowan

1. **Call to Order**

Chair Kelly Gallagher called the meeting to order and welcomed everyone. Members and guests introduced themselves.

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 changes:

- Nathalie Ferguson will present Item 6.1 Fall Event Ad Hoc Committee report.
- Sheila Stewart will present Item 6.2 PIC By-Law Review Ad Hoc Committee report.
- Items 8.1 Getting Our Children to School and Item 8.2 Requirements for High School Volunteer Hours will be received directly following the Director's Report.

4. Director's Report

Catherine Siemieniuk, Director of Education, spoke about graduation rates, a regional Parent Engagement project being facilitated by the coterminous board, the list of approved 2013-2014 PRO grants, the Director's blog, the School Food Garden Tour on September 14, the September 4 Premier's visit, the FASD Powwow held today, and an internal Lakehead Learning Foundation fundraising campaign. Director Siemieniuk also introduced Donica LeBlanc, Supervising Principal – Early Learning Lead, Eric Fredrickson, Education Officer, Student Trustee Logan Turner, and Rima Mounayer, Principal of Vance Chapman Public School.

When more information is available about the regional Parent Engagement project, it will be shared with members.

Sheila Stewart commented that the number of approved PRO grants has increased from past years. Jennifer Davies noted that PIC's support in completing applications has been helpful.

5. Getting Our Children to School

Marianne Berner and Glenda Carleton, Attendance Counsellors, presented information about their roles. A Sherbrooke Public School handbook was shared as an example of PRO grant resources that have been used to assist in communicating with parents. Questions were addressed.

6. Requirements for High School Volunteer Hours

Paul Tsekouras, Secondary Program Coordinator, spoke about this self-directed student program in which students are responsible for making connections, tracking volunteer hours and reporting these hours to count for graduation. Discussion followed and questions were addressed.

7. Confirmation of Minutes – June 3, 2013

The minutes were confirmed by consensus.

8. Fall Event Ad Hoc Committee

Nathalie Ferguson, Chair of the Fall Event Ad Hoc Committee reported that a motivational speaker, Lesley Andrew, will be speaking at Victoria Inn on Monday, October 21 at 6:30 p.m. The theme of the presentation will tie in with October being Mental Health Month and attendees will be asked to consider voluntary donations to Kids Help Phone. The ad hoc committee will meet again following this evening's meeting and finalized details will be provided at the next PIC meeting.

9. PIC By-Law Review Ad Hoc Committee

Sheila Stewart, Chair of the PIC By-Law Review Ad Hoc Committee, presented proposed changes as they were noted in the document. On the first page, "2013-2014" will be removed from the title. By consensus, all other changes were approved as highlighted.

Suggestions included having identifiers on nameplates and in the minutes as to who the voting members are, having conversations with new guests about the meeting etiquette, and personally contacting new School Council Chairs to welcome them to attend PIC meetings.

10. Correspondence from Minister of Education

Chair Kelly Gallagher highlighted areas of a letter received on August 29 from the Minister of Education including information about PRO grants and the CAPSLE family videos.

11. SEAC Funding Report

Chair Kelly Gallagher referred to the report included in the package and noted that PIC funds were used to host Bruce Schenk, Executive Director of The International Institute of Restorative Practices who spoke to parents/guardians, educators and the community about Effective Parenting Through Restorative Practices on April 16 at Superior CVI.

12. PIC Selection Committee

Chair Kelly Gallagher reported that new members are currently being sought and the deadline for applications is September 27. An advertisement was published in The Source on September 5.

13. 2013-2014 Regional PRO Grant

Chair Kelly Gallagher reported that PIC applied for a \$30,000 Regional PRO grant in June and that she received confirmation last week that a \$20,000 Regional PRO grant has been approved to find ways to strengthen the use of technology to support parent communication. Kelly will email members seeking expressions of interest to serve on an ad hoc committee. She noted that this funding will align well with work planned through the Board's Communication strategy.

14. Communications Ad Hoc Committee

Sheila Stewart, Chair of the Communications Ad Hoc Committee, reported that the committee hasn't met since the June PIC meeting and spoke of the committee's work that was referred to in the June 3 minutes. Sheila also encouraged members to share with others the various forms of communication used by PIC to outreach to parents such as email, the website, and Twitter.

15. Aboriginal Education Advisory Committee (AEAC) Report

Due to the absence of the AEAC representative, the report was deferred to the next meeting. Pat Johansen noted the next AEAC meeting will be held on September 20.

16. Special Education Advisory Committee (SEAC) Report

Director Siemieniuk reported that there currently isn't a SEAC representative to sit on the PIC. SEAC meets on September 18 and continues to seek a replacement.

17. Next Meeting

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

18. Adjournment

The meeting adjourned at 8:31 p.m.



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

DATE: Thursday, May 16, 2013 – Board Room, Education Centre

MEMBERS PRESENT: Kathy Beardy, Elliott Cromarty, Serena Essex, Pauline Fontaine, Sylvia O’Meara, Sherri-Lynne Pharand, Dolores Wawia, Beverley White-Kokeza

ALTERNATES PRESENT: Lori Lukinuk, Ron Oikonen

ABSENT WITH REGRET: Marg Arnone, Ellen Chambers, Suzanne Tardif, Margaret Vincent

RESOURCE: Suzanne Eddy, Amy Farrell-Morneau, JoJo Guillet, Senator Robert McKay, Nicole Walter-Rowan

GUESTS: Christine Avgeropolous, Shannon Horne, Elizabeth Andros, Karen Desrosiers, Charles Bishop, Paul Tsekouras, Pat Johansen

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> • Sherri-Lynne Pharand called the meeting to order and called upon Senator McKay to conduct the opening. 	
2. Welcome and Introductions	<ul style="list-style-type: none"> • Sherri welcomed everyone to the meeting and thanked Senator McKay for the opening. • Regrets and substitutions were noted and the attendance sheet was circulated. 	
3.1 Approval of Agenda - May 16, 2013	<ul style="list-style-type: none"> • Moved by Pauline Fontaine and seconded by Beverley White-Kokeza, that the agenda for the May 16, 2013 meeting be approved as amended. Item 10.2 Student Achievement Board Report be received after the break. Carried. 	
3.2 Approval of Minutes - March 21, 2013	<ul style="list-style-type: none"> • Moved by Sylvia O’Meara and seconded by Pauline Fontaine, that the minutes of the March 21, 2013 meeting be approved. Carried. 	
4. Correspondence File	<ul style="list-style-type: none"> • Correspondence file was circulated. 	
5. Presentations:		
5.1 Tutors Presentation	<ul style="list-style-type: none"> • Christine Avgeropolous, Shannon Horne, Elizabeth Andros and Karen 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Desrosiers, Tutors in secondary schools, provided a power point presentation to the group on the student voice and how this program has benefited them and the gathering of data and student voice on the success of the program. This is a new pilot program this school year in our four secondary schools supporting our Aboriginal and Metis students. Questions from the group were addressed. Sherri thanked the Tutors for their very informative presentation on the Tutor program in their respective schools.</p>	
<p>5.2 Restorative Practices Presentation</p>	<ul style="list-style-type: none"> • Charles Bishop, Education Officer, apprised the group of the Restorative Practices initiative being implemented in all of our schools. This initiative is based on the wisdom and teachings of the Aboriginal culture. • The aim of Restorative Practices is to develop community and manage conflict within the community. • To date, four schools have received training in the Introduction to Restorative Practices. It is hoped to have the Introduction to Training in all schools by the end of this school year. • Sherri thanked Charles for his presentation. Questions from the group were addressed. 	
<p>6. Information & Inquiries</p> <p>6.1 Student Achievement Board Report</p>	<ul style="list-style-type: none"> • Paul Tsekouras and Nicole Walter-Rowan walked the group through a brief power point presentation of the Student Achievement Update Board Report that was presented to Trustees at the April 9, 2013 Board meeting. The presentation focused on self-identified versus non self-identified data in both elementary and secondary panels. Questions from the group were addressed. 	
<p>7. Business Arising from the Minutes:</p> <p>7.1 AEAC Budget Deputation</p>	<ul style="list-style-type: none"> • Sherri thanked Suzanne Tardif, on behalf of AEAC, for presenting AEAC's Budget Deputation at the April 30, 2013 Budget Deputation Meeting. • Trustees will take information received from the budget deputations presented and work to put the budget together for approval at the Board Meeting in June. 	
<p>7.2 Voluntary Staff Self Identification Policy</p>	<ul style="list-style-type: none"> • The policy is currently on the Board website for stakeholder input. Amy has received feedback from the Success Advisory Committee and the 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Elder's Council. The Policy will go to the June 11, 2013 Standing Committee and for final approval at the end of June.</p> <ul style="list-style-type: none"> Feedback from the group was received. Further feedback can be e-mailed to Judy jhill@lakeheadschoos.ca Amy amy_farrell@lakeheadschoos.ca or JoJo LynnitaJoGuillet@lakeheadschoos.ca 	
7.3 Gull Bay Update	<ul style="list-style-type: none"> Sherri advised the group that meetings are being held regularly with members from Gull Bay. It has been a real success story in helping to integrate students, welcoming them, making them feel a part of the community and the school at Armstrong. There is an agreement to move forward into the next school year. Details are being worked out in regards to transportation, meals, etc. 	
8. New Business: 8.1 2013-2014 Meeting Schedule	<ul style="list-style-type: none"> A draft meeting schedule for the 2013-2014 school year was provided for input. Moved by Serena Essex and seconded by Sylvia O'Meara, that the 2013-2014 meeting schedule be approved as amended. The Friday, January 17, 2014 meeting will be moved to Friday, February 7, 2014. Carried. 	
9. Information Reports: 9.1 Aboriginal Youth Awards	<ul style="list-style-type: none"> Amy advised the group that the Aboriginal Youth Awards are being held Thursday, May 16, 2013, 5:30 p.m. at the Victoria Inn. This is the 10th anniversary of these awards. Amy provided a handout of the names of the 26 winners from Lakehead District School Board. 	
9.2 Native Language Festival	<ul style="list-style-type: none"> A brief update was provided by Amy on the Native Language Festival that was held at Ecole Gron Morgan. Sixty students attended. A variety of contests were held re the 7 Grandfathers of Teaching, animals, etc. Students were very engaged. Algonquin school won the language festival. Sherri thanked Amy for her work on this event. 	
9.3 Elder's Council	<ul style="list-style-type: none"> A meeting was held with the Elder's Council on May 10, 2013. Eight Elders were in attendance. Feedback was provided on the Voluntary 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>Staff Self Identification Policy.</p> <ul style="list-style-type: none"> An invite was extended to the Elders to attend the Learning Through the Arts presentation at Kingsway Park School on June 6, 2013. The focus of the event at Kingsway School will be on Literacy. 	
<p>10. Ongoing Business:</p> <p>10.1 Membership</p>	<ul style="list-style-type: none"> Due to the decline in membership, Sherri asked the group to reach out to parents to become members of AEAC. Two parents are required and two alternate parents. 	
<p>11. Information and Inquiries</p> <p>11.1 Grant Update</p>	<ul style="list-style-type: none"> Defer to June Meeting. There will be a cultural PowWow at Ecole Gron Morgan on May 24, 2013 that everyone is invited to. An invite will be sent out to AEAC. National Aboriginal Days will be held on June 17, 2013 for students in Grade 5-8 and June 18 for students in K-Grade 4. June 20 will be National Aboriginal Day Teaching Days at Prince Arthur's Landing. 	
<p>12. Closing Exercises</p>	<ul style="list-style-type: none"> Closing exercises were conducted by Senator McKay. 	
<p>13. Next Meeting</p>	<ul style="list-style-type: none"> Thursday, June 13, 2013. – 12:00 p.m., Board Room, Education Centre. 	<p>All</p>
<p>14 . Adjournment</p>	<ul style="list-style-type: none"> The meeting adjourned at 12:00 p.m. 	



ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES

- DATE:** Thursday, June 13, 2013 – Board Room, Education Centre
- MEMBERS PRESENT:** Marg Arnone, Pauline Fontaine, Sherri-Lynne Pharand, Suzanne Tardif, Dolores Wawia
- ALTERNATES PRESENT:** Lori Lukinuk
- ABSENT WITH REGRET:** Kathy Beardy, Ellen Chambers, Elliott Cromarty, Serena Essex, Sylvia O'Meara, Ron Oikonen, Margaret Vincent, Beverley White-Kokeza
- RESOURCE:** Suzanne Eddy, Amy Farrell-Morneau, JoJo Guillet, Senator Robert McKay, Nicole Walter-Rowan
- GUESTS:** Pat Johansen, Robin Tabor-John, Nikki Marks, Isabelle Mercier, Jennifer Rissanen, Cathi Siemieniuk

AGENDA ITEM	DISCUSSION	ACTION
1. Opening Exercises	<ul style="list-style-type: none"> • Sherri-Lynne Pharand called the meeting to order and called upon Senator McKay to conduct the opening. 	
2. Welcome and Introductions	<ul style="list-style-type: none"> • Sherri welcomed everyone to the meeting and thanked Senator McKay for the opening. Isabelle Mercier was introduced as a new Elder representative on AEAC. • Regrets and substitutions were noted and the attendance sheet was circulated. 	
3.1 Approval of Agenda - June 13, 2013	<ul style="list-style-type: none"> • Due to a lack of quorum, consensus was received from the group to proceed with the agenda. 	
3.2 Approval of Minutes - May 16, 2013	<ul style="list-style-type: none"> • Due to lack of quorum, the May 16, 2013 minutes were deferred to the September 20, 2013 meeting for approval. 	
4. Correspondence File	<ul style="list-style-type: none"> • Correspondence file was circulated. Sherri highlighted the Student and Staff Self I.D. policies and extended a special thank you to Amy Farrell-Morneau, JoJo Guillet and Nicole Walter-Rowan for all of their help in ensuring that these two policies came to fruition. 	
5. Presentations:		
5.1 Summer Programs	<ul style="list-style-type: none"> • Robin Tabor-John and Nikki Marks provided a brief presentation on the 	

AGENDA ITEM	DISCUSSION	ACTION
	<p>summer programs being offered from July 2 to July 19, 2013. In addition to the Literacy and Numeracy camps, the program was expanded this summer to include FNMI Programs. These programs are offered to students in Grade 1-3 who experience difficulty in achieving the provincial standard.</p> <ul style="list-style-type: none"> • JoJo will be holding a P.D. session for the summer program teachers on June 17, 2013 to provide resources for them in teaching these programs. • Principals will be in their schools for the first week of the program and Pauline Fontaine has agreed to oversee the sites for the last two weeks. • Sherri extended a special thank you to Robin and Nikki on behalf of the parents and the group for their dedication and work on the success of these summer programs. 	
5.2 IT Policy Input	<ul style="list-style-type: none"> • Dave Covello attended the meeting to solicit input from the group on the IT Policy which was last revised in 2007. The revised policy will include a Bring Your Own Device plan currently being piloted in some of our schools. Input is being accepted until June 28, 2013. Questions from the group were addressed. 	
5.3 NS/NL Workshop	<ul style="list-style-type: none"> • Jenn Rissanen and JoJo Guillet provided a summary of the training that took place during the school year. Comments from participants were shared with the group. • Sherri thanked Jenn and JoJo for their work with the schools. 	
5.4 Water Walk Grant	<ul style="list-style-type: none"> • JoJo provided a power point presentation on the Water Walk Grant. This project was supported by Learning for Sustainable Education. • Water is sacred for First Nations people and given that Thunder Bay is a water shed area, students went out and planted trees. Students from Algonquin, Ecole Gron Morgan, Woodcrest, Kakabeka Falls, McKellar Park, Churchill and Superior Public Schools participated in the planting of trees at George Burke Park and school sites. • Questions from the group were addressed. 	
6. New Business: 6.1 Goals for Next Year	<ul style="list-style-type: none"> • Members split into two groups to provide input into the Work Plan for 2013-2014. Amy and JoJo will update the Work Plan and it will be reviewed at our September 20, 2013 meeting. 	
6.2 AEAC Representative on Pic for	<ul style="list-style-type: none"> • A letter was received from the Parent Involvement Committee (PIC) inviting AEAC to nominate two members (one member, one alternate) to serve on PIC for the 2013-2-014. This item will be deferred to the 	

AGENDA ITEM	DISCUSSION	ACTION
2013-2014	September 20, 2013 meeting due to lack of quorum.	
6.3 Elder's Council	<ul style="list-style-type: none"> • A meeting was held with the Elder's Council on May 10, 2013. Eight Elders were in attendance. Feedback was provided on the Voluntary Staff Self Identification Policy. • An invite was extended to the Elders to attend the Learning Through the Arts presentation at Kingsway Park School on June 6, 2013. The focus of the event at Kingsway School will be on Literacy. 	
7. Ongoing Business: 7.1 National Aboriginal Week	<ul style="list-style-type: none"> • Amy provided an update to the group. Students from our schools will be attending on June 17 and 18. On June 20, 2013, NAD will be doing a pilot similar to the Fall Harvest at Port Arthur's Landing. On June 21, there will be a pow wow celebration and a feast beginning at 5:00 p.m. Everyone is welcome to attend. • Sherri thanked Amy for her organization of National Aboriginal week. 	
7.2 Elder In Residence	<ul style="list-style-type: none"> • Amy advised that Crystal Neilson worked with two ladies from Alberta and they attended Kingsway Park School to provide a demonstration of what the program could look like. 	
8. Information and Inquiries	<ul style="list-style-type: none"> • We are in need of parent members. If you know of anyone that would be interested, please let Sherri know. 	
9. Closing Exercises	<ul style="list-style-type: none"> • Closing exercises were conducted by Senator McKay. 	
10. Next Meeting	Friday, September 20, 2013 – 9:30 a.m. - 12:00 p.m., Board Room, Education Centre.	All
11 . Adjournment	<ul style="list-style-type: none"> • The meeting adjourned at 12:00 p.m. 	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 8
Report No. 099-13

TO THE CHAIR AND MEMBERS OF
STANDING COMMITTEE – Public Session

RE: STUDENT ACHIEVEMENT

1. Background

- 1.1 Lakehead District School Board's Strategic Plan places student achievement and well-being at the center of our ongoing pursuit of excellence and our commitment to every student.
- 1.2 The Education Quality and Accountability Office (EQAO) assesses students' skills in reading, writing and mathematics at key points in their education.
- 1.3 EQAO is one measure of student achievement and these results are considered in conjunction with school-based information in order to plan for continuous improvement.

2. Situation

This report summarizes student achievement on the Primary Assessment, Junior Assessment, Grade 9 Mathematics Assessment and the Ontario Secondary School Literacy Test (OSSLT).

3. Primary & Junior Results – Summary and Analysis

- 3.1 This assessment is based on the overall and specific expectations in the Ontario Language and Mathematics curricula up to the end of Grades 3 and 6. The assessment is scored at four levels of achievement. The provincial standard is a target which establishes performance at level 3 or higher as a goal for all students.
- 3.2 The assessments are scored by groups of trained teachers at a central site over the summer. Results are published in the fall of the following school year.
- 3.3 An increased focus on primary and junior writing resulted in the following gains in students meeting or exceeding the provincial standard:
 - 5% increase in primary, compared to a 1% provincial increase; and,
 - 4% increase in junior, compared to a 2% provincial increase.

- 3.4 Over time, additional supports at the junior level have also contributed to more students meeting or exceeding the provincial standard in both reading and mathematics:
- 3% increase in junior reading compared to an increase of 2% provincially; and,
 - 7% increase in junior mathematics compared to a decrease of 1% provincially.
- 3.5 Students with special needs continued to make gains from their 2011-2012 performance in reading, writing and math on both the primary and junior assessments.
- 3.6 In all areas of the primary assessment, Board Performance for students with special needs exceeds provincial results by:
- 3.7
- 5% in reading;
 - 2% in writing; and,
 - 4% in math.
- 3.8 At the junior level, Board performance for students with special needs outperforms the province in both reading and math:
- 6% in reading; and,
 - 1% in math.

4. Grade 9 Mathematics Results – Summary & Analysis

- 4.1 The Grade 9 Assessment of Mathematics is based on overall and specific expectations in the Grades 1-9 mathematics curricula and is administered to Grade 9 applied and academic classes across the province twice each year, in January for semester one Grade 9 mathematics classes and in June for semester two.
- 4.2 The Grade 9 Assessment of Mathematics is not the same assessment for students in applied and academic classes, although some components are similar. Students in locally developed compulsory courses in mathematics are not required to participate in the assessment.
- 4.3 Board academic mathematics performance improved 3%, while provincial results remain unchanged from the 2011-2012 school year.
- 4.4 Provincial applied mathematics results remain unchanged from the 2011-2012 school year, while Board results did experience a decline. However, over a five-year trend, Lakehead District School Board students continue to exceed provincial results by 2%.
- 4.5 Board applied performance for students with special needs exceeded provincial performance by 1%.

5. Ontario Secondary School Literacy Test – Summary & Analysis

- 5.1 All students who entered secondary school after September 1, 1999 have had to successfully complete the Ontario Secondary School Literacy Test (OSSLT) or complete the Ontario Secondary School Literacy Course (OSSLC) in order to earn an Ontario Secondary School Diploma (OSSD).
- 5.2 The purpose of the OSSLT is to determine whether a student has the literacy (reading and writing) skills required to meet the standard for understanding reading selections and communicating in a variety of writing forms expected by the Ontario Curriculum across all subjects up to the end of Grade 9. Students are first eligible to write the test in their Grade 10 year (or second year of secondary school enrollment).
- 5.3 Unlike other years, inclement weather resulted in two writing opportunities of the OSSLT in the spring of 2013. The results identified below reflect the overall performance from both writing opportunities.
- 5.4 Board performance for first-time eligible OSSLT writers improved by 1% from the 2011-2012 school year with provincial results remaining unchanged.
- 5.5 Board success rates for fully participating first-time eligible students with an Individual Education Plan (IEP) who received accommodations continue to mirror provincial trends. Variations in these results over time are statistically typical and expected as a result of small sample sizes.

6. K-12 Next Steps

- 6.1 Data collection and analysis will continue to inform the decision making process for all aspects of improvement planning at Lakehead District School Board.
- 6.2 All schools will continue to be focused on closing the gap for students not currently achieving at grade level.
- 6.3 Professional development will be focused on student achievement through professional learning communities.
- 6.4 The School Effectiveness Framework will assist schools in monitoring progress on their SMART goals to highlight the use of best practice and provide next steps.
- 6.5 Access to assistive technology and devices will continue to support the needs of all learners at all grade levels. Literacy and numeracy interventions and differentiated instruction will continue in all schools to support individual student learning needs and inform next steps.

7. Conclusion

Improving student learning and closing gaps in achievement will continue to be the focus at Lakehead District School Board. Through data analysis, professional learning communities, at-the-elbow coaching, Ministry support and research based best practices, Lakehead District School Board will continue to support the learning of all students.

Respectfully submitted,

NICOLE WALTER ROWAN
Program Coordinator

PAUL TSEKOURAS
Secondary Program Coordinator

LORI CARSON
Special Education Officer

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Interim Superintendent of Education

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 08
Report No. 096-13

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

RE: POLICY REVIEW – 3040 TRANSPORTATION

1. Background

- 1.1 On April 28, 2009 the Transportation Policy 3040 was revised.
- 1.2 At the June 25, 2013 Regular Board Meeting, the Transportation Policy 3040 was approved for review during the 2013-2014 school year as part of the policy development and review cycle.
- 1.3 On September 3, 2013, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by September 25, 2013.

2. Situation

- 2.1 The draft policy was presented to the Parent Involvement Committee and their input was incorporated into the new policy and procedures.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3040 Transportation Policy as amended, Appendix A to Report No. 096-13.

Respectfully submitted,

ROD BESSEL
Manager of Property Services and Transportation

DAVID WRIGHT
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

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1. Rationale

~~Lakehead District School Board services a very large area.~~ The Education Act allows a board to provide transportation for pupils under certain conditions. **Lakehead District School Board supports an active and healthy life style, and encourages active transportation; however,** due to the diversity of the urban and rural area and the diversity of programs offered from Junior Kindergarten to Grade 12, a comprehensive transportation policy and set of procedures is necessary.

2. The Policy

It is the policy of Lakehead District School Board that pupils may be transported for education reasons at the Board's expense between home and **zoned** school, ~~between schools,~~ and on other occasions, according to the guidelines in section 4.

3. Definitions

3.1 Eligible Student will be a resident in the District of Lakehead District School Board who is registered in, and attending, a school operated by, or under, the jurisdiction of Lakehead District School Board.

3.2 Consortia will mean Student Transportation Services of Thunder Bay, an administrative consortium to deliver efficiency and cost effective student transportation service for the Board.

4. ~~Student Transportation~~ Guidelines

4.1 ~~Transportation will be organized and delivered by the Student Transportation Services of Thunder Bay Consortium on behalf of its three (3) member school boards: Thunder Bay Catholic District School Board, Lakehead District School Board, and Conseil Scolaire de District Catholique des Aurores Boreales.~~ **Pursuant to the Education Act, R.S.O. 1990, Lakehead District School Board may provide transportation to its students.**

4.2 ~~Pursuant to the Educational Act, R.S.O. 1990, Lakehead District School Board may provide transportation to their students.~~

4.32 Lakehead District School Board will provide transportation, without charge, to students whenever such transportation is warranted in accordance with the guidelines outlined in this policy **and related procedures.**

4.3 **The Board considers transportation is a privilege and not a right. Conduct detrimental to the safe operation of the bus or to other students riding on the bus will not be allowed.**

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~~4.4 — Any breach of school bus rider rules as per Lakehead District School Board's code of conduct may result in the suspension of this service.~~

4.24 *Transportation will be organized and delivered by the Student Transportation Services of Thunder Bay Consortium on behalf of its three (3) member school boards: Lakehead District School Board, Thunder Bay Catholic District School Board, and Conseil scolaire de district catholique des Aurores boréales.*

~~4.5 — School bus operators are licensed under the Public Vehicles' Act and the Ontario Highway Traffic Act. The regulations made under these Acts impose certain duties and responsibilities on the operator or a driver employed by the operator regarding control and safety in the operation of school buses.~~

4.5 *All routes and designated stops will be established by the Consortium on the basis of safety, time, efficiency, loading, and economy.*

~~5. — Daily Home to School Transportation~~

~~General Eligibility Provisions~~

~~5.1 — Eligible student will be a resident in the District for Lakehead District School Board who is registered in, and attending, a school operated by, or under, the jurisdiction of the Board.~~

~~5.2 — Students may be picked up or dropped off at locations other than their home address provided that:~~

~~a) — the locations are within the school zone boundaries; and~~

~~b) — request is received by Lakehead District School Board from the parent/guardian and approved by the Consortium.~~

~~5.3 — In accordance with the guidelines listed below, under specific circumstances as approved by Director of Education or designate, transportation may be provided from no more than two permanent pick-up points, and to one permanent drop-off point, within scheduled routes, to and from the student's designated home school.~~

~~5.4 — Distances will be calculated as the distance by public pathway and public road from home to the closest school entrance of the school using the shortest route.~~

~~5.5 — All routes and designated stops will be established by the Consortium on the basis of safety, time, efficiency, loading, and economy.~~

~~5.6 — Minimum Walking Distances~~

~~5.6.1 — Transportation will be provided for students who live beyond the distance from~~

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the school they attend as shown in the following chart for each individual Board:

<u>Grade</u>	<u>Distance</u>
JK/SK	0.4 km
1—3	0.8 km
4—8	1.6 km
9—12	1.6 km

~~5.6.2—Students will be required to walk to and from regular school bus stops.~~

~~5.6.3—Secondary school students attending board of education programs outside their home school areas and who, during the school year, change to a program available in their home school, will no longer be eligible for transport to the out of zone school.~~

~~5.7—Special Needs Students~~

~~5.7.1—Students enrolled in self-contained programs, or identified as exceptional students, will be transported to designated schools in accordance with policy concerning distance between home and school. When possible, these students will be transported on regular routes.~~

~~5.7.2—If circumstances, which in the opinion of the Principal and/or other agencies, indicate that a student's interests would best be served by a transfer to another school (and this is approved by the Director of Education or designate), the student's transportation to the new school will be provided at the expense of the Board.~~

~~6.—Special Consideration~~

~~6.1—Courtesy Transportation~~

~~6.1.1—As a courtesy, transportation may be provided to students where there is room on a bus. Students may be transported, although they normally would not be eligible for transportation, provided that, when eligible students require transportation, those ineligible students living closest to the school will be the first to relinquish their occupancy.~~

~~6.2—Out of Zone Transportation~~

~~6.2.1—Students who choose to attend a school outside of their school area must assume responsibility for their transportation to the chosen school.~~

BUSINESS AND BOARD ADMINISTRATION**3000***DRAFT – OCTOBER 8, 2013***TRANSPORTATION POLICY****3040**~~6.3 — Hazards~~

~~6.3.1 — The Board will provide special transportation to students, when Consortia-identified hazards warrant, to overcome traffic or other forms of hazards contrary to the stated distances in section 5.6.1.~~

~~6.4 — Special Transportation~~

~~6.4.1 — The Board may provide transportation for students who cannot access regular modes of transportation. Transportation will be provided, at the discretion of the Director of Education or designate, for injuries/medical conditions where the lack of access to school transportation presents a hardship for the parent/guardian.~~

~~6.5 — Transportation to Provincial Schools~~~~6.5.1~~

~~4.6 — Transportation may be provided for students residing in our area to and from provincial schools operated by the Ministry of Education, any Ontario hospital, or a Mental Health Centre established under the Child and Family Services Act, R.S.O. 1990. Transportation will be provided in accordance with regulations of the Ministry of Education.~~

~~6.6 — Allowance for Board and Lodging~~~~6.6.1~~

~~4.7 — Where a student qualifies for board, lodging, and transportation under the Education Act, R.S.O. 1990, the Board may, in lieu of daily transportation, reimburse the parent/guardian an amount established under the guidelines of the Board.~~

~~7. — Use of Video Cameras on School Buses~~~~7.1~~

~~4.8 — Video cameras may be installed on school bus routes. Use of video cameras on buses to monitor student behavior will be with the approval of administration.~~

~~8. — Discipline on School Buses~~

~~8.1 — In accordance with Ontario Regulation 298 under the Education Act, every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends while traveling on a school bus that is under contract to a board [R.S.O., Reg. 298, s. 23(4)].~~

~~8.2 — The driver will report any student who does not abide by the established rules, or follow the instructions of the driver, to the School Principal. The School Principal may withdraw transportation service.~~

BUSINESS AND BOARD ADMINISTRATION**3000*****DRAFT – OCTOBER 8, 2013*****TRANSPORTATION POLICY****3040**~~9. Public Transportation~~~~9.1~~

- ~~4.9~~ Public transit system will be utilized where economical and time efficient. Public transit will be a consideration for students at the secondary and/or senior elementary school levels for home to school transportation.

~~10. **4.10** Transportation Contracts~~

- ~~4.10.1~~ School bus operators are licensed under the Public Vehicles' Act **R.S.O. 1990** and the Ontario Highway Traffic Act. The regulations made under these Acts impose certain duties and responsibilities on the operator or a driver employed by the operator regarding control and safety in the operation of school buses.

~~10.4~~

- ~~4.10.2~~ The Board shall contract annually with transportation companies for the transportation of students, following ~~negotiations or tendering~~ **tendering or negotiations**.

~~10.2~~

- ~~4.10.3~~ Contracts, ~~based on a formula rate schedule approved by the Board,~~ will be presented to the Board for ratification.

- ~~10.3~~ ~~Bus operators servicing a particular route or area may be given the first option to service the same or comparable route for the succeeding year if, in the opinion of the Consortia, an operator's service has proven satisfactory.~~

- ~~10.4~~ ~~A transportation contract may be terminated:~~

~~10.4.1~~ ~~by mutual consent as agreed in writing by the Operator and the Board.~~

~~10.4.2~~ ~~by the Board, if the Operator fails to fulfill any of the terms of the Agreement or schedule.~~

- ~~10.5~~ ~~In the event of failure to negotiate a contract by June 30th, negotiations with other transportation companies may be commenced or, alternatively, the routes may be tendered.~~

- ~~10.6~~ ~~All buses under contract to the member boards of the Consortia will be required to have a suitable radio communications system, reflective tape, stop arm, and video surveillance. Drivers to possess required STSTB safety training.~~

~~11. Route Reviews~~

- ~~11.1~~ ~~The Consortia shall conduct reviews of routes to ensure the maintenance of an efficient, safe, and cost effective transportation system.~~

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~~11.2 Routes may be designed as to facilitate the use of central pickup and drop-off locations to encourage efficiency and economies in the system.~~

~~11.3 Routes shall be established to minimize the amount of traveling time on the school bus. Pickups before 7:00 a.m. and drop-offs after 5:00 p.m. will be kept to a minimum, depending on the length of the route.~~

~~11.4 Routes will be designed to accommodate the concepts of double and triple routing and route-sharing with all member Boards of the Consortia, where feasible and cost efficient.~~

~~12. Transportation Procedures Related to Inclement Weather Emergencies~~

~~12.1 Information regarding this matter is contained in the most current 'Weather and School Evacuation Procedures' manual.~~

~~13. Communications and or Complaints~~

~~13.1 Responsibility for providing information pertaining to this policy and its regulations to operators and/or bus drivers shall rest with the Consortia Office.~~

~~13.2 Responsibility for providing information pertaining to this policy and its regulations to parents/guardians and students shall rest with School Principals.~~

~~13.3 Parent/guardian and/or student inquiries should be directed to the School Principal for response.~~

~~13.4 If the School Principal requires assistance, his/her inquiries should be directed to the Consortia Office, except in the case of disciplinary matters.~~

~~13.5 Board Trustees shall direct inquiries or complaints to the Director of Education or designate.~~

~~13.6 The Transportation Manager of the Board shall have the authority to make decisions consistent with Board policy.~~

~~13.7 Any individual may appeal decisions made under this policy after pursuing the matter through the appropriate administrative personnel. All appeals must be presented in writing for consideration by the respective Director of Education or designate.~~

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4.11. Employee and Private Individual Use of Private Cars

14.1

- 4.11.1** Employees and private individuals are permitted to use their vehicles or rented vehicles with the appropriate license, provided Principals **or the employee's supervisor, authorize** in writing, authorize use of the vehicles for: ~~the transportation of small groups of students for curricular or co-curricular activities.~~
- i) the transportation of small groups of students for curricular or co-curricular activities, or**
 - ii) the performance of the conditions of employment.**

Any such vehicles used must have adequate public liability insurance coverage. It is the responsibility of the employee and private individual to notify the Board in writing of any change in their public liability insurance coverage. Refer to 3040 in **section 9 in** the procedures Manual for details.

Employees using their personal vehicle on Board business must adhere to 3070 Personal Use of Vehicles policy and procedures.

14.

- 4.11.2** Students owning or operating vehicles are permitted to transport small groups of students for curricular or co-curricular activities as authorized **in writing** by the Principal, ~~in writing~~. The driver must file proof of having adequate liability insurance coverage and meet other requirements as set out in the Procedures Manual.

~~14.3 No student shall ride in vehicles for curricular or co-curricular activities unless the vehicle has been authorized under Sections 14.1 or 14.2.~~

~~14.4 The Board considers the safety and conduct of students to be of paramount importance and will take all reasonable precautions to ensure that transportation service is provided in a safe manner. Safety and conduct applies both to students on buses and waiting at school bus stops or transfer points. School bus safety practices shall be taught in the~~

~~elementary schools of the Board.~~

~~14.4.1 The Board considers transportation is a privilege and not a right. Conduct detrimental to the safe operation of the bus or to other students riding on the bus will not be allowed.~~

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
School Bus Transportation Instructions Book	<u>March 19, 1991</u>	Education Act. Reg. 262 Section 24(5)
Student Transportation Services of Thunder Bay (STSTB) Procedures		Child and Family Services Act R.S.O. 1990
Special Needs Transportation Service Delivery Model		Ontario Public Vehicles' Act R.S.O. 1990
6010 Emergency Evacuation and School Closure Policy/Procedures		Ontario Highway Traffic Act R.S.O. 1990
3070 Personal Use of Vehicles Policy/Procedures		
	<u>Date Revised</u>	
	<u>April 28, 2009</u>	

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1. The Policy

~~Lakehead District School Board services a very large area . The Education Act allows a board to provide transportation for pupils under certain conditions. Due to the diversity of area, urban, and rural, the diversity of programs offered from Kindergarten to Grade 12, a comprehensive transportation policy and set of procedures is necessary~~ ***It is the policy of Lakehead District School Board that pupils may be transported for education reasons at the Board's expense between home and zoned school, and on other occasions, according to the guidelines in section 4 of the Policy.***

2. Definitions

- 2.1 The Procedures will define the action required to implement policy statements.
- 2.2 References to 'STSTB' shall mean Student Transportation Services of Thunder Bay, an administrative consortium to deliver efficiency and cost effective student transportation service for the Board.
- 2.3 References to "Bus Operator" shall mean owner of the bus company.
- 2.4 References to "Driver" shall mean the driver of the school bus.
- 2.5 Eligibility defined in Policy under ~~Guidelines~~, ***Definitions***, item 3.1.

3. Services – Daily Home to School

- 3.1 STSTB in conjunction with school bus operators shall design routes to accommodate the majority of students in a given area, taking into consideration road conditions, proper turnarounds, timing ***and efficiency*** of routes, ~~and~~ safety of pupils involved, ***and economy***.
- 3.2 Bus stops, transfer points and any changes must be authorized by STSTB.
- 3.3 ***Students may be picked up or dropped off at locations other than their home address provided that:***
- a) ***the locations are within the school zone boundaries; and***
 - b) ***request is received by Lakehead District School Board from the parent/guardian and approved by the Consortium.***

~~5.3 In accordance with the guidelines listed below, under specific circumstances as approved by Director of Education or designate, transportation may be provided from no more than two permanent pick-up points, and to one permanent drop-off point, within scheduled routes, to and from the student's designated home school.~~

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- 3.4** *Under specific circumstances as approved by the Director of Education or designate, out of zone transportation to and from alternate home address may be provided, within existing scheduled routes, to and from the student's designated zone school.*
- 3.5** *Distances will be calculated as the distance by public pathway and public road from home to the closest school entrance of the school using the shortest route.*

3.6 **Minimum Walking Distances**

- 3.6.1** *Transportation will be provided for students who live beyond the distance from the school they attend as shown in the following chart for each individual Board:*

<u>Grade</u>	<u>Distance</u>
JK/SK	0.4 km
1 – 3	0.8 km
4 – 8	1.6 km
9 – 12	1.6 km

- 3.6.2** *Students will be required to walk to and from regular school bus stops.*
- 3.6.3** *Secondary school students attending Board programs outside their zone school areas and who, during the school year, change to a program available in their zone school, will no longer be eligible for transport to the out of zone school.*
- 3.37** Seating accommodation and maximum loading factors for each bus servicing a school will be determined by:
- dividing the total inches of seating by 13 inches allowing three students per bench for Junior Kindergarten to Grade 6;
 - dividing the total inches of seating by 15 inches allowing two students per bench for Grades 7 to 12; and
 - immediate arrangements shall be made to eliminate overcrowding or standees on school buses.
- 3.48** Where practical and feasible, vehicles will be utilized to their fullest extent by servicing more than one route, and more than one **district** school board.

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- 3.59 STSTB shall follow the summary of procedures, rules and regulations relating to school bus transportation as described in 'School Bus Transportation Instructions', prepared by Consortia members.
- ~~3.6 STSTB shall follow the summary of procedures relating to special needs students as described in 'Special Needs Transportation Service Delivery Model' prepared by Consortia members.~~
- 3.710 No student will be discharged from a bus at a transfer point other than a designated transfer point. If, for any reason, the transfer bus does not arrive within a reasonable time, students must remain on the original bus until it reaches its destination.
- 3.811 Whenever possible no student will ride more than two buses while traveling to and from school. Routes will be designed, where possible, to limit the time riding on a bus to one hour.
- 3.912 Routes will be designed to make every effort to arrive at schools as near to school opening times as possible, and to arrive at the bus stop nearest home as soon after school closing time as possible.
- 3.103 Standees are not permitted on school buses.

4. Special Consideration

4.1 Courtesy Transportation

As a courtesy, transportation may be provided to students where there is room on a bus. Students may be transported, although they normally would not be eligible for transportation, provided that, when eligible students require transportation, those ineligible students living closest to the school will be the first to relinquish their occupancy.

4.2 Out of Zone Transportation

Students who choose to attend a school outside of their school area must assume responsibility for their transportation to the chosen school.

4.3 Hazards

The Board will provide special transportation to students, when Consortia identified hazards warrant, to overcome traffic or other forms of hazards contrary to the stated distances in section 3.6.1.

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4.4 Special Transportation

The Board may provide transportation for students who cannot access regular modes of transportation. Transportation will be provided, at the discretion of the Director of Education or designate, for injuries/medical conditions where the lack of access to school transportation presents a hardship for the parent/guardian.

4.5 ~~Special Needs Students~~ Students with Special Needs

4.5.1 *Students enrolled in self-contained programs, or identified as exceptional students, will be transported to designated schools in accordance with policy concerning distance between home and school. When possible, these students will be transported on regular routes.*

4.5.2 *If circumstances, which in the opinion of the Principal and/or other agencies, indicate that a student's interests would best be served by a transfer to another school (and this is approved by the Director of Education or designate), the student's transportation to the new school will be provided at the expense of the Board.*

4.5.3 *STSTB shall follow the summary of procedures relating to special needs students as described in 'Special Needs Transportation Service Delivery Model' prepared by Consortia members.*

4.6 Other Considerations

On an as need basis, as approved by the Director of Education or designate, transportation may be provided to students where the lack of access to school transportation presents a hardship for the parent/guardian.

45. Use of Video Cameras on School Buses

4.4 The use of video cameras on buses will be as per STSTB Procedures 4.0.

56. Discipline on School Buses

56.1 Breaches of conduct detrimental to the safe operation of the school bus to other students riding the bus will not be tolerated.

56.2 Every pupil is responsible to the Principal of the school that s/he attends for her/his conduct on the school board premises or while traveling on a school bus that is under contract to that Board.

56.3 Reference of Conduct and Discipline on Buses is in the 'School Bus Transportation

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Instructions' booklet.

67. Transportation Contracts

67.1 ~~The contract rate schedule referred to in Section 10 of Policy will comprise three categories of costs incurred by the Operator: 1. Fixed costs; 2. Variable costs; 3. Driver salary allowance. **Transportation contracts with independent bus operators will be on the basis of tendered submissions.**~~

7.2 **STSTB is mandated to administer member Boards' transportation contracts.**

6.28. Route Deletions and Additions-Reviews

~~STSTB will strive for balance, equity and fairness with operators in addressing requirements for route deletions or additions.~~

6.3 ~~STSTB is mandated to administer the Boards transportation contracts.~~

6.4 ~~Transportation provided to the Board by independent bus operators will be on the basis of a contract, negotiated by Administration, utilizing a formula rate schedule approved by the Board. Contracts will be presented to the Board for ratification.~~

6.5 ~~If, in the opinion of the Board, an operator's service has proven satisfactory, bus operators servicing a particular route may be given the first option to service the same or comparable route for the succeeding year.~~

8.1 **The Consortia shall conduct reviews of routes to ensure the maintenance of an efficient, safe, and cost effective transportation system.**

8.2 **Routes may be designed as to facilitate the use of central pickup and drop-off locations to encourage efficiency and economies in the system.**

8.3 **Routes shall be established to minimize the amount of traveling time on the school bus. Pickups before 7:00 a.m. and drop-offs after 5:00 p.m. will be kept to a minimum, depending on the length of the route.**

8.4 **Routes will be designed to accommodate the concepts of double and triple routing and route sharing with all member Boards of the Consortia, where feasible and cost efficient.**

79. Employee and Private Individual Use of Private Cars:

79.1 Policy Item 44.4.11, Employee and Private Individual Use of Private Cars shall have adequate public liability insurance coverage (minimum coverage shall be \$2,000,000).

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- 79.2 Policy Item 44.4.11.2, Requirements for student use of cars
- ensure that the student has adequate public liability insurance (minimum coverage should be \$2,000,000);
 - be satisfied that the driver is a reliable, responsible person;
 - advise students that they are under the jurisdiction of the school and that rules and regulations of the school apply while on school event trips;
 - advise students that they are to go directly to the event and return within a given time authorized by the Principal, or his designate;
 - obtain written approval from the owner that the driver has permission to transport other students in the vehicle;
 - give written authorization to the student granting permission to drive the vehicle for a school event; **and**
 - be satisfied that the number of students transported shall not exceed the loading capacity of the vehicle and that all passengers are properly seat-belted.

810. Disposal of School Bus Business

810.1 An operator may dispose of their school bus business or change the ownership of the firm in whole or in part **as per conditions contained in the signed contract.**

~~8.1.1 The Superintendent of Business is advised in writing of the intent to dispose of the business or the change of ownership, and is provided that information and any other information required by the Superintendent of Business to make an accurate assessment of the matters relevant to the Board.~~

~~8.1.2 The prospect purchaser or transferee meets the financial responsibility and other criteria as required by the Superintendent of Business.~~

~~8.1.3 The prospective purchaser assumes all responsibility for maintenance of buses involved in the sale and provides to the Superintendent of Business a copy of the updated Standard Safety Certificates within two weeks from the date of such~~

~~sale. Any costs incurred by the Board associated with the sale or transfer of ownership shall be paid by the existing operator to the Board.~~

~~8.1.4 At the option of the Board, the Board may terminate the existing contract if the proposed change is effected.~~

8-1.510.2 Notification of Relationship

Upon demand **request** of the Superintendent of Business, and, in any event annually, all Bus Operators shall file a declaration as to his relationship, if any, to the controlling common share ownership of any other Bus Operator or a statement that he/she is unrelated to any other Bus Operator, verified by affidavit or statutory declaration.

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911. Board and Lodging

911.1 Eligibility for board and lodging assistance will be for students who reside more than 64 kilometers (40 miles) from home to school and are not resident students of another Board.

911.1.1 When a student travelling on a regular daily route provides proof that the long distance of the regular route is detrimental to his/her progress in school.

911.1.2 When a student travelling on a regular daily route wishes to participate in a regular recognized extra-curricular program.

911.1.3 When a non-resident pupil attends Lakehead Board schools and resides in a district where there is no other Board jurisdiction.

911.1.4 Board and lodging applications shall be submitted to the school but are subject to the approval of Board Administration.

911.1.5 Assistance payments shall not exceed the maximum amount approved by the ~~Ministry of Education~~ **Board**.

102. Instructions

The Board booklet "School Bus Transportation Instructions" will be provided as a reference guide.

Emergency procedures for transportation and school closures are referred to in Policy and Procedures Emergency Evacuation and School Closure 6010.

13. **Communications and or Complaints**

13.1 *Responsibility for providing information pertaining to this policy and its regulations to operators and/or bus drivers shall rest with the Consortia Office.*

13.2 *Responsibility for providing information pertaining to this policy and its regulations to parents/guardians and students shall rest with Principals.*

13.3 *Parent/guardian and/or student inquiries should be directed to the Principal for response.*

13.4 *If the Principal requires assistance, his/her inquiries should be directed to the Consortia Office, except in the case of disciplinary matters.*

13.5 *Board Trustees shall direct inquiries or complaints to the Director of Education or designate.*

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13.6 *The Transportation Manager of the Board shall have the authority to make decisions consistent with Board policy.*

13.7 *Any individual may appeal decisions made under this policy after pursuing the matter through the appropriate administrative personnel. All appeals must be presented in writing for consideration by the respective Director of Education or designate.*

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
School Bus Transportation Instructions Book	<u>March 19, 1991</u>	Education Act, Reg. 262 Section 24(5)
Student Transportation Services of Thunder Bay (STSTB) Procedures		Child and Family Services Act R.S.O. 1990
Special Needs Transportation Service Delivery Model		Ontario Public Vehicles' Act R.S.O. 1990
6010 Emergency Evacuation and School Closure Policy/Procedures		Ontario Highway Traffic Act R.S.O. 1990
3070 Personal Use of Vehicles Policy/Procedures	<u>Date Revised</u> <u>April 28, 2009</u>	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 OCT 8
Report No. 093-13

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

RE: TRUSTEE CODE OF CONDUCT

1. Background

- 1.1 In June 2009, the Board Development Committee developed a Trustee Code of Ethics/Code of Conduct and Governance Principles for inclusion in the Trustee Reference Manual.
- 1.2 On December 15, 2009 Bill 177 *Student Achievement and School Board Governance Act, 2009* received Royal Assent. Section 218.2 states that “a board may adopt a code of conduct that applies to the members of the board.”

2. Situation

- 2.1 On February 7 and June 17, 2013, Trustees participated in informal sessions to develop a draft Code of Conduct, which includes the Code of Ethics/Code of Conduct and Governance Principles.
- 2.2 At the Trustee Retreat on September 24, the Code of Conduct was finalized for inclusion in the Trustee Reference Manual.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the Trustee Code of Conduct, Appendix A to Report No. 093-13.

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education

September 23, 2013

LAKEHEAD DISTRICT SCHOOL BOARD

Our Mission

Lakehead Public Schools is committed to the success of every student

Our Vision

Your Children Our Students The Future

Our Values

Integrity, Acceptance, Responsibility, Empathy, and Respect

TRUSTEE CODE OF CONDUCT

Lakehead District School Board Trustees recognize that they are community leaders who realize the future welfare of the community depends largely upon the quality of education provided in public schools to meet the needs of every learner.

Lakehead District School Board Trustees recognize that they should deliberate in many voices and govern in one. Trustees will demonstrate leadership and accountability and will merit the trust of the public and of Board staff. Trustees recognize the importance of modeling the Board values of Integrity, Acceptance, Empathy, Respect, and Responsibility.

Code of Ethics

- Trustees shall ensure that students are considered first as the basis for all decision-making.
- Trustees shall accept that authority rests with the Board of Trustees and that a Trustee has no individual authority outside the Board of Trustees and will abide by the majority decision of the Board of Trustees.
- Trustees shall express contrary points of view respectfully and honestly.
- Trustees shall not make disparaging remarks about other Board Trustees, Administration, or employees.
- Trustees shall maintain confidentiality of privileged information discussed in closed session as outlined in the Education Act.
- Trustees shall make decisions in a manner which is open, transparent, accessible, and equitable.
- Trustees shall approach all Board issues with an open mind and be prepared to make decisions based on what is best for the organization as a whole.
- Trustees shall conduct Board business in accordance with its policies and procedures.
- Trustees shall ensure that their election to public office is not used for personal gain and shall adhere to conflict of interest legislation and guidelines.

APPENDIX A TO REPORT NO. 093-13**Governance Principles**

- The Board of Trustees exists to govern in the best interest of its students.
- The Board of Trustees represents and is accountable to students, parents, and the community.
- The Board of Trustees is responsible for the implementation of the Strategic Plan through its policies and procedures.
- The Board of Trustees has one employee directly responsible to it; the Director of Education.
- The Board of Trustees holds the Director of Education accountable for the implementation of Board policies and procedures.
- The Board of Trustees requires information in an accurate and timely manner.

CODE OF CONDUCT**PREAMBLE**

A Trustee position is an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

PURPOSE

1. A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours.
2. Trustees' first responsibility is to our students, the parents and guardians in our school system, our employees and the communities we serve.

APPLICATION

3. This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Lakehead District School Board, including the Chair of the Board.

APPENDIX A TO REPORT NO. 093-13**Principle 1: Integrity and Dignity of Office**

4. Trustees of the Board shall discharge their duties loyally, faithfully, impartially, and in a manner that will inspire public confidence in the abilities and integrity of the Board.
5. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

Principle 2: Avoidance of Personal Advantage and Conflict of Interest

6. A Trustee shall not accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event.
7. A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
8. A Trustee shall not use his or her office to obtain employment with the Board for the Trustee or a family member.

Principle 3: Compliance with Legislation

9. A Trustee of the Board shall discharge their duties in accordance with the Education Act and any relevant regulations, legislation, directives, or guidelines thereunder.
10. A Trustee of the Board shall uphold the letter and spirit of this Code of Conduct.
11. A Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education, and the Chair of the Board.

Principle 4: Civil Behaviour

12. A Trustee shall not engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
13. A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith, or vindictive in nature against another Trustee of the Board.
14. A Trustee shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students, and the public.

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Principle 5: Respect for Confidentiality

15. A Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.
16. A Trustee shall not use confidential information for either personal gain nor to the detriment of the Board.
17. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege.

Principle 6: Upholding Decisions

18. A Trustee of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
19. A Trustee shall uphold the implementation of any Board resolution after it is passed by the Board.
20. A Trustee may respectfully state his or her position on a resolution, provided it does not in any way undermine the implementation of the resolution.
21. Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.
22. The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When a Trustee expresses their opinion(s) in public, they must make it clear that they are not speaking on behalf of the Board.

APPENDIX A TO REPORT NO. 093-13**ENFORCEMENT OF CODE OF CONDUCT***Identifying a Breach of the Code*

23. A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.
24. Any allegation of a breach of the Code of Conduct must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code of Conduct be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
25. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal* or *Formal* Complaint Procedures.
26. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code of Conduct may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code of Conduct is to assist the Trustee in understanding their obligations under the Code of Conduct. Only serious and/or reoccurring breaches of the Code of Conduct by a Trustee should be investigated following the *Formal Complaint Procedure*.

Chair/Presiding Officer

27. The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code of Conduct by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board.
28. The Board will appoint a Code of Conduct committee consisting of three (3) Trustees to conduct the formal inquiry process.
29. Nothing in this Code of Conduct prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code of Conduct.

APPENDIX A TO REPORT NO. 093-13***Informal Complaint Procedure***

30. The Chair of the Board, on their own initiative, or at the request of a Trustee of the Board, without the necessity of providing a formal written complaint, who alleges a breach of the Code of Conduct has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code of Conduct, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.
31. The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chair of the Board and the Trustee alleged to have breached this Code of Conduct cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code of Conduct and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

Formal Complaint Procedure

32. A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board, a written, signed complaint setting out the following:
- (i) the name of the Trustee who is alleged to have breached the Code;
 - (ii) the alleged breach or breaches of the Code;
 - (iii) information as to when the breach came to the Trustee's attention;
 - (iv) the grounds for the belief by the Trustee that a breach of the Code of Conduct has occurred; and
 - (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the *Informal Complaint Procedure*.
33. In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code of Conduct by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

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34. The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) business days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code of Conduct.
35. The Chair shall convene the Code of Conduct Committee as appointed by the Board. (reference item 28)

Refusal to Conduct Formal Inquiry

36. If the Code of Conduct Committee is of the opinion that the breach is out of time, trivial, frivolous, vexatious, not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.

Steps of Formal Inquiry

37. The *Statutory Powers Procedure Act* does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.
38. Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.
39. The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.
40. The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the Code of Conduct Committee undertaking the formal inquiry and in writing.
41. Once the formal inquiry is complete, the Code of Conduct Committee shall provide a confidential draft copy of their report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct and the Trustee who brought the complaint for their written comment to the Code of Conduct Committee. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. These two Trustees shall have ten (10) business days, or such reasonable period of time as deemed appropriate by the Code of Conduct Committee, from the receipt of the draft report to provide a written response.
42. If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in their absence.

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43. The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.
44. If the Board of Trustees determine that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, the Code of Conduct Committee shall so state in the final report, and shall recommend that no sanction be imposed.

Suspension of Formal Inquiry

45. If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

Decision

46. The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
47. Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
48. If the Board of Trustees determines that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
49. The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and eligible to vote.

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50. Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- (a) the security of the property of the board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the board; or
 - (e) litigation affecting the board.
51. The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
52. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
53. The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

Sanctions

54. If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:
- (a) Censure of the Trustee.
 - (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
 - (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.

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55. The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.
56. A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
57. The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings.

Reconsideration

58. If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall:
 - (a) give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
 - (b) the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) business days after the notice is received by the Trustee; and
 - (c) consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within fourteen (14) business days after the submissions are received.
59. If the Board revokes a determination, any sanction imposed by the Board is revoked.
60. If the Board confirms a determination, the Board shall, within the fourteen (14) business days above, confirm, vary or revoke the sanction.
61. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
62. The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present eligible to vote. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together

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with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

63. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
64. If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.