



Office of the Director

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

STANDING COMMITTEE
Tuesday, November 12, 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. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - October 8, 2013	K. Wilson	1-3
8. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

	<u>Resource Person</u>	<u>Pages</u>
<u>MATTERS NOT REQUIRING A DECISION</u>		
9.	Information Reports	
9.1	Cafeteria Operation Update (104-13)	D. Wright 4-5
9.2	Early Learning Program (116-13)	S. Pharand 6-8
9.3	Legal Representation for 2012-2013 (115-13)	C. Siemieniuk 9-12
10.	First Reports	

MATTERS FOR DECISION:

11.	Postponed Reports	
12.	Ad Hoc and Special Committee Reports	
13.	New Reports	
13.1	Approval of Appointment to the Special Education Advisory Committee (SEAC) (105-13)	C. Kappel 13-14
	<i>It is recommended that Lakehead District School Board approve the appointment of Maureen Cameron as member to the Special Education Advisory Committee representing Community Living Thunder Bay for the term ending November 30, 2014.</i>	
13.2	Policy Review – 6010 Emergency Evacuation and School Closure (103-13)	D. Wright/ C. Kappel 15-16
	<i>It is recommended that Lakehead District School Board approve:</i>	
	1. <i>The splitting of Emergency Evacuation and School Closure Policy 6010 into two policies: Emergency Evacuation and School Closure, and Threat Response; and</i>	
	2. <i>The postponement of the review process until direction from the Ministry is received.</i>	
14.	New Business	

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

Pages

- 15. Notices of Motion
- 16. Information and Inquiries
- 17. Adjournment

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

LAKEHEAD DISTRICT SCHOOL BOARD



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STANDING COMMITTEE
Tuesday, November 12, 2013
Jim McCuaig Education Centre

Catherine Siemieniuk
Director of Education

Karen Wilson
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
7:00 P.M. – in the Sibley Room

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - September 10, 2013	K. Wilson	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Report	C. Siemieniuk	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2013 OCT 8

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

Deborah Massaro
Ron Oikonen
Jack Playford
George Saarinen
Logan Turner (Student Trustee)

SENIOR ADMINISTRATION:

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

FEDERATION/UNION REPRESENTATIVES:

Rod Bessel, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Johansen

"THAT the Agenda for Standing Committee Meeting, October 8, 2013 be approved."

CARRIED

2. **Confirmation of Minutes**

Moved by Trustee Massaro

Seconded by Trustee Arnone

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 10, 2013."

CARRIED

3. **Special Education Advisory Committee Meeting Minutes – June 12, 2013**

Colleen Kappel, Superintendent of Education, presented the June 12, 2013 meeting minutes for information.

4. Parent Involvement Committee Meeting Minutes – September 9, 2013

Catherine Siemieniuk, Director of Education, presented the September 9, 2013 meeting minutes for information.

5. Aboriginal Education Advisory Committee Meeting Minutes – May 16, 2013

Sherri-Lynne Pharand, Superintendent of Education, presented the May 16, 2013 meeting minutes for information.

6. Aboriginal Education Advisory Committee Meeting Minutes – June 13, 2013

Sherri-Lynne Pharand, Superintendent of Education, presented the June 13, 2013 meeting minutes for information.

7. Student Achievement (099-13)

Sherri-Lynne Pharand, Superintendent of Education, introduced Paul Tsekouras, Secondary Program Coordinator, Nicole Walter Rowan, Program Coordinator, and Lori Carson, Special Education Officer, who presented the report. Initiatives highlighted included Grades 3 and 6 EQAO assessment of reading, writing, and mathematics, EQAO results for students with special needs, Grade 9 assessment, results, summary, analysis of mathematics, Ontario Secondary School Literacy test, and next steps. All Trustees' questions were addressed.

MATTERS FOR DECISION:

8. Policy Review – 3040 Transportation (096-13)

Moved by Trustee Playford

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve 3040 Transportation Policy as amended, Appendix A to Report No. 096-13.”

CARRIED

9. Trustee Code of Conduct (093-13)

Moved by Trustee Saarinen

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve the Trustee Code of Conduct, Appendix A to Report No. 093-13.”

CARRIED

10. Information and Inquiries

10.1 Trustee Saarinen, Trustee representative on the Student Transportation Services Thunder Bay Governance Committee, inquired if the Board would like a copy of the transportation contracts. Catherine Siemieniuk, Director of Education, responded that if it is the wish of the Board, the document will be provided to Trustees. Trustee Arnone noted that her inquiry regarding the document was addressed.

- 10.2 Trustee Lukinuk reported that she and Trustees Johansen, Oikonen, and Playford, and Director Siemieniuk attended Crestview Public School's Annual Community BBQ on September 25.
- 10.3 Trustee Saarinen, Trustee representative on the Student Transportation Services Thunder Bay Governance Committee, inquired if the consortia will become an independent body. Catherine Siemieniuk, Director of Education, responded that at the last meeting there was a discussion pertaining to an independent consortium that includes Trustees.
- 10.4 Trustee Arnone reported that she will attend Westgate Collegiate and Vocational Institute's Farm to Cafe on October 9.
- 10.5 Trustee Arnone reported that she will attend International Baccalaureate (IB) Programme's Graduation Ceremony on October 12.

11. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Massaro

"THAT we do now adjourn at 9:24 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 12
Report No. 104-13

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

RE: CAFETERIA OPERATION UPDATE

1. Background

- 1.1 The Ministry of Education released Policy/Program Memorandum No. 150 (PPM 150) in January, 2010 setting out nutrition standards for foods and beverages sold in publicly funded elementary and secondary schools in Ontario, effective September 2011.
- 1.2 To meet the requirements of PPM 150, Lakehead District School Board continues with the following activities:
 - food supplies are tendered and selected vendors supply healthy food, meeting the nutrition standards of PPM 150;
 - work continues with Thunder Bay District Health Unit in training of Cafeteria Managers in understanding new healthy food requirements and balanced daily menu options;
 - work continues with Thunder Bay Red Cross in their advocacy initiatives to support healthier school food choices; and
 - student and community partner involvement and participation is supported in events such as “Farm to Café” days.
- 1.3 The intent of this report is to provide information to the Board as to the changes and status of cafeterias in the third year of implementation.

2. Situation

- 2.1 For the 2012/13 school year, the following operational changes were implemented with the intent of making cafeterias sustainable:
 - cafeteria staffing levels were standardized at 1.5 FTE per site; and
 - a standardized menu was developed with Cafeteria Managers.
- 2.2 Financial results for the 2012/13 school year would have been in line with approved budget limits, it not for some unexpected equipment failures which required replacing.
- 2.3 Pilot project partnerships with both tbaytel and Shaw have seen the creation of additional wireless networks in our cafeterias.

2.4 For the start of the 2013/14 school year, “Farm to Café”, a partnership with Roots to Harvest and the Thunder Bay District Health Unit, has given students at all four secondary schools the opportunity to experience local foods which were prepared and served in the school cafeterias by cafeteria staff. “Farm to Café” introduced two different locally grown meals into each cafeteria over the fall semester. Food classes were actively involved in the preparation and serving of the food within the cafeterias as well as advertising to their peers to participate in the events.

3. Conclusion

Lakehead District School Board continues to work with our community partners and staff to provide and promote healthy food choices and to positively impact student enjoyment of cafeteria space, while striving for sustainability through a balanced budget.

Respectfully submitted,

ROD BESSEL
Manager of Property Services & Transportation

DAVID WRIGHT
Superintendent of Business

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 12
Report No. 116-13

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

RE: EARLY LEARNING PROGRAM

1. Background

- 1.1 The Lakehead District School Board, in its Strategic Plan, identifies the commitment to high levels of personal and academic excellence for every student as well as a continued commitment to student success JK – 12 and Continuing Education to enhance the life chances and life choices for all students.
- 1.2 The Lakehead District School Board understands the clear link between early learning and school success. As a result, the Board began the implementation of Full-Time Senior Kindergarten in 2002. The commitment to innovation and the youngest learners continued this fall with the funding of full time Junior and Senior Kindergarten in all schools.
- 1.3 The Ministry of Education began the implementation of the Full Day Kindergarten Early Learning Program (FDKELP) in September 2010. To date, the Board has 15 schools with the FDKELP. Nine additional schools will receive funding for both a teacher and Early Childhood Educator in September 2014.
- 1.4 Early Development Instrument (EDI) data indicates that in Thunder Bay there is an increased percentage of vulnerability for children in the following domains: Physical Health Well-Being, Social Competence and Communication Skills and General Knowledge. Full Day Kindergarten Early Learning Program in every school is an important strategy to begin to address the learning needs of the youngest learners.

2. Situation

- 2.1 In order to support strategic planning, program quality and evaluation, and communication, the Ministry of Education funded a half-time Early Years Lead position beginning in September 2013. This position is supported by the Board funded Kindergarten resource teacher who works at-the-elbow with Kindergarten teachers and Early Childhood Educators to support student learning.
- 2.2 A Kindergarten committee that consists of the Kindergarten resource teacher, two Early Childhood Educators, two classroom teachers, one child care representative and one administrator continue to support the work of the Early Years Lead and bring the voice of the classroom to system planning.

- 2.3 The Ministry of Education has continued to provide funding for training that includes school teams: the Principal, Early Childhood Educators, Early Years teachers and child care workers.
- 2.4 The Ministry of Education has also continued to provide funding to support the implementation of the FDKELP. This funding supports learning materials and resources, the physical environment, which includes updating and replacing furniture and educational materials, as well as renovations as necessary. The Lakehead District School Board has established a standard for Kindergarten resources and materials. Schools will be assessed again this year to determine ongoing needs.
- 2.5 Children in all schools are attending five days per week for both Junior and Senior Kindergarten. Schools are working to engage parents and families in this expanded program.

3. Next Steps

- 3.1 Ensuring a consistent understanding and implementation of the FDKELP across the system is a key priority.
- 3.2 Implementing the 2013-2014 Early Primary Collaborative Inquiry (EPCI) with all Kindergarten Educator teams is providing opportunities for professional collaboration among staff across the system. This is the fifth EPCI that has been carried out by Lakehead District School Board. This is a professional learning opportunity where educators focus on student learning needs.
- 3.3 Facilitating the transition to Grade 1 is important for early learners; therefore, it is a goal to work with Grade 1 teachers to create an understanding of inquiry learning and its alignment with literacy and numeracy.
- 3.4 Developing a common understanding of a FDKELP in French Immersion is a need across the province. Students in French Immersion must gain a foundation in the French language. The key is to be able to accomplish this while facilitating children's natural curiosity through inquiry which requires a base amount of knowledge to do. This is a regional conversation and the Ministry is building a network system of support with other Boards.
- 3.5 Building a collaborative culture between the child care centre staff and school staff in each school is a new and important concept in order to build seamlessness in the day for young children and to realize the vision for FDKELP.
- 3.6 Providing training to support the new Board funded SMART boards in Kindergarten classes will be ongoing this year. Identifying learning needs in order to develop training has been a key priority. Consistent with EDI data, Kindergarten assessments demonstrate that approximately 38% percent of our Junior Kindergarten population is at risk in the oral language domain. Therefore, training and monitoring to ensure Oral Language Assessment and Sound Skills programs are in place to support students, continue to be a priority in programming.

4. Conclusion

Lakehead District School Board believes in a strong foundation for each student. Programs that support the natural curiosity of children through inquiry and that build a strong foundation in literacy and numeracy form the cornerstone.

Respectfully submitted,

DIANA MADUNIC
Kindergarten Resource Teacher

DONICA LeBLANC
Supervising Principal – Early Learning Lead

SHERRI-LYNNE PHARAND
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 12
Report No. 115-13

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

RE: LEGAL REPRESENTATION FOR 2012-2013

1. Background

The Board's Legal Representation Policy and Procedures #3020 (herewith attached) are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2012-2013 legal costs paid from the Director's Legal/Audit account are as follows:

2.1	<u>Cheadles</u> Expenses for personnel and general matters	\$150,817.82
2.2	<u>Carrell & Partners</u> Expenses for property and general matters	3,261.44
2.3	<u>Fricot Law</u> Expenses for personnel matters	45,231.34
2.4	<u>Hicks Morley</u> Expenses for personnel and negotiations matters	1,567.83
2.5	<u>Buset & Partners</u> Expenses for personnel matters	1,192.72
2.6	<u>Third Party Costs</u> Expenses for third party matters	13,871.91
2.7	<u>TOTAL</u>	\$215,943.06

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

Year	Total Legal Expenses
2012-2013	\$ 215,943.06
2011-2012	277,790.18
2010-2011	389,611.72
2009-2010	263,803.83
2008-2009	121,867.77
2007-2008	83,985.18
2006-2007	98,874.37
2005-2006	159,291.82

Respectfully submitted,

CATHERINE SIEMIENIUK
Director of Education

LEGAL REPRESENTATION POLICY

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to Procedures 3020. Any questions related thereto may be directed to the Superintendent responsible.

4. Review

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

<p><u>Cross Reference</u></p> <p>_____</p> <p>_____</p>	<p><u>Date Approved</u></p> <p>February, 1979</p> <p><u>Date Revised</u></p> <p>June 22, 2010</p>	<p><u>Legal Reference</u></p> <p>_____</p> <p>_____</p>
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BUSINESS AND BOARD ADMINISTRATION**3000**

LEGAL REPRESENTATION PROCEDURES**3020**

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee they should contact their Superintendent, or, if s/he is not available, the Director or any other Superintendent.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The Director files a report annually on the year's activities with respect to use of legal firms.

3. Review

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>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 12
Report No. 105-13

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

RE: APPROVAL OF APPOINTMENT TO THE SPECIAL EDUCATION ADVISORY
COMMITTEE (SEAC)

1. Background

- 1.1 According to Reg. 464/97 of the Education Act, the Board must establish a Special Education Advisory Committee.
- 1.2 At the Inaugural Board Meeting on December 7, 2010, Lakehead District School Board approved 10 local associations/organizations for membership and eight alternates to the Special Education Advisory Committee for the next four year term.
- 1.3 Since December 2010, local association membership has been reduced at the SEAC table due to resignations.

2. Situation

- 2.1 Community Living Thunder Bay representative, Colleen Valiquette, resigned from SEAC in April 2013. At the time, Community Living Thunder Bay indicated that they would seek another representative during the 2013-2014 school year.
- 2.2 Community Living Thunder Bay has submitted a nomination for Maureen Cameron to be appointed as a representative to the Special Education Advisory Committee.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the appointment of Maureen Cameron as member to the Special Education Advisory Committee representing Community Living Thunder Bay for the term ending November 30, 2014.

Respectfully submitted,

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2013 NOV 12
Report No. 103-13

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

RE: POLICY REVIEW – 6010 EMERGENCY EVACUATION AND SCHOOL CLOSURE

1. Background

- 1.1 The Emergency Evacuation and School Closure Policy 6010 was reviewed on June 24, 2008.
- 1.2 At the June 25, 2013 Regular Board Meeting, the Emergency Evacuation and School Closure Policy 6010 was approved for review during the 2013-2014 school year. The policy was distributed to stakeholders for input on September 25, 2013 with input received by October 30, 2013.

2. Situation

- 2.1 Upon review of the existing Emergency Evacuation and School Closure Policy 6010, Administration has determined a need to develop two separate and distinct policies to address:
 - Emergency Evacuation and School Closure; and
 - Threat Response.
- 2.2 The Ministry of Education is currently reviewing the provincial model for local Police/School Board Protocol, and school boards have been advised to postpone local reviews until the Ministry provides further direction.
- 2.3 In order to facilitate the splitting of the existing policy into two, and give the Ministry time to provide further direction, Administration is requesting the postponement of the review process until direction from the Ministry is received. A report will be brought forward for approval once the timelines are determined.

3. Conclusion

Lakehead Public Schools is committed to the safety of all students and staff. Creating two separate and distinct policies to address the needs of emergency evacuation and threat response will help ensure a safe and secure learning environment for all.

RECOMMENDATION

It is recommended that Lakehead District School Board approve:

1. The splitting of Emergency Evacuation and School Closure Policy 6010 into two policies: Emergency Evacuation and School Closure, and Threat Response; and
2. The postponement of the review process until direction from the Ministry is received.

Respectfully submitted,

ROD BESSEL
Manager of Property Services and Transportation

DAVID WRIGHT
Superintendent of Business

COLLEEN KAPPEL
Superintendent of Education

CATHERINE SIEMIENIUK
Director of Education