



Office of the Director

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

REGULAR BOARD MEETING NO. 12
Tuesday, October 28, 2014
Jim McCuaig Education Centre

Ian MacRae
Director of Education

Deborah Massaro
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Delegations/Presentations		
5. Confirmation of Minutes		
5.1 Regular Board Meeting No. 11 - September 23, 2014	D. Massaro	1-4
6. Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION:</u>		
7. Information Reports		
7.1 Ontario Public School Boards' Association (OPSBA) Report	G. Saarinen	Verbal
7.2 Student Trustee Report	H. Smith	Handout
7.3 Summer Learning Programs K-12 (104-14)	S. Pharand	5-9
7.4 Special Education Advisory Committee Meeting Minutes - September 17, 2014	C. Kappel	10-14

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>
7.5	2014-2015 Director's Action Plan (107-14)	I. MacRae	15-20
8.	First Reports		

MATTERS FOR DECISION:

9.	Postponed Reports		
10.	Recommendations from the Standing Committee (110-14)	K. Wilson	21-27
10.1	Appointments to the 2014-2015 Parent Involvement Committee (102-14)		

It is recommended that Lakehead District School Board:

1. *Approve the following appointments to the 2014-2015 Parent Involvement Committee effective November 15, 2014 to November 14, 2015:*
 - *Samantha Conway, School Council alternate representative;*
 - *Hillary Freeburn, Parent alternate member;*
 - *Julie Hall, School Council alternate representative;*
 - *David Isherwood, Principal representative;*
 - *Brandy Kirchen, Parent alternate member;*
 - *Donica LeBlanc, Principal alternate representative;*
 - *Michael Otway, Special Education Advisory Committee alternate representative;*
 - *Laura Prodanyk, Community representative;*
 - *Jesse Roberts, Community representative;*
 - *Laura Sylvestre, Special Education Advisory Committee representative;*
 - *Suzanne Tardif, Aboriginal Education Advisory Committee representative;*
 - *Nicole Walter Rowan, Teacher representative;*
 - *Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative; and*
 - *Jason Pilot, Teacher alternate representative.*

2. *Approve the following appointments to the 2014-2015 and 2015-2016 Parent Involvement Committee effective November 15, 2014 to November 14, 2016:*
 - *Jennifer DeFranceschi, Parent member; and*
 - *Danica Gernat, School Council representative.*

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>
10.2	Policy Review - 3070 Allowance for Use of Personal Vehicle (101-14)	
	<i>It is recommended that Lakehead District School Board approve 3070 Allowance for Use of Personal Vehicle Policy as amended, Appendix A to Report No. 101-14.</i>	
10.3	Policy Review - 7060 Staff Training (105-14)	
	<i>It is recommended that Lakehead District School Board approve 7060 Staff Training, Appendix A to Report No. 105-14.</i>	
11.	Ad Hoc and Special Committee Reports	
11.1	Revisions to the 2010 Procedural By-Law and Notice to Enact (112-14)	K. Wilson
	28-37	
	<i>It is recommended that Lakehead District School Board amend the 2010 Procedural By-Law with the revisions described in Appendix A of Report No. 112-14. Revisions to the 2010 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2014 Procedural By-Law.</i>	
12.	New Reports	
12.1	Short-Term Borrowing Resolution (108-14)	D. Wright
	38-40	
	<i>It is recommended that Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2014-2015 school year as outlined in Report No. 108-14, Short-Term Borrowing Resolution.</i>	
12.2	Board Development Committee (109-14)	I. MacRae
	41-42	
	<i>It is recommended that Lakehead District School Board disband the Board Development Committee as a Special Committee.</i>	
13.	New Business	

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>
14. Notices of Motion		
14.1 Notice of Motion – Policy Review (099-14)	I. MacRae	43
<i>It is recommended that Lakehead District School Board policies be revised to address the discriminatory practice of distributing religious materials that are not related to the curriculum expectations.</i>		
15. Information and Inquiries		
16. 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 REGULAR BOARD MEETING NO. 11

Board Room
Jim McCuaig Education Centre

2014 SEP 23
7:30 p.m.

TRUSTEES PRESENT:

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

Lori Lukinuk
Ron Oikonen
Jack Playford
George Saarinen
Hannah Smith (Student Trustee)

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
Sherril-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 Johansen

Seconded by Trustee Saarinen

"THAT the Agenda for Regular Board Meeting No. 11, September 23, 2014 be approved."

CARRIED

2. Ontario Public School Boards' Association (OPSBA) Achievement Award

Trustee Wilson presented the Ontario Public School Boards' Association Achievement Award to Sue Peever, Community Volunteer. Ms. Peever received the award for her continued outstanding, exemplary, and unique contributions to Lakehead District School Board students.

3. Confirmation of Minutes

Moved by Trustee Oikonen

Seconded by Trustee Arnone

"THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 10, June 24, 2014."

CARRIED

MATTERS NOT REQUIRING A DECISION:

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

Trustee Saarinen, Ontario Public School Boards' Association Director and voting delegate, presented a verbal report highlighting the information addressed at the September 19 and 20 Board of Directors meetings. The next Board of Directors meetings will take place on November 28 and 29. Information will be left in the Trustees' Lounge for perusal.

5. Student Trustee - September Report (095-14)

Hannah Smith, Student Trustee, presented her initial report to the Board. Items addressed included her objectives and goals for the 2014-2015 school year.

6. Special Education Advisory Committee Selection Process (092-14)

Colleen Kappel, Superintendent of Education, presented the report. All Trustees' questions were addressed.

7. Parent Involvement Committee Meeting Minutes - May 5, 2014

Ian MacRae, Director of Education, presented the May 5, 2014 minutes for information.

MATTERS FOR DECISION:

8. Recommendation from the Standing Committee (094-14)

2014 Municipal Election - Honoraria for Board Members 2014 - 2018 (090-14)

David Wright, Superintendent of Business, provided information regarding an amendment to the Ontario Regulation 357/06 to restrain the base amount for Trustee honoraria.

Moved by Trustee Wilson

Seconded by Trustee Saarinen

"THAT Lakehead District School Board:

1. *Approve the maximum level of honoraria for the new term of office, December 1, 2014 to November 30, 2018, for Trustees of Lakehead District School Board.*
2. *Approve the maximum additional amounts, for the new term of office, December 1, 2014 to November 30, 2018, for the Chair and Vice Chair of Lakehead District School Board.*
3. *Approve a maximum of \$50 for attending each meeting of a committee of the Board that is required to be established by an Act or a regulation made under an Act for the new term of office, December 1, 2014 to November 30, 2018."*

CARRIED

9. Compliance Audit Committee (096-14)

Moved by Trustee Wilson

Seconded by Trustee Johansen

“THAT Lakehead District School Board appoint Elaine Bahlieda, Daniel Matson, and Fred Stille as members of the Compliance Audit Committee.”

Substitution for Main Motion

Moved by Trustee Lukinuk

Seconded by Trustee Playford

“THAT Lakehead District School Board appoint the Compliance Audit Committee, as established by the City of Thunder Bay, as the Compliance Audit Committee of Lakehead District School Board.”

CARRIED

Point of Information

Vice Chair Wilson requested further clarification regarding the Ontario Municipal Election Act.

Substituted Main Motion

Moved by Trustee Lukinuk

Seconded by Trustee Playford

“THAT Lakehead District School Board appoint the Compliance Audit Committee, as established by the City of Thunder Bay, as the Compliance Audit Committee of Lakehead District School Board.”

CARRIED

10. Notice of Motion

Chair Massaro read the following Notice of Motion submitted by Trustee Arnone.

“It is recommended that Lakehead District School Board policies be revised to address the discriminatory practice of distributing religious materials that are not related to the curriculum expectations.”

In accordance with Section 7.1.18.2 of the Procedural By-Law, the notice of motion *“shall be considered at the next Regular meeting of the Board.”*

11. Information and Inquiries

11.1 Trustee Saarinen reported that he attended the Special Education Advisory Committee meeting and orientation session held on September 17 and the Aboriginal Education Advisory Committee meeting held on September 18.

12. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 8:20 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 28
Report No. 104-14

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

RE: SUMMER LEARNING PROGRAMS K-12

1. Background

- 1.1 The Summer Learning Program is an initiative designed to support primary students with the goal of maintaining or increasing their academic achievement level and secondary students with gaining a dual credit and/or recovering an unsuccessful credit. The elementary Summer Learning Program is funded and supported by the Ministry of Education Student Achievement Division and Lakehead District School Board.
- 1.2 Alexander, Entwistle and Olson (2007) looked at the long lasting consequences of the summer learning gap. They found that “the high SES (socioeconomic)-low SES achievement gap at Grade 9 mainly traces to differential summer learning over the elementary years.”
- 1.3 Addressing achievement gaps is a Provincial Ministry initiative and aligns with Lakehead District School Board’s Strategic Plan, Operational Plan, Board Improvement Plan and School Improvement Plans.
- 1.4 Since July 2011, Lakehead District School Board has sponsored summer reading programs for students in Grades 1 to 3. Schools that participate in this program include: Sherbrooke, Ogden, Ecole Gron Morgan, C.D. Howe, Algonquin, Claude E. Garton, Agnew H. Johnston and McKellar Park Public Schools.
- 1.5 A joint application from Lakehead District School Board and Thunder Bay Catholic District School Board to the School College Work Initiative (SCWI) was submitted and accepted in 2012 for a dual credit summer learning pilot called Summer C.L.A.S.S. (Centre for Learning and Student Success) for July 2014.
- 1.6 The Ministry of Education notified all district school boards in May 2013 that they would be publishing individual school board five year graduation rates in March of 2015.

2. Situation

Elementary

In the spring of 2014, Lakehead District School Board was once again invited to participate in the Summer Learning Program which included seven classes in total: two Literacy, two First Nations Metis and Inuit (FNMI) education and three Numeracy programs. Resource staff was provided by the Lakehead District School Board.

Secondary

The Summer C.L.A.S.S. pilot was held in the Shuniah building of Confederation College as well as a number of classrooms around the campus that hosted the dual credit programming. Summer C.L.A.S.S. provided opportunities for students to recover unsuccessful Grade 9-12 secondary courses as well as provide opportunities for students to earn one of three dual credit courses.

3. Organization

3.1 Summer Programs 2014 - Elementary

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

- Summer Program Coordinators, school Principals and other Board personnel met in the fall of 2013 to discuss challenges, successes and next steps for future programs.
- School sites were selected to offer the programs.
- Principals of participating schools participated in an information session so that they were aware of program goals as well as their responsibilities.
- Principals provided information packages and registration forms to families in their communities.
- Students participating in the program were tested on the first day of the program to provide a baseline level of achievement.
- Surveys were sent to all parents in these communities.
- A Principal was selected to support supervision of summer programs.
- Fourteen teachers were hired to assist in the development and implementation of the Summer Literacy, Numeracy and FNMI programs.
- Two additional teachers were hired to provide daily recreational support at all sites.
- The Summer Experience Program grant provided one student who supported the preparation of the summer program and supported the program itself once it was up and running.
- All summer program teachers participated in two full day professional development sessions which focused on program goals, planning and assessment.
- Seven food preparation personnel were hired to plan, cook and serve healthy breakfasts, lunches and snacks daily to students at each of the three school sites.
- One hundred and fifty-four students from nine elementary schools registered for the summer programs.

- Camps were held from 8:30 a.m. to 2:30 p.m. daily, between June 30 and July 18, 2014.
- Community contacts were established to support the program throughout the summer.
- Literacy and numeracy resources were purchased to supplement those available at the selected school sites.
- Post assessments were completed in the final week of the program.

3.2 Summer C.L.A.S.S. 2014 - Secondary

The following steps were taken in preparation for Summer C.L.A.S.S.

- The Student Success Lead, as directed by Senior Administration, met with the SCWI Regional Planning team in the fall of 2012 to discuss the possibility of a summer school dual credit pilot.
- Interest was expressed from our coterminus board and Confederation College to submit a joint application with the pilot being hosted at the College.
- Potential dual credit courses were identified and the application was accepted in January 2013.
- As July 2014 approached, Student Services departments were provided with information on the intended target audience of the program as well as promotional materials to provide to students and their school community.
- Registration of students was done centrally with the support of Instructional Services staff and our current dual credit teacher at Confederation College.
- A Principal was selected to support supervision of Summer C.L.A.S.S.
- Three teachers were hired to assist in the development and implementation of the pilot.
- Seventy-one students from our secondary schools registered.
- Summer C.L.A.S.S. was held from 9:00 a.m. to 3:00 p.m. daily, between July 2 and July 25, 2014.

3.3 Fall 2014

The following steps have been taken to assess student learning and inform next steps.

Elementary

- Parent surveys were gathered and sent to researchers.
- Teachers created student profiles based on assessment data collected and passed this on to families and September teachers to further support the learning of participants in literacy and numeracy summer learning.
- Data (gender, report card marks, etc.) was collected and submitted to the researchers.

Secondary

- Incomplete credit recovery work from Summer C.L.A.S.S. was provided to school Student Success Teams to follow-up with students on a case-by-case basis.
- Feedback from our dual credit teacher and school Student Services departments has been collected.
- A meeting with all Summer C.L.A.S.S. staff will be scheduled this fall to inform next steps.

4. Student Results

Elementary

- 4.1 Attendance records show high levels of participation.
- 4.2 Most students exceeded the Benchmark Assessment (BAS) scores they achieved when tests were administered at the beginning of the program in July.
- 4.3 Pre and post assessments in mathematics were developed by teachers in collaboration with researchers from Lakehead University. Results indicated that students developed:
 - increased computational fluency;
 - more sophisticated strategies;
 - increased perseverance;
 - increased oral and written communication; and
 - increased student efficacy.

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

Secondary

- 4.5 Many students were able to recover their credit within the two weeks of Summer C.L.A.S.S.
- 4.6 The 71 students registered recovered 36 credits and earned 18 dual credits during the pilot.

5. Next Steps

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

- ongoing links to the Lakehead University Achievement Program; Confederation College and the School College Work Initiative; and
- best practices to support program operations in the summer.

6. Conclusion

Lakehead District School Board will continue to seek out and provide innovative learning opportunities to address the academic needs of all students K-12. Through a focus on literacy and numeracy, programs and partnerships, Lakehead District School Board will continue to close achievement gaps and support graduation for all students.

Respectfully submitted,

PAUL TSEKOURAS
Student Success Lead

DONICA LEBLANC
Supervising Principal of Summer Programs

SHERRI-LYNNE PHARAND
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Sir Winston Churchill CVI - Library
Thunder Bay, Ontario

2014 SEP 17

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Marg Arnone (Trustee)
Jennifer Bean-Anderson

Pat Johansen (Trustee)
Judy Kay
Mike Otway

ABSENT WITH REGRET:

Theresa Graham
Sheila Marcinyshyn
Martha Mawakeesic

OTHERS PRESENT:

Colleen Kappel
Trustee Lori Lukinuk
Trustee George Saarinen
Lori Carson
Lesly Kapush

1. **Call to Order**

Laura Sylvestre, Chair of SEAC, called the meeting to order at 6:02 p.m.

2. **Approval of the Agenda**

Moved by Mike Otway

Seconded by Trustee Marg Arnone

“THAT the agenda for the September 17, 2014 SEAC meeting be approved.”

CARRIED

3. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

4. **Approval of the Minutes**

Moved by Mike Otway

Seconded by Trustee Pat Johansen

“THAT the minutes of the June 18, 2014 SEAC meeting be approved.”

CARRIED

5. Business Arising From the Minutes

5.1 2014-2015 SEAC Newsletter Schedule

The 2014-2015 SEAC newsletter schedule was distributed to members.

5.2 2014-2015 SEAC Presentation Schedule

The 2014-2015 SEAC Presentation Schedule was reviewed. Discussion regarding a presentation on Transitions took place. It was agreed to schedule a Transitions presentation at the May 2015 meeting.

5.3 2014-2015 SEAC Work Plan

The 2014-2015 SEAC Work Plan was reviewed and remained as presented. Colleen Kappel, Superintendent of Education, advised members that the Equity and Inclusive Education Thunder Bay Region Implementation Network has agreed to collaborate on two presentations: Eric Roher during Bullying Prevention Week, and Harmony Movement presenting a Leadership & Equity Session for students from the Region.

5.4 SEAC Posters and Bookmarks

Laura Sylvestre, Chair of SEAC, provided the approximate cost of printing 10,000 bookmarks and 100 posters. Discussion ensued about the price of the photos. It was agreed to form an Ad Hoc Committee to update the posters and bookmarks and obtain a price for the photos. Information will be brought back to SEAC for approval. It is hoped to have the new posters and bookmarks ready when the new SEAC term takes effect in December 2014.

6. Correspondence

The correspondence folder was circulated to members for their perusal.

7. Advocacy Tracking

7.1 Advocacy Tracking

The advocacy tracking template was circulated to members for completion.

7.2 SEAC Advocacy Tracking Results 2013-2014

The 2013-2014 Advocacy Tracking Results were reviewed.

7.3 SEAC Advocacy Memo 2014-2015

Members reviewed the SEAC Advocacy Memo 2014-2015 and asked if they wish their information to remain on the memo. Everyone present was in agreement to have their contact information on the memo.

7.4 SEAC Advocacy Manuals 2014-2015

Laura Sylvestre, Chair of SEAC, informed members that the Advocacy Training Manuals will be provided to members once the new term takes effect in December 2014. In the meantime, an electronic copy of the Advocacy Training Manual will be compiled and shared with members.

8. Election Year Update

Colleen Kappel, Superintendent of Education, informed members that the Board of Trustees will be elected for the term from December 1, 2014 to November 30, 2018 during the Municipal Election on Monday, October 27, 2014. A public forum for individuals seeking election to a school board will take place on October 1, 2014 at the Moose Hall on Fort William Road.

9. 2014-2018 SEAC Selection Process

Colleen Kappel, Superintendent of Education, informed members that a letter advising of the new term and providing nominations will be sent/provided to members. A report outlining the process will be presented to the Board at the September 23, 2014 Regular Board Meeting. Advertisements to recruit members will be placed in the local newspapers and through the 211 database.

10. Revised Policy/Program Memorandum 8: Identification of Program Planning for Students with Learning Disabilities

Lori Carson, Special Education Officer, provided information on the updates to the PPM. Changes are to be implemented by January 2015.

11. Information/Inquiries and Association Reports

11.1 Judy Kay, FASIN representative, provided information on the September 9, 2014 FASD Awareness Day and the Alan Mountford training session. Seven Lakehead Public Schools staff members attended the session. Trustee Lukinuk advised that Trustees did not receive an invitation to attend the FASD Awareness Day as they have had in previous years. Judy Kay indicated she will follow up with the organizers.

11.2 Colleen Kappel, Superintendent of Education, informed members that Lakehead Public Schools staff and community partners were involved in Violence Threat Risk Assessment Level I and Level II training September 16-19, 2014.

11.3 Trustee Pat Johansen informed members that September 21, 2014 from 11:00 a.m. to 2:00 p.m. is International Peace Day Celebrations at Marina Park.

11.4 Laura Sylvestre, Autism Ontario member advised members that at 11:00 a.m. on October 5, 2014 the *Walk with Me* event will take place at Boulevard Lake in support of Autism Ontario.

12. Status of SEAC Budget 2014-2015

Laura Sylvestre, Chair of SEAC, provided the status of the 2014-2015 SEAC budget.

13. Staff Training Policy Review

Colleen Kappel, Superintendent of Education, suggested the Staff Training policy contain guidelines that consider students with special needs, and equity and inclusion. Members were asked to send any feedback to Ms. Haven via email.

Trustee Lori Lukinuk inquired if SEAC should be providing feedback to the newly created Concussion Policy that will be coming forward during the 2014-2015 school year. The Concussion Policy is on the Policy Review Schedule to be released for stakeholder input on October 1, 2014. Once released, the draft policy will be forwarded to SEAC members via email and addressed at the October 15, 2014 SEAC meeting.

14. Board Update

Trustee Marg Arnone provided information on the following Board Meetings:

June 24, 2014 Regular Board Meeting

The following items were addressed at this meeting:

- OPSBA Achievement Award presented to Suzanne Tardiff and OBSBA Award of Excellence presented to Senator Robert McKay;
- Trustee Character Awards presented to organizers of WE Stand Up;
- Student Trustee Logan Turner's final report;
- Audit Committee Report;
- Transportation Walk Distances Report;
- Annual Review of the Plan to Deliver Special Education Programs and Services Report;
- Expanding Opportunities for Excellence Report;
- Approval of the 2014-2015 Budget; and
- Approval of Appointments to the Supervised Alternative Learning Committee.

September 9, 2014 Standing Committee Meeting

- Declaration of 2014-2015 Student Trustee – Hannah Smith;
- Presentation by Thunder Bay District Health Unit – Safe Cycling in Schools;
- Introduction of Newly Appointed Leaders;
- Report on the Activities of the 2013-2014 SAL Committee
- Expense and Travel Reimbursement Procedures; and
- Honouraria for Board Members 2014-2015.

15. Adjournment

Moved by Mike Otway

Seconded by Judy Kay

“THAT we do now adjourn at 6:43 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 28
Report No. 107-14

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

RE: 2014-2015 DIRECTOR'S ACTION PLAN

1. Background

- 1.1 Following the presentation of the 2014-15 Operational Plan at the Standing Committee meeting held October 14, 2014, the Director's annual Action Plan was developed.
- 1.2 This document articulates the commitment of the Director of Education to system leadership actions.

2. Situation

The 2014-15 Director's Action Plan is herewith presented.

Respectfully submitted,

IAN MacRAE
Director of Education



2014-2015 ACTION PLAN

Ian MacRae
Director of Education

1. STRATEGIC LEADERSHIP

GOAL: *To provide strong, visionary leadership in implementing the strategic direction of the Board.*

KEY ACTIONS:

- 1.1 Engage internal and external stakeholders to articulate and support the strategic direction of Lakehead Public Schools.
- 1.2 Work with senior staff to translate the mission, vision, and values of the organization into actions that promote and sustain school improvement.
- 1.3 Ensure the alignment of system resources to successfully implement the 2014-2015 Operational Plan.
- 1.4 Seek opportunities to reach out to the community and to articulate and demonstrate the mission, vision, and values of Lakehead District School Board.
- 1.5 Focus actions on the District Effectiveness Framework, with an intent to improve conditions for student excellence.
- 1.6 Work with the Board to create a structure that engages students, staff, and stakeholders in reviewing and renewing our system Strategic Plan beginning in 2015.

2. STUDENT ACHIEVEMENT AND WELL BEING

GOAL: *To provide direction and support to ensure that our organization retains a primary focus on student success, JK to Adult Learning.*

KEY ACTIONS:

- 2.1 Develop a culture committed to excellence for all students by maintaining a consistent and continuous Board-wide focus on student achievement and well being.
- 2.2 Ensure all schools develop School Improvement Plans that set targets for improved student achievement, are aligned with Board Improvement Plans, and support the achievement targets set by the Ministry of Education.
- 2.3 Work with staff to define well being and to ensure that all action plans support student well being and enhance the learning environment.
- 2.4 Provide leadership in creating and maintaining optimal learning environments by ensuring that all students learn in safe, secure and healthy learning environments that celebrate diversity and ensure that all students' rights are respected.
- 2.5 Support the work of school and system instructional leaders and engage in courageous conversations about student achievement.
- 2.6 Ensure that the implementation of all provincial initiatives complement and enhance current system and community resources.

3. LEADERSHIP DEVELOPMENT AND CAPACITY BUILDING

GOAL: *To provide leadership within the Board that focuses on the present and ensures sustainability for the future.*

KEY ACTIONS:

- 3.1 Provide information and advice to the Board in its decision-making.
- 3.2 Ensure that reports are linked to the Strategic Plan and provide high quality information upon which to make decisions.
- 3.3 Provide personal leadership and visibility in articulating the direction of the Board through Senior Administration, staff meetings, Operational Plan updates, Advisory Committees, School Councils, school visits, public presentations, and individual contacts.
- 3.4 Ensure that the leadership development model focuses on supporting current and future leaders to develop the skills needed to be successful in their roles.
- 3.5 Ensure a positive, professional relationship between Lakehead Public Schools and other regional and provincial educational systems.
- 3.6 Invest in people and in the future of the organization by maintaining a clear focus on leadership development and professional learning for all staff.

4. COMMUNICATION

GOAL: *To strengthen confidence in Lakehead Public Schools as a quality educational organization through open communication, relationship building, and inclusive processes.*

KEY ACTIONS:

- 4.1 Ensure timely and regular information regarding Board direction and decisions are shared with all employee groups in the system. Develop implementation plans as needed.
- 4.2 Use effective communication strategies to inform and maintain a positive profile within the organization and the community.
- 4.3 Demonstrate openness and accessibility to Trustees, staff, and the public.
- 4.4 Communicate a positive image of Lakehead Public Schools in the broader public.
- 4.5 Acknowledge and celebrate the achievements and contributions of Lakehead Public Schools employees.
- 4.6 Enhance effective communication with parents, families, and community partners.
- 4.7 Seek feedback from internal and external stakeholders that will inform and enhance practice.

5. MANAGEMENT

GOAL: *To provide direction and model effective leadership in the management of Lakehead Public Schools.*

KEY STRATEGIES:

- 5.1 Support and monitor the performance of all senior staff.
- 5.2 Ensure the integrity of management processes which directly impact the operation of schools.
- 5.3 As Secretary to the Board, demonstrate compliance with Ministry of Education direction and legislation.
- 5.4 Ensure that a fair and transparent budget process supports the strategic direction while being responsive to the needs of the organization and meeting all legislated requirements.
- 5.5 Apply appropriate performance management practices and quality assurance processes in the management of the organization.
- 5.6 Develop and present a transparent account of Board and school performance to a range of audiences.
- 5.7 Review the Director's performance appraisal process to ensure accountability to the organization and the public.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 28
Report No. 110-14

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

RE: RECOMMENDATIONS FROM THE STANDING COMMITTEE

Background

The following reports were received at the Standing Committee Meeting of October 14, 2014 and have been referred to the Board for approval. The recommendations are as follows:

APPOINTMENTS TO THE 2014-2015 PARENT INVOLVEMENT COMMITTEE (102-14)

It is recommended that Lakehead District School Board:

1. Approve the following appointments to the 2014-2015 Parent Involvement Committee effective November 15, 2014 to November 14, 2015:
 - Samantha Conway, School Council alternate representative;
 - Hillary Freeburn, Parent alternate member;
 - Julie Hall, School Council alternate representative;
 - David Isherwood, Principal representative;
 - Brandy Kirchen, Parent alternate member;
 - Donica LeBlanc, Principal alternate representative;
 - Michael Otway, Special Education Advisory Committee alternate representative;
 - Laura Prodanyk, Community representative;
 - Jesse Roberts, Community representative;
 - Laura Sylvestre, Special Education Advisory Committee representative;
 - Suzanne Tardif, Aboriginal Education Advisory Committee representative;
 - Nicole Walter Rowan, Teacher representative;
 - Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative; and
 - Jason Pilot, Teacher alternate representative.

2. Approve the following appointments to the 2014-2015 and 2015-2016 Parent Involvement Committee effective November 15, 2014 to November 14, 2016:
 - Jennifer DeFranceschi, Parent member; and
 - Danica Gernat, School Council representative.

POLICY REVIEW - 3070 ALLOWANCE FOR USE OF PERSONAL VEHICLE (101-14)

It is recommended that Lakehead District School Board approve 3070 Allowance for Use of Personal Vehicle Policy as amended, Appendix A to Report No. 101-14.

POLICY REVIEW - 7060 STAFF TRAINING (105-14)

It is recommended that Lakehead District School Board approve 7060 Staff Training, Appendix A to Report No. 105-14.

Respectfully submitted,

KAREN WILSON
Chair
Standing Committee

BUSINESS AND BOARD ADMINISTRATION

3000

Appendix A to
Report No 101-14

OCTOBER 28, 2014 - DRAFT

ALLOWANCE FOR USE OF PERSONAL VEHICLE POLICY

3070

1. Rationale

- 1.1 Lakehead District School Board maintains a limited number of special purpose vehicles for the conduct of Board business (i.e., maintenance and courier activities).
- 1.2 Some employees are required to use personal vehicles in the conduct of designated Board business on a scheduled or non-scheduled basis.

2. Policy

- 2.1 Board-owned vehicles are intended solely for official use and utilization for personal reasons is prohibited.
- 2.2 It is the policy of Lakehead District School Board to compensate employees for use of personal vehicles on designated Board business.

3. Definitions

- 3.1 regular work place - refers to a location(s) to which an employee is assigned on a daily basis.
- 3.2 designated Board business - refers to the following:
 - supervisory personnel meeting role expectations;
 - assignments away from the regular work place on a non-scheduled basis and are more particularly described under Procedures to this Policy; or
 - assignments between locations where the regular work place is two or more locations on a scheduled daily basis, and the daily distance between locations exceeds 1 (one) kilometre.

4. Guidelines

- 4.1 Board-owned vehicles are not to be used for travel to and from an employee's home without the specific prior written authorization of the department Superintendent.
- 4.2 When not in use, Board-owned vehicles are to be parked within a secure compound whenever possible. Ignition keys shall not be stored within the vehicle when not in use.
- 4.3 Employee assignments are the responsibility of supervisory personnel, including principals, and accordingly, authorization for use of private vehicles in carrying out the assignment may only be given by the same supervisory personnel.
- 4.4 Payments made under this policy will be charged to budgets for which the authorizing supervisory official is accountable.

OCTOBER 28, 2014 - DRAFT**ALLOWANCE FOR USE OF PERSONAL VEHICLE
POLICY****3070**

- 4.5 Compensation for use of personal vehicle will be based upon submission of evidence of distance travelled as provided in procedures.
- 4.6 Employees, eligible under Sections 3.2.1 and 3.2.2., who start an assignment from home without visiting their regular work place, will claim for the shorter distance of:
- home to first call; or
 - regular work place to first call.
- The same applies when returning from last call.
- 4.7 All distances will be measured by the more direct route.
- 4.8 Mileage rates will be established every two years, effective from September 1, 2010, based on review of vehicle costs as well as the rates paid by similar organizations in the region, prepared three months prior to the date of change of rates.
- 4.9 Applicable clauses contained within collective agreements supersede relevant clauses of this policy.
- 4.10 Each employee claiming compensation for use of personal vehicle must carry public liability coverage in an amount at least equal to the amount prescribed in procedures.
- 4.11 Distance travelled by personal vehicle outside of the Board's boundaries will be compensated at 80% of the rate payable otherwise.
- 4.12 Employees using personal vehicles in lieu of other modes of transportation for travel outside of the Board's boundaries will be compensated at the lesser of the cost of the alternative mode customarily used, or the compensation as determined under Section 4.11.
- 4.13 Employees eligible under Section 3.2.3 will claim only for distance travelled in excess of 1 (one) kilometre daily between location and provided also that the total daily distance travelled including the distance between workplaces, exceeds by 1 (one) kilometre the distance from starting point to the furthest location and return.
- 4.14 It is understood that the allowance takes into consideration fuel, parking, and meter fees as well as all operational, maintenance and insurance costs associated with the use of the personal vehicle.
- 4.15 Penalties for traffic or parking violations will not be reimbursed.

BUSINESS AND BOARD ADMINISTRATION**3000**Appendix A to
Report No 101-14**OCTOBER 28, 2014 - DRAFT****ALLOWANCE FOR USE OF PERSONAL VEHICLE
POLICY****3070**

4.16 The Board will recognize an employee's right to claim for income tax purposes, deductions of amounts spent in the year for travelling, provided the employee meets all the requirements of the Income Tax Act, as it pertains to this matter. Employees adopting this situation must file a record of distances travelled with the Board Office on a quarterly basis.

5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<hr/>	<u>June 18, 1996</u>	<hr/>
<hr/>	<u>Date Revised</u>	<hr/>
	June 23, 2009	

G:\POL\3070_allow_use_pers_veh_pol.doc

PERSONNEL AND EMPLOYEE RELATIONS

7000

Appendix A to
Report No. 105-14

OCTOBER 28, 2014 - DRAFT

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

7060

1. Rationale

People are important in any organization. In education, the professional competency of staff has special significance because it is our responsibility in establishing the optimum learning for our students. Only by being lifelong learners ourselves, can we be models for our students.

Staff training and professional development programs will be successful when the needs of the system, the school and the individual are met. Consequently, the responsibility for staff training and professional development must be shared by the organization, the federations, the unions and by the individual.

2. The Policy

Lakehead District School Board expects and supports effective staff training and professional development for all Board personnel.

3. Guidelines

- 3.1 The ultimate reason for staff training and professional development is the improvement of student achievement and for student and staff well being.
- 3.2 Providing staff training or professional development will be through the use of our own resource persons, whenever possible. Training our own trainers will be a priority.
- 3.3 The preferred location for providing staff training and professional development will be at the school and system levels.
- 3.4 All groups responsible for staff training or professional development will develop practices, long-range plans, and criteria for the evaluation of staff training programs, and will provide for the equitable distribution of resources. (In most cases, this is described in the collective agreement.)
- 3.5 Responsibility for providing time and funds for staff training or professional development is a shared obligation of the organization, federations, unions and the individual.
- 3.6 The Board reserves the right to require professional development and training for its employees.
- 3.7 The Board reserves the right to restrict staff from attending Board-funded staff training activities or professional development outside the country when a government travel advisory is in effect.

PERSONNEL AND EMPLOYEE RELATIONS**7000**Appendix A to
Report No. 105-14**OCTOBER 28, 2014 - DRAFT****STAFF TRAINING AND PROFESSIONAL
DEVELOPMENT POLICY****7060**

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	1994 06 08	_____
_____	<u>Date Revised</u>	_____
	Reviewed by: _____	

G:\POL\7060_staff_train_pd_pol.doc

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 28
Report No. 112-14

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

RE: REVISIONS TO THE 2010 PROCEDURAL BY-LAW AND NOTICE TO ENACT

1. Background

- 1.1 On September 24, 2013, the Board established a Procedural By-Law Ad Hoc Committee comprised of Trustees Johansen, Massaro, Playford, and Wilson, and Trustee Arnone as alternate. The Director of Education and the Executive Secretary were also appointed to the committee. At its first meeting, Trustee Wilson was appointed Chair of the Procedural By-Law Ad Hoc Committee.
- 1.2 The Procedural By-Law Ad Hoc Committee was directed to review the 2010 Procedural By-Law and report its progress no later than March 31, 2014. On March 24, 2014, at the Regular Board Meeting, an information report was presented to the Board reporting that the Procedural By-Law Ad Hoc Committee planned to continue to meet and review the Procedural By-Law.
- 1.3 Report No. 088-14, *Draft - Revisions to the 2010 Procedural By-Law*, was received at the Standing Committee Meeting on October 14, 2014. Trustee input to the proposed revisions were reviewed at the final meeting of the Procedural By-Law Ad Hoc Committee on October 20, 2014.

2. Situation

- 2.1 As identified in section 1.4, Amendments to By-Law, *“This By-Law may be amended by a 3/4 vote of the Trustees of the Board at any Regular meeting of the Board, provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced have been given in writing at the previous Regular meeting of the Board, and are referred to in the agenda.”*
- 2.2 The Procedural By-Law Ad Hoc Committee determined that revisions to the 2010 Procedural By-Law are required and such revisions are described in Appendix A of this report. Once enacted, the 2014 Procedural By-Law will be posted to Lakehead District School Board’s website.
- 2.3 Pending approval of the recommendation below, the Chair will verbally serve notice to enact the 2014 Procedural By-Law at the next Regular Board Meeting on Tuesday, November 25, 2014 with the consent of a 3/4 vote of the Trustees of the Board.

RECOMMENDATION

It is recommended that Lakehead District School Board amend the 2010 Procedural By-Law with the revisions described in Appendix A of Report No. 112-14. Revisions to the 2010 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2014 Procedural By-Law.

Respectfully submitted,

KAREN WILSON

Chair

Procedural By-Law Ad Hoc Committee

Lakehead District School Board

20104 Procedural By-Law

By-Law No. 109

- November 25, 20104

~~A By-law governing the procedures to be used by
Trustees and staff while conducting the business
meetings of the Board and its **Standing** Committees.~~

2010 PROCEDURAL BY LAW		SECTION 1	2014 PROCEDURAL BY LAW
1.1	This By-law shall come into force on the date of the final passing thereof. Upon this Procedural By-Law coming into force, the 2006 Procedural By-Law passed November 21, 2006 as amended by the Board is repealed provided that such repeal shall not affect the previous operation of such Procedural By-Law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such Procedural By-Law prior to its repeal.	Force of this By-law	1.1 This By-law shall come into force on the date of the final passing thereof. Upon this Procedural By-Law coming into force, the 2010 Procedural By-Law passed November 23, 2010 as amended by the Board is repealed provided that such repeal shall not affect the previous operation of such Procedural By-Law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such Procedural By-Law prior to its repeal.
1.4	This By-law may be amended at any Regular meeting of the Board by a 3/4 vote of the Trustees of the Board, provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced have been given in writing at the previous Regular meeting of the Board, and are referred to in the agenda.	Amendments to By-law	1.4 This By-law may be amended at any Regular meeting of the Board by a 2/3 vote of the Trustees present , provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced have been given in writing at the previous Regular meeting of the Board, and are referred to in the agenda.
1.5	The suspension of a rule regulating the conduct of business meetings of the Board shall normally be invoked in case of emergency. In such case, the suspension shall be allowed with a 3/4 vote of the Trustees present.	Waiving of Rules of Order	1.5 The suspension of a rule regulating the conduct of business meetings of the Board shall normally be invoked in case of emergency. In such case, the suspension shall be allowed with a 2/3 vote of the Trustees present.

	2010 PROCEDURAL BY LAW	SECTION 1	2014 PROCEDURAL BY LAW
1.6	Every By-law shall be introduced by a motion for leave specifying the title of the proposed By-law, or by a report of a committee, which motion shall be decided without debate. Every proposed By-law shall be read once before it is committed and engrossed, and signed by the Chair or the Vice Chair, and the Secretary. The Secretary shall endorse upon every By-law the dates of the reading thereof.	Introducing By-Laws	1.6 Every By-law shall be introduced by a motion for leave specifying the title of the proposed By-law, or by a report of a committee, which motion shall be decided without debate. Every proposed By-law shall be read once before it is committed and engrossed, and signed and dated by the Chair or the Vice Chair, and the Secretary. The Secretary shall endorse upon every By-law the dates of the reading thereof.

	DEFINITIONS – 2010	SECTION 2	DEFINITIONS - 2014
2.14	“OPSBA” means Ontario Public School Boards’ Association. The Lakehead District School Board shall be a member;	Definitions	“OPSBA” means Ontario Public School Boards’ Association. Refer to 7.1.14.2
2.20	“Student Trustee” means Student Trustee as referred to in Section 55 of the Education Act. A Student Trustee’s role will be consistent with the current Ontario Regulation and Section 55 of the Education Act;	Definitions	2.19 “Student Trustee” means Student Trustee as referred to in the Section 55 of the Education Act. A Student Trustee’s role will be consistent with current Ontario Regulation and Section 55 of the Education Act;

INAUGURAL AND ANNUAL MEETINGS - 2010		SECTION 3	INAUGURAL AND ANNUAL MEETINGS - 2014
	<p>3.3.5.5 Process for Drawing Lots Ballots shall be prepared; one stating the name of the position to be filled; the others blank. The total ballots will be the total number of nominees with an equality of votes. New ballots will be prepared for each round. The first person to draw a ballot returns the ballot to the scrutineer, who, after noting it, returns it for the next person to draw. After each round, those nominees who drew blank ballots are removed from the process. The draw continues until only one of the nominees draws the ballot stating the designated position.</p>	<p>Inaugural and Annual Meeting Procedures</p>	<p>3.3.5.5 Process for Drawing Lots Ballots shall be prepared; one stating the name of the position to be filled; the other(s) blank. The total ballots will be the total number of nominees with an equality of votes. New ballots will be prepared for each round. The first person to draw a ballot returns the ballot to the scrutineer, who, after noting it, returns it for the next person to draw. After each round, those nominees who drew blank ballots are removed from the process. The draw continues until only one of the nominees draws the ballot stating the designated position.</p>

MEETINGS OF THE BOARD - 2010		SECTION 4	MEETINGS OF THE BOARD - 2014
		Electronic Secret Ballot Voting	4.13.1 When the question is called, the Trustee(s) attending electronically shall cast their secret ballot vote by contacting the scrutineer via telephone.
4.22	4.22.1 Regular meetings of the Board shall be conducted in accordance with the Board's Procedures and Rules of Order.	Conduct of Meetings	4.22.1 Regular meetings of the Board shall be conducted in accordance with the Board's General Procedures (section 6) and Rules of Order (section 9).

GENERAL PROCEDURES - 2010		SECTION 6	GENERAL PROCEDURES - 2014
6.2	All meetings of the Board or its committees shall be open to the public, except matters considered in a Committee of the Whole - Closed Session (Section 207 (2) of the Education Act).	Closed Session Matters	6.2 All meetings of the Board or its committees and Standing Committee shall be open to the public, except matters considered in a Committee of the Whole - Closed Session (Section 207 (2) of the Education Act).
6.4	6.4.1 The Secretary shall make available to any member of the public who requests it copies of any Public Session agenda with supporting reports and information of any public meeting of the Board or Standing Committee. The Secretary may charge an appropriate copying fee when a hard copy is requested.	Public Access to Agendas and Reports	6.4.1 The Secretary shall make available to any member of the public who requests it copies of any Public Session agenda with supporting reports and information of any public meeting of the Board or Standing Committee. The Secretary may charge an appropriate copying fee when a hard copy is requested.

ORDER OF BUSINESS - 2010	SECTION 7	ORDER OF BUSINESS - 2014	
	7.1.8.2 Items raised shall respect confidentiality of individuals and other matters to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.	Closed Session Information and Inquiries	7.1.8.2 Items raised shall respect confidentiality of individuals and other matters to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. pursuant to Section 207(2) of the Education Act. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.
		Closed Session Information and Inquiries	7.1.8.3 The Director of Education may provide pertinent or timely information as per Section 207(2) of the Education Act. Trustees may ask questions of clarification and there shall be no debate.
7.1.14.1 Information Reports	Staff or Trustee, including the Student Trustee, information reports not requiring decision are presented under this agenda item. Questions of clarification will be allowed by the Chair. Written responses to questions asked by Trustees at previous meetings are also included hereunder. Trustees who chair or are members of committees may provide verbal or written updates under this agenda item.	Information Reports	7.1.14.1 Information Reports Staff or Trustees, including the Student Trustee, providing information reports not requiring a decision are presented under this agenda item. Questions of clarification will be allowed by the Chair. A written report responding ses to questions asked by Trustees at previous meetings are is also included hereunder. Trustees who chair or are members of committees may provide verbal or written updates under this agenda item.
7.1.14.2 OPSBA Report	The OPSBA delegate or the member of the Board of Directors of OPSBA will provide a report.	OPSBA Report	7.1.14.2 Ontario Public School Boards' Association (OPSBA) Report The OPSBA Director delegate or the member of the Board of Directors of OPSBA will may provide a report.

ORDER OF BUSINESS - 2010		SECTION 7	ORDER OF BUSINESS - 2014
7.1.14.3	The Student Trustee shall provide written reports in accordance with the Lakehead District School Board Student Trustee Handbook.	Student Trustee Report	7.1.14.3 The Student Trustee shall provide written reports at Regular Board meetings only , in accordance with the Lakehead District School Board Student Trustee Handbook.
	7.1.19.2 Items raised shall respect confidentiality of individuals and other matters to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.	Information and Inquiries	7.1.19.2 Items raised shall respect confidentiality of individuals and other matters pursuant to Section 207(2) of the Education Act to be dealt with in Committee of the Whole - Closed Session and shall not be subject to debate. Trustees should notify the Chair prior to the meeting of the nature of items to be raised under this section.
		Information and Inquiries	7.1.19.3 The Director of Education may provide pertinent or timely information that respects confidentiality of individuals and other matters pursuant to Section 207(2) of the Education Act. Trustees may ask questions of clarification and there shall be no debate.

ROLES - 2010		SECTION 8	ROLES – 2014
	8.3.13.1.4 Presentations shall not appear on the same agenda as an item to be discussed by Trustees at the same meeting.	Role of the Coordinating Committee	8.3.13.1.4 Presentations shall not appear on the same agenda as an similar item to be discussed by Trustees at the same meeting.
	8.3.13.1.5 Requests for delegations by Board employees shall require Board approval.	Delegations to the Board	8.3.13.1.5 Requests for delegations by Board employees shall require Coordinating Committee Board approval.
	8.3.13.3 (b) require that the delegations appoint one spokesperson to present a ten-minute executive summary of all of the delegation material. A representative from each delegation shall sit at the delegation table. Trustees may ask questions of any of the delegates based on the executive summary or the previously provided written presentation material.	Delegations to the Board	8.3.13.3 (b) require that the delegations appoint one spokesperson to present a ten-minute executive summary of all of the delegation material. A representative from each delegation shall sit at the delegation table. Trustees may ask questions of clarification any of the delegates based on the executive summary or the previously provided written presentation material.
	RULES OF ORDER		RULES OF ORDER
	9.16.1 a member need not vote if excused by a resolution of the Board; and	Voting Requirements	9.16.1 a member need not vote if excused by a resolution of the Board; and

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 28
Report No. 108-14

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

RE: SHORT-TERM BORROWING RESOLUTION

1. Background

To approve the Board's borrowing resolution for the 2014-2015 school year (Appendix A).

2. Situation

Each year the Board must ensure a line of credit, or access to funds, to meet current obligations until such time as provincial grants and local tax levies are received.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the Short-Term Borrowing Resolution for the 2014-2015 school year as outlined in Report No. 108-14, Short-Term Borrowing Resolution.

Respectfully submitted,

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

RESOLUTION OF LAKEHEAD DISTRICT SCHOOL BOARD

BORROWING RESOLUTION

WHEREAS Lakehead District School Board in the Province of Ontario (herein called "the Board") deems it necessary to borrow from time to time the sums that the Board considers necessary to meet the current expenditures of the Board until the current revenue has been received.

AND WHEREAS the Board deems it necessary to meet debt charges payable in any fiscal year until cash has been received.

AND WHEREAS the amount authorized to be borrowed by this resolution together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the unreceived balance of the estimated current revenues of the Board.

BE IT THEREFORE RESOLVED THAT:

1. For the purposes aforesaid the Board be authorized to borrow an amount not to exceed the sum of ten million dollars at one time or sixty-five million dollars cumulatively by way of a promissory note of the Board payable not later than the 31st day of August 2015 and bearing interest at the Bank Prime Rate or less;
2. The Treasurer, together with the Chair or Vice Chair of the Board, be hereby authorized and empowered for and on behalf of the Board to sign such promissory notes as may be necessary and to affix thereto the Board's corporate seal;
3. The Treasurer of the Board is hereby authorized and directed to apply in payment of all or any sums borrowed as aforesaid, together with interest thereon, all or any of the current revenues (as hereinbefore defined) of the Board collected or received by the Board and all or any other monies which may lawfully be applied for such purpose;
4. The Treasurer of the Board is hereby authorized and directed to furnish to the Bank or other Financial Institutions, at the time any amount is borrowed under this resolution, a statement showing the amount of the estimated revenues of the current year not yet collected, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the next preceding year and the amount of the revenues of the current year already collected, and also showing the total of any amounts borrowed under Section 243 of The Education Act in the current year that have not been repaid; and

5. The Bank or other Financial Institutions shall not be bound to establish the necessity of the borrowing authorized by this resolution or their application for the purposes aforesaid and may rely on a certified copy of this resolution as proof that the borrowing is validly authorized and on any statement furnished by the Treasurer under paragraph 4 of this resolution as proof of the facts stated therein.

We hereby certify that the foregoing is a true and accurate copy of a resolution of the above-mentioned Board duly passed at a meeting thereof, duly convened and held at Thunder Bay, Ontario on the 28th day of October, 2014, and that the said resolution is in full force and effect, unamended.

As witness, the Corporate Seal of the Board this 28th day of October, 2014.

Chair

Treasurer

Seal

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 28
Report No. 109-14

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

RE: BOARD DEVELOPMENT COMMITTEE

1. Background

- 1.1 The Board Development Committee consists of three Trustees elected at the Annual Meeting.
- 1.2 In 2006, during review of the Procedural By-Law, reference to the Board Development Committee was removed from the By-Law and the committee was disbanded.
- 1.3 On December 11, 2007, the Board Development Committee was re-established to coordinate Trustee Orientation sessions, professional development, and carry out a Board Self-Evaluation. The mandate and terms of reference of the Board Development Committee are attached as Appendix A.

2. Situation

- 2.1 On January 21, 2013, the Board Development Committee met to review the mandate and discuss the need for professional development. Committee and non-committee members indicated that professional development takes place on a regular basis. According to Section 8.1.11 of the 2010 Procedural By-Law, *“The Chair, in consultation with Coordinating Committee, may schedule any information meetings, informal discussions, or workshops considered to be of interest to Trustees.”*
- 2.2 According to Section 5.12 of the 2010 Procedural By-Law, *“In September of every year, the Coordinating Committee shall review the status of all Special Committees.”* At the September 23, 2014 Coordinating Committee meeting, it deferred the review of Special Committees to the October 8 meeting. On October 8, the Coordinating Committee met to review special committees. Upon review of the Board Development Committee’s mandate, the Coordinating Committee proposes that the Board Development Committee be disbanded.

RECOMMENDATION

It is recommended that Lakehead District School Board disband the Board Development Committee as a Special Committee.

Respectfully submitted,

IAN MacRAE
Director of Education

Board Development Committee

Purpose: The Board Development Committee (BDC) will improve the effectiveness of the Trustees of the Board through professional development and evaluation.

Role: The BDC shall seek advice and suggestions on Board effectiveness issues raised by Trustees. The BDC shall develop opportunities for annual Trustee Orientation Sessions.

By March of the second and fourth year of each term, the BDC shall conduct a Board Evaluation. The process shall be determined by the Board Development Committee and approved by the Board.

By June of the second and fourth year of each term, the BDC shall produce a plan for Board approval to address the results of the Board Evaluation.

All Trustees of the Board may attend Board Development Committee meetings, and may participate in discussions but may not vote.

All notices of meetings of the Board Development Committee and all minutes of meetings shall be distributed to all Trustees.

Frequency: As required

Time of Day: Variable

Composition: Three Trustees, the Director of Education, administrative support as needed.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 OCT 28
Report No. 099-14

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

RE: NOTICE OF MOTION – POLICY REVIEW

1. Background

At the Regular Board Meeting on September 23, 2014, the following Notice of Motion was brought forth by Trustee Arnone:

It is recommended that Lakehead District School Board policies be revised to address the discriminatory practice of distributing religious materials that are not related to the curriculum expectations.

2. Situation

This motion will be considered at the Regular Board Meeting on October 28, 2014.

Respectfully submitted,

IAN MacRAE
Director of Education