



**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. 2**  
**Tuesday, January 27, 2015**  
**Jim McCuaig Education Centre**

Ian MacRae  
Director of Education

Jack Playford  
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. 13 - November 25, 2014	J. Playford	1-5
5.2 Inaugural Board Meeting - December 2, 2014	J. Playford	6-10
6. Business Arising from the Minutes		

**MATTERS NOT REQUIRING A DECISION:**

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 Student Transportation Services of Thunder Bay Committee Meeting Report – October 27, 2014	G. Saarinen	Verbal

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	Audit Committee Report	D. Massaro	Verbal
7.5	Adult and Continuing Education (018-15)	C. Kappel	11-12
7.6	Kindergarten (022-15)	S. Pharand	13-15
7.7	Parent Involvement Committee Meeting Minutes - November 17, 2014	I. MacRae	16-18

8. First Reports

**MATTERS FOR DECISION:**

9. Postponed Reports

10. Recommendations from the Standing Committee (020-15) G. Saarinen 19-21
- 10.1 Policy Development – 8074 Student Concussion Management (013-15)

*It is recommended that Lakehead District School Board approve 8074 Student Concussion Management Policy, Appendix A to Report No. 013-15.*

- 10.2 Appointment to the Thunder Bay Public Library Board (008-15)

*It is recommended that Lakehead District School Board appoint Pat Johansen as its representative on the Thunder Bay Public Library Board for a four-year term ending November 30, 2018.*

11. Ad Hoc and Special Committee Reports

- 11.1 Establishment of 2015-2016 Budget Committee (012-15) D. Wright 22-23

*It is recommended that:*

1. *Lakehead District School Board establish the 2015-2016 Budget Committee comprised of all Trustees; and*
2. *The 2015-2016 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.*

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>
12.	New Reports		
12.1	Recommendation from the Audit Committee (015-15)  Appointment of External Auditor  <i>It is recommended that Lakehead District School Board re-appoint the firm of Grant Thornton LLP as auditors for an additional one year period ending August 31, 2015, and that Administration be directed to negotiate a fee schedule for the one year period.</i>	D. Massaro	24
12.2	Policy Review - 1011 Access to System Programs (021-15)  <i>It is recommended that Lakehead District School Board approve 1011 Access to System Programs policy, Appendix A to Report No. 021-15.</i>	S. Pharand	25-27
13.	New Business		
14.	Notices of Motion		
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. 13**

Board Room  
Jim McCuaig Education Centre

2014 NOV 25  
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  
Sherri-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**FEDERATION/UNION REPRESENTATIVES:**

Paul Caccamo, OSSTF - TBU  
Patricia Gibbs, OSSTF - SSP  
Christy Radbourne, Principal/Vice Principals  
Robin Tabor-John, Principals/Vice Principals  
Daniel Denommé, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*“THAT the Agenda for Regular Board Meeting No. 13, November 25, 2014 be approved with the following addition:*

*Item 14.4 Cancellation of Regular Board Meeting – December 16, 2014 (126-14) – I. MacRae.”*

**CARRIED**

2. **Reading: 2014 Procedural By-Law**

Trustees, by consensus, agreed to waive the first reading of the 2014 Procedural By-Law because of the length of the document and the fact that Trustees had received the document to review prior to the meeting. The 2014 proposed Procedural By-Law was presented for its first reading.

3. **Reading: By-Law No. 110 – 2015 Tax Levy (120-14)**

Chair Massaro read By-Law No. 110 – 2015 Tax Levy.

4. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Oikonen

*“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 12, October 28, 2014.”*

CARRIED

MATTERS NOT REQUIRING A DECISION:

5. Ontario Public School Boards’ Association (OPSBA) Report

Trustee Saarinen, Ontario Public School Boards’ Association Director and voting delegate, informed the Board that the next Board of Directors meetings will take place on November 28 and 29. Trustee Lukinuk congratulated Trustee Saarinen on his appointment as Chair of the OPSBA Joint Policy Development and Education Program Work Team.

6. Student Trustee Report

Hannah Smith, Student Trustee, provided a handout as her report. Items addressed included: fundraising, Special Education Advisory Committee meeting, Northwestern Ontario Secondary Schools Student’s Association’s (NWOSSSA) monthly forums, and networking. All Trustees’ questions were addressed.

7. Audit Committee Meeting Report

Trustee Massaro, Chair of the Audit Committee, presented this verbal report highlighting the November 17 meeting. All Trustees’ questions were addressed.

8. Audit Committee Annual Report – August 31, 2014 (117-14)

Trustee Massaro, Chair of the Audit Committee, presented this report. All Trustees’ questions were addressed.

9. Student Work Study (116-14)

Sherri-Lynne Pharand, Superintendent of Education, introduced Andrea Lampo, Melanie Mussellam, and Fred Van Elburg, Student Work Study Teachers, and Nicole Walter Rowan, Program Coordinator, who presented the report. All Trustees’ questions were addressed.

10. Aboriginal Education Advisory Committee Meeting Minutes – September 18, 2014

Sherri-Lynne Pharand, Superintendent of Education, presented the September 18, 2014 minutes for information. All Trustees’ questions were addressed.

11. Equity and Inclusive Education: Distribution of Faith-Based Literature (122-14)

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

12. Special Education Advisory Committee Meeting Minutes – October 15, 2014

Colleen Kappel, Superintendent of Education, presented the October 15, 2014 minutes for information.

13. Parent Involvement Committee Meeting Minutes – October 6, 2014

Ian MacRae, Director of Education, presented the October 6, 2014 minutes for information.

MATTERS FOR DECISION:

14. Recommendation from the Standing Committee (125-14)

Education Centre Mechanical Systems and Site Update (124-14)

Moved by Trustee Wilson Seconded by Trustee Saarinen

*“THAT Lakehead District School Board approve the use of other capital reserve funds up to \$1,000,000 to support the renovations and site improvements of the Jim McCuaig Education Centre as outlined in Report No. 124-14, Education Centre Mechanical Systems and Site Update.”*

CARRIED

15. By-Law No. 110 - 2015 Tax Levy (120-14)

Moved by Trustee Wilson Seconded by Trustee Johansen

*“THAT Lakehead District School Board approve By-Law No. 110 - 2015 Tax Levy (Appendix A) authorizing the 2015 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 120-14.”*

CARRIED

16. Recommendations from the Audit Committee (121-14)

Audit Committee Summarized Annual Report - August 31, 2014 (118-14)

Moved by Trustee Playford Seconded by Trustee Johansen

*“THAT Lakehead District School Board:*

1. *Approve the Audit committee Summarized Annual Report as outlined in Appendix A to Report No. 118-14; and*
2. *Forward the report to the Ministry of Education.”*

CARRIED

17. Recommendations from the Audit Committee (121-14)

2013-2014 Audited Financial Statements (119-14)

Moved by Trustee Johansen

Seconded by Trustee Arnone

*“THAT Lakehead District School Board approve the August 31, 2014 audited financial statements as outlined in Report No. 119-14, 2013-2014 Audited Financial Statements.”*

CARRIED

18. Cancellation of Regular Board Meeting – December 16, 2014 (126-14)

Moved by Trustee Playford

Seconded by Trustee Arnone

*“THAT Lakehead District School Board cancel the December 16, 2014 Regular Board Meeting.”*

CARRIED

19. Notice of Motion - 2014 Procedural By-Law and Notice to Enact (123-14)

Moved by Trustee Wilson

Seconded by Trustee Playford

Trustee Lukinuk requested a recorded vote.

*“THAT Lakehead District School Board approve the amendments to the 2010 Procedural By-Law and Notice to Enact, and that the resulting document be known as the 2014 Procedural By-Law which shall take effect on the day of passing.”*

Recorded Vote

<u>Trustee</u>	<u>In Favour</u>	<u>Opposed</u>
Arnone	X	
Johansen	X	
Lukinuk		X
Oikonen	X	
Playford	X	
Saarinen	X	
Wilson	X	
Massaro, Chair	X	

CARRIED

20. Information and Inquiries

20.1 Trustee Playford bid the two retiring Trustees a fond farewell. Trustee Johansen served one term and Trustee Lukinuk served three terms with Lakehead District School Board. Chair Massaro, on behalf of the Board, wished them well.

20.2 Trustee Lukinuk, retiring Trustee, who served Lakehead District School Board as a Trustee for 11 years, thanked the Board for the honour to be part of public education. She thanked Trustees, Senior Administration and staff, both past and present, for their valued association. She extended her best wishes to the incoming Board.

20.3 Trustee Saarinen informed the Board that he attended the First Nations Remembrance Day Services on November 11 and presented the wreath on behalf of the Board.

21. Adjournment

Moved by Trustee Lukinuk

Seconded by Trustee Johansen

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

CARRIED



LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF INAUGURAL BOARD MEETING**

Board Room  
Jim McCuaig Education Centre

2014 DEC 02  
6:00 p.m.

**TRUSTEES PRESENT:**

Margaret Arnone  
Ellen Chambers  
Deborah Massaro  
Ron Oikonen

Jack Playford  
George Saarinen  
Trudy Tuchenhagen  
Karen Wilson  
Hannah Smith (Student Trustee)

**SENIOR ADMINISTRATION:**

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

**FEDERATION/UNION REPRESENTATIVES:**

Jennifer Barry, LETO  
Paul Caccamo, OSSTF – TBU  
Patricia Gibbs, OSSTF - SSP  
Valerie Bodak, Lakehead OPC  
Wayne Bahlleda, Managers

**PUBLIC SESSION:**

1. **Call to Order**

Ian MacRae, Secretary of the Board, called the meeting to order.

2. **Notification of Municipal Clerk's Certificates of Election or Acclamations**

Ian MacRae, Secretary of the Board, announced that verification had been received from the City of Thunder Bay of the election of the following Trustees:

Margaret Arnone  
Ellen Chambers  
Deborah Massaro  
Ron Oikonen

Jack Playford  
George Saarinen  
Trudy Tuchenhagen  
Karen Wilson

3. **Declaration and Oath of Allegiance**

Trustees recited the Declaration and Oath of Allegiance. Ian MacRae, Director of Education, declared the Board legally constituted.

4. Introduction of Scrutineers

Sherry-Lynne Pharand, Superintendent of Education, and Colleen Kappel, Superintendent of Education, were introduced as the Scrutineers for elections.

5. Election of Chair of the Board

Ian MacRae, Secretary of the Board, announced the pre-nominations of Trustee Massaro by Trustee Wilson and Trustee Playford by Trustee Saarinen for the Office of Chair of the Board. Trustee Massaro and Trustee Playford accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Arnone

Seconded by Trustee Saarinen

*“THAT nominations for the Office of Chair of Lakehead District School Board be closed.”*

CARRIED

The Scrutineer and her Assistant conducted the election for the Office of Chair of the Board between Trustee Massaro and Trustee Playford. There was a tie vote and a drawing of lots was required. In accordance to section 3.3.5.5 of the 2014 Procedural By-Law, ballots were prepared. Trustee Playford was declared the winner.

Trustee Playford was declared Chair of the Board. Trustee Playford assumed the Chair.

Chair Playford thanked the Board for the opportunity to serve as Chair of the Board.

6. Election of Vice Chair of the Board

The Chair announced the pre-nominations of Trustee Saarinen by Trustee Playford and Trustee Wilson by Trustee Massaro. Trustee Saarinen and Trustee Wilson accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Tuchenhagen

Seconded by Trustee Massaro

*“THAT nominations for the Office of Vice Chair of Lakehead District School Board be closed.”*

CARRIED

The Scrutineer and her Assistant conducted the election for the Office of Vice Chair of the Board between Trustee Saarinen and Trustee Wilson. There was a tie vote and a drawing of lots was required. In accordance to section 3.3.5.5 of the 2014 Procedural By-Law, ballots were prepared. After the first round of drawing lots, there was a tie. New ballots were prepared. Upon the second drawing of lots, Trustee Saarinen was declared the winner.

Trustee Saarinen was declared Vice Chair of the Board.

Vice Chair Saarinen thanked the Board for the opportunity to serve as Vice Chair of the Board.

7. Election of a Member and Alternate of the Coordinating Committee

The Chair announced the pre-nomination of Trustee Arnone by Trustee Wilson for the position of Member of the Coordinating Committee. Trustee Arnone accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Trustee Arnone was acclaimed as Member of the Coordinating Committee.

The Chair announced the pre-nomination of Trustee Chambers by Trustee Arnone for the position of the Alternate Member of the Coordinating Committee. Trustee Chambers accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Arnone

Seconded by Trustee Oikonen

*“THAT nominations for a Member and Alternate Member to the Coordinating Committee be closed.”*

CARRIED

Trustee Chambers was acclaimed as Alternate Member of the Coordinating Committee.

8. Motion to Destroy Ballots

Moved by Trustee Tuchenhagen

Seconded by Trustee Chambers

*“THAT the ballots for the elections at the Inaugural Meeting, December 2, 2014 be destroyed.”*

CARRIED

9. Thunder Bay Public Library Board Annual Report (007-15)

Brian Donnelly, Lakehead District School Board Appointee to the Thunder Bay Public Library Board, and Angela Meady, Head of Youth and Children’s Services at Thunder Bay Public Library, presented the annual report. All Trustees’ questions were addressed.

Moved by Trustee Wilson

Seconded by Trustee Oikonen

*“THAT Lakehead District School Board receive the Annual Report by Lakehead District School Board Appointee to the Thunder Bay Public Library Board.”*

CARRIED

10. Aboriginal Education Advisory Committee Annual Report (005-15)

Suzanne Tardif, Parent/Guardian member on the Aboriginal Education Advisory Committee, presented the annual report on behalf of Dolores Wawia, Co-Chair of the Aboriginal Education Advisory Committee. All Trustees' questions were addressed.

Moved by Trustee Arnone Seconded by Trustee Massaro

*"THAT Lakehead District School Board receive the Annual Report of the Aboriginal Education Advisory Committee."*

CARRIED

11. Parent Involvement Committee Annual Report (002-15)

Susie Splett, Chair of the Parent Involvement Committee, and Theresa Graham, Vice Chair of the Parent Involvement Committee, presented the annual report. All Trustees' questions were addressed.

Moved by Trustee Tuchenhagen Seconded by Trustee Arnone

*"THAT Lakehead District School Board receive the Annual Report of the Parent Involvement Committee."*

CARRIED

12. Special Education Advisory Committee Annual Report (004-15)

Laura Sylvestre, Chair of the Special Education Advisory Committee, presented the annual report and committee work plan. All Trustees' questions were addressed.

Moved by Trustee Chambers Seconded by Trustee Wilson

*"THAT Lakehead District School Board receive the Annual Report of the Special Education Advisory Committee."*

CARRIED

13. Approval of Appointments to the Special Education Advisory Committee (006-15)

Moved by Trustee Arnone Seconded by Trustee Massaro

*"THAT Lakehead District School Board approve the appointments of nominations for membership to the Special Education Advisory Committee for the next four-year term as indicated in Report No. 006-15, Approval of Appointments to the Special Education Advisory Committee."*

CARRIED

14. Trustee Appointments to Board Committees – 2015 (003-15)

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

*“THAT Lakehead District School Board approve the Trustee Appointments to Board Committees – 2015 as set out in Appendix A to Report No. 003-15.”*

CARRIED

15. Director’s Annual Report 2013-2014 (001-15)

Ian MacRae, Director of Education, presented a summary of his report. The Director thanked Catherine Siemieniuk, former Director of Education, Senior Administration, their Executive Secretaries, Kathryn Hantjis, Executive Assistant to the Director, Bruce Nugent, Communications Officer, and Heather Houston, Desktop and Graphics Technician, for their work over the past year. In addition, the Director thanked Trustees, including former Trustees Johansen and Lukinuk for their work as Board Members. All Trustees’ questions were addressed.

Moved by Trustee Wilson

Seconded by Trustee Massaro

*“THAT Lakehead District School Board receive the Director’s Annual Report 2014.”*

CARRIED

16. Ian MacRae, Director of Education, thanked Kathryn Hantjis, Executive Assistant to the Director, for her dedication to Lakehead District School Board and wished her all the best in her upcoming retirement.

17. Adjournment

Moved by Trustee Oikonen

Seconded by Trustee Massaro

*“THAT we do now adjourn at 7:24 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JAN 27  
Report No. 018-15

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

RE: ADULT AND CONTINUING EDUCATION

1. Background

- 1.1 Lakehead Adult Education Centre's (LAEC) mission is to serve a diverse, multicultural and multi-aged community with the highest quality of education.
- 1.2 Over the past nine years, Adult and Continuing Education has maintained an average enrolment of 2,622 students, and has graduated an average of 135 students per year.

2. Situation

- 2.1 Adult and Continuing Education had 2,409 registered students in the 2013-2014 school year. In total, 237 students earned their Ontario Secondary School Diploma during this period. This was a 97.5% increase over the eight year average (2005 – 2013, M = 123).
- 2.2 LAEC offers a wide variety of Adult and Continuing Education programming both in class and at a distance, with community and regional partners throughout northwestern Ontario. Programs include:
  - e-Learning and Self Study;
  - Distance Education to Aboriginal Communities;
  - 'Adult for Credit' Classrooms;
  - Co-operative Education;
  - Literacy and Numeracy for Grade 9/10;
  - Literacy and Numeracy for Parents;
  - Prior Learning Assessment and Recognition (PLAR);
  - English as a Second Language; and
  - International Languages for Elementary Students.
- 2.3 Key locations include:
  - Lakehead Adult Education Centre;
  - Thunder Bay Correctional Centre;
  - Aboriginal Skills Advancement Program (Matawa); and
  - Ontario Native Women's Association.

### 3. Update

- 3.1 *The Aboriginal Skills Advancement Project (ASAP)* is in its third year since program launch. LAEC has been heavily involved in recruitment as well as providing all instructional services. LAEC graduated 62 out of 100 students in the pilot phase (October 2012 – February 2014) and 47 additional students in the fall of 2014.
- 3.2 The second phase of two Ministry of Education funded pilot projects are underway for the 2014-2015 school year:
- technology enhanced 'Hybrid Learning Project'; and
  - Ontario Native Women's Association Single Parent Initiative.
- 3.3 In December 2014, the Minister of Education announced provincial consultation sessions to develop unique regional strategies to support Adult Education and Continuing Education programming across the province.
- 3.4 *Roots to Harvest* staff have been working with students at LAEC delivering food workshops (preparation, cooking, meal planning and nutrition) on Tuesdays and Thursdays. Participating students then provide lunch for their peers.

### 4. Conclusion

Through the ongoing support of Lakehead District School Board, Adult and Continuing Education continues to provide quality educational opportunities for all students across the Thunder Bay Region.

Respectfully submitted,

DANIEL DENOMMÉ  
Manager  
Lakehead Adult Education Centre

COLLEEN KAPPEL  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JAN 27  
Report No. 022-15

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

RE: KINDERGARTEN

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.
- 1.3 The Ministry of Education began the implementation of the Full Day Early Learning Kindergarten Program (FDKELP) in September 2010. The FDKELP Program was put into place in the final nine schools in September 2014.
- 1.4 Early Development Instrument (EDI) data indicates that in Thunder Bay, there is an increased percent of vulnerable children in the following domains: Physical Health and Well Being, Social Competence, and Communication Skills and General Knowledge.

2. Situation

- 2.1 In order to support strategic planning; program quality and evaluation; and Communication, the Ministry of Education has continued to fund a half-time Early Years Position for the 2014-2015 School Year.
- 2.2 An Early Learning Leadership Committee that consists of seven K - Grade 2 Educators and two Administrators continues to support the work of the Early Learning Lead and bring the voice of the classroom to system planning.
- 2.3 The Ministry of Education has continued to provide funding training for school teams, including; the Principal, Early Childhood Educators, and Teachers of Kindergarten, K/1 with a vision to include Grade 1, and Grade 1/2 classes as well. The funding, along with other project monies, will support these educators with training in Mathematics.
- 2.4 Continuing to ensure a consistent understanding and implementation of the Full Day Early Learning Kindergarten Program across the system is a key priority.



### 3. Next Steps

- 3.1 Facilitating the transition through the Early Years is important; therefore it is the goal to work with K to 2 educators to create an understanding of inquiry learning and its alignment with literacy and numeracy.
- 3.2 All Kindergarten Educators have been provided with iPads and training to document student thinking and learning and this year each Grade 1 teacher will receive an iPad and training for the same purpose. This helps facilitate the consistent documentation of learning through the early years.
- 3.3 Lakehead District School Board staff continues to work at developing a common understanding of a Full Time Early Learning Kindergarten Program in French Immersion. This continues to be a need across the Province as students must gain a foundation in the French language while at the same time facilitating children's natural curiosity through inquiry.
- 3.4 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 realize the vision for FDKELP. In October of 2014, Administrators and Child Care Supervisors met as teams and received training on a Child Care Handbook that was developed for both parties to support their collaboration within the schools.
- 3.5 The Early Development Instrument (EDI) will be re-administered this year. Educators have received the necessary training from our district Data Analysis Coordinator (DAC) and are expected to complete the measure by March 31<sup>st</sup>, 2015. Results of this study will provide an updated look at the 5 domains and the 10 year trend for our Senior Kindergarten students.
- 3.6 Training for the 2014-2015 school year consists of:
  - Professional Collaborative Inquiry in Mathematics K-2;
  - iPad training for Teachers of Grade 1 students;
  - at the elbow coaching in some schools, using an instructional rounds model in order to build leadership capacity and support our French Immersion staff and students;
  - Administrator/Child Care Handbook;
  - EDI training for SK teachers and Early Childhood Educators.

Conclusion

Lakehead District School Board believes in students having the best start possible in their education. Providing opportunities for students to engage in inquiry, while building a strong foundation in literacy and numeracy are the basis for future academic success.

Respectfully Submitted,

DONICA LEBLANC  
Supervising Principal – Early Learning Lead

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2014 NOV 17  
6:30 p.m.

**MEMBERS PRESENT:**

Susie Splett (Chair)  
Jennifer Davis  
Jennifer DeFranceschi  
Hillary Freeburn  
Danica Gernat  
Julie Hall  
Dave Isherwood

Donica LeBlanc  
Ian MacRae  
Jason Pilot  
Laura Prodanyk  
Jesse Roberts  
Laura Sylvestre  
Suzanne Tardif

**RESOURCE:**

Kathryn Hantjis, Executive Assistant  
Bruce Nugent, Communications Officer

**GUESTS:**

Lori Lukinuk, Trustee

**MEMBERS ABSENT, WITH REGRET:**

Harbinder Singh Hayer  
Varinder Singh Hayer  
Nicole Walter Rowan

1. **Call to Order, Welcome and Introductions**

Ian MacRae, Director of Education, called the meeting to order and welcomed those in attendance. Members introduced themselves.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Election of Chair**

Director MacRae noted that, upon review of the by-laws, the Chair is elected for a two-year term. The current Chair, Susie Splett, is serving a two-year term for 2013-2014 and 2014-2015. By consensus, this item was removed from the agenda.

4. **Election of Parent Involvement Committee Vice Chair**

Chair Susie Splett called for nominations for the position of Vice Chair of the Parent Involvement Committee. Lori Lukinuk nominated Jennifer Davis and Jennifer declined the nomination.

Since no other nominations were forthcoming, the election of the Parent Involvement Committee Vice Chair was deferred to the next meeting.

5. Director's Report

Ian MacRae, Director of Education, spoke about the 2014-2015 Operational Plan, Policy 1011 Access to System Programs that is currently under review, and a new Concussions Policy that is available for constituent input. He also noted this is the final meeting for Kathryn Hantjis as recording secretary for Parent Involvement Committee.

Director MacRae reported that there is currently \$6273.04 in the PIC budget with the 2014-2015 allocation to be added in the near future.

6. Confirmation of Minutes – October 6, 2014

The minutes were confirmed by consensus.

7. Feedback from School Council Kick-off

Chair Susie Splett spoke about the School Council Kick-off feedback that was included in the package. Bruce Nugent, Communications Officer, reported that presentations were well received and noted the feedback requesting to hold a similar event for a wider audience in the future. Laura Prodanyk mentioned the request to hold another session about PRO grants, and this may be considered for the April event.

8. People for Education 's 18<sup>th</sup> Annual *Making Connections* Conference

Chair Susie Splett requested that her report be deferred to the next meeting. In the meantime, she distributed the Ministry document "Achieving Excellence: A Renewed Vision for Education in Ontario" for members' information. She will provide her conference report in January.

9. PIC Representatives on Board Committees

Chair Susie Splett spoke about the need for PIC representatives on two committees. The following members volunteered to serve:

School Year Calendar Committee – Jennifer DeFranceschi  
Success Advisory Committee – Jennifer Davis, Jesse Roberts (alternate)

It was noted that Laura Syvestre also serves on the Success Advisory Committee as SEAC Representative.

10. 2014-2015 Meeting Schedule

Director MacRae referred to the proposed meeting schedule included in the package. Kathryn Hantjis will canvas members as to which policies members would like to provide input to at the January meeting.

11. Communications Ad Hoc Committee

Chair Susie Splett spoke about the role of the Communications Ad Hoc Committee and noted that membership on this committee has dwindled. Past work of the committee has included publishing PIC Corner articles in This Week at Lakehead Public Schools, the

development of a School Council networking list, and providing updates to the Parents/Community section of the website.

Jennifer Davis volunteered to serve on this committee. Kathryn Hantjis will email members seeking additional volunteers and a meeting will be scheduled.

12. AEAC and SEAC Funding for 2014-2015

By consensus, PIC agreed to fund AEAC and SEAC \$750 each for the purpose of parent engagement. The amount will be reviewed again next term. Letters will be sent to AEAC and SEAC Chairs advising of this decision and requesting a final report by the end of August 2015.

13. Aboriginal Education Advisory Committee (AEAC) Report

Suzanne Tardif, AEAC Representative, reported that she was unable to attend the last AEAC meeting but provided an update of recent activities that will be included in AEAC's annual report to the Board on December 2.

12. Special Education Advisory Committee (SEAC) Report

Laura Sylvestre, SEAC representative, reported that she was unable to attend the last SEAC meeting. She noted that SEAC is holding a competition to develop new posters and bookmarks. The deadline for submissions is December 3 and there are three \$100 prizes available. SEAC will also present its annual report to the Board on December 2. SEAC's next meeting will be held on November 19.

13. Other Business

13.1 Jennifer Davis requested a future report on the status of the JK program.

13.2 Chair Susie Splett thanked Kathryn Hantjis for her service to the Parent Involvement Committee and wished her well in her retirement.

13.3 Chair Susie Splett expressed PIC's appreciation to 2013-2014 PIC member Lori Lukinuk and wished her well in her future endeavours.

14. Next Meeting

The next meeting will be held on Monday, January 19, 2015 at 6:30 p.m.

15. Adjournment

The meeting adjourned at 7:25 p.m.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JAN 27  
Report No. 020-15

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 January 13, 2015 and have been referred to the Board for approval. The recommendations are as follows:

**POLICY DEVELOPMENT – 8074 STUDENT CONCUSSION MANAGEMENT (013-15)**

*It is recommended that Lakehead District School Board approve 8074 Student Concussion Management Policy, Appendix A to Report No. 013-15.*

**APPOINTMENT TO THE THUNDER BAY PUBLIC LIBRARY BOARD (008-15)**

*It is recommended that Lakehead District School Board appoint Pat Johansen as its representative on the Thunder Bay Public Library Board for a four-year term ending November 30, 2018.*

Respectfully submitted,

GEORGE SAARINEN  
Chair  
Standing Committee

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# SCHOOL-COMMUNITY RELATIONS

**8000**

Appendix A to  
Report No. 013-15

JANUARY 27, 2015 - DRAFT

## STUDENT CONCUSSION MANAGEMENT POLICY

**8074**

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### 1. Rationale

- 1.1 Lakehead District School Board is committed to promoting awareness of safety in schools and recognizes that the health and safety of students are essential preconditions for effective learning and participation in physical activity.
- 1.2 All partners in education, including the Ministry of Education, other Ontario ministries, school boards, administrators, educators, school staff, students, parents, school volunteers, and community-based organizations, have important roles to play in promoting student health and safety, and in fostering and maintaining healthy and safe environments in which students can learn.
- 1.3 Concussions can have a serious effect on a young, developing brain. Proper prevention, recognition, and response to concussion in the school environment can prevent further injury and can help with recovery. A concussion can have a significant impact on a student; cognitively, physically, emotionally, and socially.

### 2. Policy

It is the policy of the Lakehead District School Board to ensure the provision of minimized risk in elementary and secondary schools and to provide a safe environment that takes steps to reduce the risk of injury and promotes the overall well-being of students.

### 3. Guiding Principles

- 3.1 Children and adolescents are among those at greater risk for concussions due to body trauma at any time. Although falls and motor vehicle accidents are the leading causes of concussion, there is a heightened risk due to concussion during physical activity which includes physical education classes, playground time, or sports activities.
- 3.2 To address this increased risk of concussions and to prevent and identify the signs and symptoms of concussion, the Board is committed to increasing awareness for all students, staff, parents, volunteers, and health care practitioners to support the proper prevention and management of concussions.

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**SCHOOL-COMMUNITY RELATIONS****8000**Appendix A to  
Report No. 013-15**JANUARY 27, 2015 - DRAFT****STUDENT CONCUSSION MANAGEMENT  
POLICY****8074**

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3.3 It is very important to students' long-term health and academic success that individuals in schools have information on appropriate strategies to minimize risk of concussion, steps to follow if they suspect that a student may have a concussion, and effective management procedures to guide students' return to learning and physical activity after a diagnosed concussion.

3.4 In accordance with Policy Program Memorandum (PPM) 158 (School Board Policies on Concussion), Lakehead District School Board will develop and implement concussion management strategies. These strategies must include: development of awareness, prevention, identification, training, and management procedures for a diagnosed concussion.

4. Review

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

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<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	_____	_____
_____	<u>Date Revised</u>	_____

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LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JAN 27  
Report No. 012-15

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

RE: ESTABLISHMENT OF 2015-2016 BUDGET COMMITTEE

1. Background

In order to finance operations of the Board and to ensure effective stewardship of Board resources for the fiscal year 2015-2016, the Ministry of Education requires that the Board's annual budget be submitted to the Ministry on or before a date specified by the Ministry, expected to be June 30, 2015.

2. Situation

- 2.1 The Budget Committee is an Ad Hoc Committee comprised of all Trustees of the Board.
- 2.2 According to the Lakehead District School Board 2010 Procedural By-Law, section 5.5, "*The initial meeting of an Ad Hoc or Special Committee shall be called by the Secretary of the Board, within two weeks of the resolution appointing such committees.*" Therefore, it will be necessary to schedule the first meeting of the 2015-2016 Budget Committee no later than Tuesday, February 10, 2015.
- 2.3 At the first meeting of the 2015-2016 Budget Committee, a Chair and Vice Chair will be elected.
- 2.4 The 2015-2016 Budget Committee shall report its recommendation to the Board no later than the date provided by the Ministry of Education.

## RECOMMENDATION

It is recommended that:

1. Lakehead District School Board establish the 2015-2016 Budget Committee comprised of all Trustees; and
2. The 2015-2016 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.

Respectfully submitted,

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JAN 27  
Report No. 015-15

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

RE: RECOMMENDATION FROM THE AUDIT COMMITTEE

Background

The Audit Committee discussed the appointment of the External Auditor at the January 19, 2015 Audit Committee Meeting. The recommendation is as follows:

**APPOINTMENT OF EXTERNAL AUDITOR**

It is recommended that Lakehead District School Board re-appoint the firm of Grant Thornton LLP as auditors for an additional one year period ending August 31, 2015, and that Administration be directed to negotiate a fee schedule for the one year period.

Respectfully submitted,

DEBORAH MASSARO  
Chair  
Audit Committee

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2015 JAN 27  
Report No. 021-15

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

RE: POLICY REVIEW - 1011 ACCESS TO SYSTEM PROGRAMS

1. Background

- 1.1 Lakehead District School Board is committed to offering specialized system programs of choice for students.
- 1.2 Lakehead District School Board is dedicated to having equal access to recognized system programs within the Board.
- 1.3 The Access to System Programs policy was first created in 2003.
- 1.4 The policy was presented to the Success Advisory Committee on November 13, 2014 and stakeholders had an opportunity to provide feedback and input prior to the policy's removal from the Board website on December 10, 2014.

2. Situation

At the January 13, 2015 Standing Committee, input was received from Trustees and attached as Appendix A.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 1011 Access to System Programs policy, Appendix A to Report No. 021-15.

Respectfully submitted,

PAUL TSEKOURAS  
Student Success Lead/MISA Board Lead

SHERRI-LYNNE PHARAND  
Superintendent of Education

IAN MACRAE  
Director of Education

JANUARY 27, 2015 - DRAFT

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## ACCESS TO SYSTEM PROGRAMS POLICY

## 1011

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### 1. Rationale

Lakehead District School Board is committed to offering specialized system programs of choice for students.

### 2. Policy

All students of Lakehead District School Board shall have equal access to recognized system programs of the Board.

### 3. Definitions

3.1 System Programs - Programs which are identified by formal Board resolution **such as the French Immersion and the International Baccalaureate Program.**

3.1.1 Certificates of Accomplishment may be issued by the school to a student who has successfully completed the specific program as laid out by the school.

3.1.2 The opportunity to meet the prescribed standards of an external accredited program may be an optional component of a system program.

3.2 Equal Access - The opportunity for all **qualified** students to register for system programs.

### 4. Guidelines

4.1 System programs:

- will be offered at designated schools;
- may require that a student meet established ~~entrance~~ **entry** criteria;
- may or may not require specialized facilities;
- are normally, but not necessarily, offered over a number of years; or
- do not include Special Education programs.

4.2 In the event that registration must be limited, specific criteria will be clearly outlined in determining entrance.

4.3 Transportation to system programs shall be provided according to the 3040 Transportation Policy.

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**PHILOSOPHY AND GOALS**

JANUARY 27, 2015 - DRAFT

**1000**Appendix A to  
Report No.  
021-15

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**ACCESS TO SYSTEM PROGRAMS POLICY****1011**

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5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	June 24, 2003 <u>Date Revised</u> _____	

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