



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 25, 2022
Jim McCuaig Education Centre
Virtual via Microsoft Teams**

Ian MacRae
Director of Education

Ellen Chambers
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – via Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 5:35 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Land Acknowledgement		
8. Delegations/Presentations		
9. Approval of Minutes		
9.1 Regular Board Meeting No. 16 - November 23, 2021	E. Chambers	1-5
9.2 Annual Board Meeting - December 7, 2021	E. Chambers	6-10
10. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MATTERS NOT REQUIRING A DECISION:

11.	Information Reports		
11.1	Ontario Public School Boards' Association (OPSBA) Report	R. Sitch	Verbal
11.2	Indigenous Student Trustee January Report	J. Friday	Handout
11.3	Student Trustee January Report	M. Mago	Handout
11.4	Audit Committee Report	R. Oikonen	Verbal
11.5	Audit Committee Annual Report - August 31, 2021 (007-22)	R. Oikonen	11-13
11.6	Information Technology Update (017-22)	K. Alaksa	14-17
11.7	Early Learning (018-22)	A. Keene	18-20
11.8	COVID-19 General Update	I. MacRae	Verbal
11.9	Parent Involvement Committee Meeting Minutes – November 15, 2021	I. MacRae	21-23
12.	First Reports		

MATTERS FOR DECISION:

13.	Postponed Reports		
14.	Recommendations from the Standing Committee (019-22)	T. Tuchenhagen	24
14.1	Policy Review – 8071 Bullying Prevention and Intervention (009-22)		

It is recommended that Lakehead District School Board approve the review of 8071 Bullying Prevention and Intervention Policy as indicated in Report No. 009-22.

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

14.2 Policy Review – 4023 Prior Learning Assessment and Recognition for Mature Students (012-22)

It is recommended that Lakehead District School Board approve the review of 4023 Prior Learning Assessment and Recognition for Mature Students Policy as indicated in Report No. 012-22.

14.3 Policy Development – Safe Arrival (014-22)

It is recommended that Lakehead District School Board approve the development of a safe arrival policy as indicated in Report No. 014-22.

15. Ad Hoc and Special Committee Reports

15.1 Establishment of 2022-2023 Budget Committee (013-22)

K. Alaksa

25

It is recommended that:

1. *Lakehead District School Board establish the 2022-2023 Budget Committee comprised of all trustees; and*
2. *The 2022-2023 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.*

15.2 Recommendations from the Audit Committee (016-22)

R. Oikonen

26-30

15.2.1 Audit Committee Summarized Annual Report - August 31, 2021 (087-21)

It is recommended that Lakehead District School Board:

1. *Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 087-21; and*
2. *Forward the report to the Ministry of Education.*

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

Person

Resource
Pages

15.2.2 2020-2021 Audited Financial Statements (085-21)

It is recommended that Lakehead District School Board approve the August 31, 2021 audited financial statements as outlined in Report No. 085-21, 2020-2021 Audited Financial Statements.

- 16. New Reports
- 17. New Business
- 18. Notices of Motion
- 19. Information and Inquiries
- 20. Adjournment

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

LAKEHEAD DISTRICT SCHOOL BOARD



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REGULAR BOARD MEETING NO. 2

Tuesday, January 25, 2022

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Ian MacRae
Director of Education

Ellen Chambers
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session

5:35 p.m. – Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Committee of the Whole - Closed Session Minutes		
5.1.1 Regular Board Meeting No. 16 - November 23, 2021	E. Chambers	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Personnel Matter	E. Chambers	Handout
5.4 Information and Inquiries		
5.5 Rise and Report Progress		

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

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF REGULAR BOARD MEETING NO. 16

Virtual
Via Microsoft Teams

2021 NOV 23
7:30 p.m.

TRUSTEES PRESENT:

Ellen Chambers (Chair)
Trudy Tuchenhagen (Vice Chair)
Marg Arnone
Sue Doughty-Smith
Ron Oikonen
George Saarinen

Ryan Sitch
Scottie Wemigwans
Jesslynn Friday (Indigenous Student
Trustee)
Mehtar Mago (Student Trustee)

TRUSTEE ABSENT, WITH REGRET:

Deborah Massaro

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Kirsti Alaksa, Superintendent of Business
Michelle Probizanski, Superintendent of Education
AJ Keene, Superintendent of Education

FEDERATION/UNION REPRESENTATIVES:

Maggie Fredrickson, Lakehead Principals/Vice Principals
Anne Marie McMahon-Dupuis, Lakehead Principals/Vice Principals
Dave Covello, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Sitch

“THAT the Agenda for Regular Board Meeting No. 16, November 23, 2021, be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Doughty-Smith

Seconded by Trustee Wemigwans

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

- *Confirmation of Committee of the Whole – Closed Session Minutes of:*
 - *Board Meeting No. 8 (Special) – June 7, 2021;*
 - *Board Meeting No. 9 (Special) – June 15, 2021;*
 - *Board Meeting No. 12 (Special) – September 21, 2021;*
 - *Regular Board Meeting No. 14 – October 26, 2021; and*
 - *Board Meeting No. 15 (Special) – November 3, 2021;*
- *Personnel Matters;*
- *Legal Matters;*
- *Personnel Matter (083-21);*

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

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

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

PUBLIC SESSION:

4. Report of Committee of the Whole – Closed Session

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

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

‘THAT Lakehead District School Board approve the Committee of the Whole – Closed Session Minutes of:

- *Board Meeting No. 8 (Special) – June 7, 2021;*
- *Board Meeting No. 9 (Special) – June 15, 2021;*
- *Board Meeting No. 12 (Special) – September 21, 2021;*
- *Regular Board Meeting No. 14 – October 26, 2021; and*
- *Board Meeting No. 15 (Special) – November 3, 2021.’*

‘THAT Lakehead District School Board approve the Board Self-Assessment Process Review proposal from OESC as outlined in Appendix A to Report No. 83-21.’”

CARRIED

5. Declaration of the 2021-2022 Indigenous Student Trustee

Ian MacRae, Director of Education, introduced Indigenous Student Trustee Jesslynn Friday. Indigenous Student Trustee Friday read and signed the declaration for the position of Indigenous student trustee.

6. Approval of Minutes

Moved by Trustee Wemigwans

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve the Minutes of:

- *Board Meeting No. 8 (Special) – June 7, 2021;*
- *Board Meeting No. 9 (Special) – June 15, 2021;*
- *Board Meeting No. 10 (Special) – June 21, 2021;*
- *Board Meeting No. 12 (Special) – September 21, 2021;*
- *Regular Board Meeting No. 14 – October 26, 2021; and*
- *Board Meeting No. 15 (Special) – November 3, 2021.”*

CARRIED

MATTERS NOT REQUIRING A DECISION:

7. Ontario Public School Boards' Association Report

Trustee Saarinen, Ontario Public School Boards' Association (OPSBA) Director and voting delegate, reminded trustees that the next OPSBA Board of Directors' meeting would be on Saturday, November 27, 2021. Trustee Saarinen referred to Trustee Chambers to update trustees on OPSBA information sessions. Trustee Chambers explained to trustees that the information sessions would be around Project Compass. Trustee Chambers indicated that the dates for Project Compass information sessions have been sent out to trustees and that she encourages trustees to participate.

8. Student Trustee November Report

Mehar Mago, Student Trustee, provided a handout for her November report. Items addressed included: meeting with Indigenous Student Trustee Friday, meeting with Trustee Saarinen and Indigenous Student Trustee Friday, Ontario Student Trustees' Association (OSTA-AECO) Public Board Council Meeting, Parent Involvement Committee meeting, and Student Senate.

9. Indigenous Student Trustee First Report (081-21)

Jesslynn Friday, Indigenous Student Trustee, presented her report. Items addressed included: objectives for the year ahead, Indigenous Student Senate, student voice, elementary students, survey, rainbow boxes and medicine tables.

10. Lakehead Public Schools International (079-21)

AJ Keene, Superintendent of Education, introduced Steven Johnson, International Student Coordinator, who presented the report. Steven Johnson introduced Julia Segura, an international student from Spain, who spoke to her experiences as an international student. All trustees' questions were addressed.

11. COVID-19 General Update

Ian MacRae, Director of Education, introduced AJ Keene, Superintendent of Education, who provided a verbal update on COVID-19 related matters affecting Lakehead District School Board. All trustees' questions were addressed.

12. Parent Involvement Committee Meeting Minutes – October 4, 2022

Ian MacRae, Director of Education, presented the Parent Involvement Committee meeting minutes.

MATTERS FOR DECISION:

13. Recommendations from the Standing Committee (082-21)

Policy Review – 3071 Advertising Policy and Procedures (076-21)

Moved by Trustee Sitch

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve 3071 Advertising Policy, Appendix A to Report No. 076-21.”

CARRIED

Policy Review – 3040 Transportation Policy and Procedures (077-21)

Moved by Trustee Saarinen

Seconded by Trustee Arnone

“THAT Lakehead District School Board approve 3040 Transportation Policy, Appendix A to Report No. 077-21.”

CARRIED

Procedural By-Law Ad Hoc Committee (078-21)

Moved by Trustee Tuchenhagen

Seconded by Trustee Sitch

“THAT:

- 1. Trustees Chambers, Arnone, Sitch, and Tuchenhagen, and Oikonen as alternate, be appointed to the Procedural By-Law Ad Hoc committee.*
- 2. The Procedural By-Law Ad Hoc Committee report its progress to the Board no later than March 31, 2022.”*

CARRIED

14. By-Law No. 120-2022 Tax Levy (074-21)

Moved by Trustee Massaro

Seconded by Trustee Doughty-Smith

“THAT Lakehead District School Board approve By-law No.120 – 2022 Tax Levy (Appendix A) authorizing the 2022 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 074-21.”

CARRIED

15. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

“THAT we do now adjourn at 8:26 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF ANNUAL BOARD MEETING

Virtual
Microsoft Teams

2021 DEC 07
6:00 p.m.

TRUSTEES PRESENT:

Marg Arnone
Ellen Chambers
Sue Doughty-Smith
Deborah Massaro
Ron Oikonen
George Saarinen

Ryan Sitch
Trudy Tuchenhagen
Scottie Wemigwans
Jesslynn Friday (Indigenous Student Trustee)
Meahar Mago (Student Trustee)

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Kirsti Alaksa, Superintendent of Business
AJ Keene Superintendent of Education
Michelle Probizanski, Superintendent of Education

FEDERATION/UNION REPRESENTATIVES:

Angela Lee-Wiwcharyk, Managers

PUBLIC SESSION:

1. **Call to Order**

Ian MacRae, Secretary of the Board, called the meeting to order and reviewed the procedures for the meeting.

2. **Introduction of Scrutineers**

AJ Keene, Superintendent of Education, Michelle Probizanski, Superintendent of Education, and Kirsti Alaksa, Superintendent of Business, were introduced as the scrutineers for the elections.

3. Election of Chair of the Board

Ian MacRae, Secretary of the Board, announced the pre-nomination of Trustee Chambers by Trustee Tuchenhagen. 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 Sitch

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

CARRIED

Trustee Chambers was declared chair of the Board by acclamation. Trustee Chambers assumed the chair.

Chair Chambers thanked the Board for the opportunity to continue to serve as chair of the Board.

4. Election of Vice Chair of the Board

Chair Chambers announced the pre-nomination of Trustee Tuchenhagen by Trustee Saarinen. Trustee Tuchenhagen accepted the nomination. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Sitch

Seconded by Trustee Doughty-Smith

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

CARRIED

Trustee Tuchenhagen was declared vice chair of the Board by acclamation.

Vice Chair Tuchenhagen thanked the Board for the opportunity to continue to serve as vice chair of the Board.

5. Election of a Member and Alternate to the Coordinating Committee

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

Moved by Trustee Tuchenhagen

Seconded by Trustee Massaro

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

CARRIED

Trustee Arnone was declared the member of the Coordinating Committee by acclamation.

Chair Chambers announced the pre-nomination of Trustee Doughty-Smith by Trustee Sitch for the position of alternate of the Coordinating Committee. Further nominations were called for from the floor. There were no further nominations.

Moved by Trustee Sitch

Seconded by Trustee Arnone

“THAT nominations for an Alternate Member to the Coordinating Committee be closed.”

CARRIED

Trustee Doughty-Smith was declared the alternate member of the Coordinating Committee by acclamation.

6. Director’s Annual Report 2020-2021 (001-22)

Ian MacRae, Director of Education, presented a summary of his report. Director MacRae thanked senior administration, and the communications team, Stephanie Rea, Communications Officer and Cody Angus, Graphics and Information Service Technician, for their work on the Annual Report.

Moved by Trustee Sitch

Seconded by Trustee Saarinen

“THAT Lakehead District School Board receive the Director’s Annual Report 2020-2021.”

CARRIED

7. Parent Involvement Committee Annual Report (002-22)

Ian MacRae, Director of Education, presented the report. Director MacRae thanked the Parent Involvement Committee members as well as his Executive Assistant, Judy Hill. All trustees' questions were addressed.

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

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

CARRIED

8. Trustee Appointments to Board Committees – 2022 (003-22)

Moved by Trustee Doughty-Smith

Seconded by Trustee Wemigwans

"THAT Lakehead District School Board approve the Trustee Appointments to Board Committees – 2022 as set out in Appendix A to Report No. 003-22."

CARRIED

9. Thunder Bay Public Library Board Annual Report (004-22)

Trustee George Saarinen, Lakehead District School Board Appointee to the Thunder Bay Public Library Board, introduced Amy Ongaro, Community Hub Librarian - Systems, who presented the annual report. All trustees' questions were addressed.

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"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 (005-22)

AJ Keene, Superintendent of Education, introduced Ashley Nurmela, First Nations, Métis, and Inuit Education Community Liaison, who presented the annual report. All trustees' questions were addressed.

Moved by Trustee Arnone

Seconded by Trustee Wemigwans

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

CARRIED

11. Special Education Advisory Committee Annual Report (006-22)

Michelle Probizanski, Superintendent of Education, presented the report. All trustees' questions were addressed.

Moved by Trustee Doughty-Smith

Seconded by Trustee Arnone

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

CARRIED

12. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 6:49 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2022 JAN 25
Report No. 007-22

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

RE: AUDIT COMMITTEE ANNUAL REPORT – AUGUST 31, 2021

1. Background

On September 9, 2010, the Ministry of Education enacted Ontario Regulation 361/10 *Audit Committees*, in respect of Audit Committees established by District School Boards in Ontario.

2. Membership of the Audit Committee

Regulation 361/10 Section 3 (1) *Audit Committees* dictates the composition of an Audit Committee which is three Board members and two external members. Members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10. Audit Committee members for 2020-2021 were:

- Ron Oikonen, Trustee Member, Chair;
- Trudy Tuchenhagen, Trustee Member; (Dec. 2019 – Dec. 2020)
- Marg Arnone, Trustee Member;
- Scottie Wemigwans, Trustee Member; (Dec. 2020)
- Jeff Heney, External Member; and
- Christy McClelland, External Member.

3. Meetings of the Audit Committee

3.1 During fiscal year 2020-2021, the Lakehead District School Board (LDSB) Audit Committee held a total of four meetings:

- October 8, 2020;
- November 23, 2020;
- January 11, 2021; and
- June 7, 2021.

3.2 Members attendance at all meetings held during 2020-2021 was as follows:

Audit Committee Member	Oct 08	Nov 23	Jan 11	Jun 07
R. Oikonen	✓	✓	✓	✓
M. Arnone	✓	Regrets	✓	✓
T. Tuchenhagen	✓	✓	NA	NA
J. Heney	Regrets	✓	Regrets	✓
C. McClelland	✓	✓	✓	Regrets
S. Wemigwans	NA	NA	✓	✓

3.3 In addition to Audit Committee members, regular attendees at Audit Committee meetings were:

- Ian MacRae, Director of Education;
- Kirsti Alaksa, Superintendent of Business;
- Angela Lee Wiwcharyk, Manager of Financial Services;
- Stephanie Ryyananen, Supervisor of Financial Services;
- Kristen Spithoff, Partner, BDO;
- Ania Berezowski, Senior Manager, BDO;
- Kristopher Mauro, Regional Internal Audit Manager; and
- Paul Agostino, Regional Internal Auditor.

3.4 The following matters were addressed at the Audit Committee Meetings:

3.4.1 October 8, 2020

- Audit Committee Self-Assessment;
- Internal Auditor Update Report; and
- Planning Report to the Audit Committee.

3.4.2 November 23, 2020

- 2019-2020 Budget Transfers and Contingency Funds;
- 2019-2020 Financial Statement Variance;
- Internal Auditor Update Report;
- Audit Committee 2020 Annual Report;
- Audit Committee 2020 Summarized Annual Report; and
- 2019-2020 Audited Financial Statements and Communication of Audit Results.

3.4.3 January 11, 2021

- Interim Financial Information – December 31, 2020; and
- Internal Auditor Update Report.

3.4.4 June 7, 2021

- Interim Financial Information – May 31, 2021;
- Internal Auditor Update Report;
- Audit Committee Self-Assessment Results; and
- 2021-2022 Audit Committee Meeting Schedule and Work Plan.

4. External Auditors

The external auditors, BDO Canada LLP, presented the Final Report to the Audit Committee and the draft 2019-2020 Audited Financial Statements. The Audit Committee reviewed and recommended the approval of the annual audited financial statements on November 23, 2020.

5. Internal Auditors

- 5.1 The relationship continues to be good with the Internal Auditors. Paul Agostino was named as the Regional Internal Auditor for LDSB, and Kristopher Mauro was named as the Internal Audit Manager.
- 5.2 The internal audit manager presented the Internal Audit Mandate to the Audit Committee.
- 5.3 The internal audit manager presented the 2020-2021 Internal Audit Plan. Planned audits included Special Education and Performance Appraisals.
- 5.4 The internal audit manager presented the results of the Supply Staffing and Custodial Services audits on October 8, 2020. All management action plans were carried out in a prompt manner.

6. Conclusion

The Audit Committee of Lakehead District School Board will continue to follow legislated requirements that pertain to Audit Committees across the province.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

RON OIKONEN
Chair, Audit Committee

LAKEHEAD DISTRICT SCHOOL BOARD
OFFICE OF THE DIRECTOR OF EDUCATION

2022 JAN 25
Report No. 017-22

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

RE: INFORMATION TECHNOLOGY - UPDATE

1. Background

Information and communications technologies are changing the world in which students live and changing teaching and learning in schools. The events of the past two years have upended the way in which we have needed to deliver education to our students and have increased our use of technology to an extent far greater than ever before. Our efforts during this time have been focused on meeting this challenge, while keeping an eye on our needs for in-person learning in our schools and classrooms.

The Board's Information Technology Plan was implemented over the last seven years and has included more than \$8 million investment in infrastructure, training, and devices. Some of the goals of this plan were to:

- enhance internet and wireless connectivity in all schools;
- expand connectivity at all sites to include high speed internet at all sites;
- provide online tools such as Edsby, Seesaw and Microsoft Teams to improve the student and parent experience;
- improve cybersecurity with new firewalls and routers, offline backups, two factor authentications;
- complete deployment of hardware to ensure the following ratios:
 - Grade 1 to Grade 3 – 8 iPads per classroom;
 - Grade 4 to Grade 6 – 10 Winbooks per classroom;
 - Grade 7 to Grade 8 – 15 Winbooks per classroom;
 - secondary – 10 Winbooks in every communications, social sciences, mathematics, and science classroom; and
 - replace smart boards that have aged out with interactive panels.

2. Situation

2.1 The System Information Technology Committee consists of senior administration, school administration, teaching staff, Board managers and support staff. This committee meets regularly to provide updates and renew the Information Technology plan.

- 2.2 The COVID-19 pandemic and the need to provide teaching remotely, has required the System Information Technology Committee to develop and rapidly implement a plan to include remote and hybrid learning.
- 2.3 Remote learning has presented several unique challenges for use of information and technologies. The Board's Information Technology Plan has been adjusted to meet these challenges. Some of these changes include:
- investing \$475,000 to equip over 500 classroom teaching staff with a laptop computer that can easily be used from school or home;
 - equipping each school with a supply of spare laptop computers to be used by supply staff, if needed;
 - investing an additional \$500,000 to provide devices, connectivity for all students, so that they can participate in remote learning;
 - providing cell network hotspots for connectivity to students in need or living in the rural areas;
 - providing an additional \$50,000 in classroom technology, to deliver a hybrid teaching environment for secondary teaching, including items such as second monitors, Bluetooth headsets, webcams, Wacom tablets, document cameras, and speakerphones;
 - providing all staff and students access to their documents through the cloud from anywhere using OneDrive;
 - piloting one-to-one devices for students at Crestview Public School, McKellar Park Central Public School and Vance Chapman Public School;
 - providing remote access using VDI (Virtual Desktop Infrastructure) for Board office staff; and
 - building tools for tracking and reporting staff vaccination and daily covid screening.
- 2.4 Several new professional development and training initiatives are being offered to meet current and future needs in the area of Information Technology, including;
- Lakehead District School Board (LDSB) staff training, to support teaching in online environments;
 - the use of teaching strategies with online tools such as Microsoft Teams, Office 365, Seesaw and Edsby;
 - development of virtual learning opportunities, field trips, guest speakers, virtual work visits and class exchanges to engage students in experiences that relate classroom learning to the outside world; and
 - planning at the elbow with junior, intermediate, and secondary staff, to engage students in coding, robotics, and new teaching and learning technologies.

2.5 Students who requested technology have been loaned win books or iPads to participate in remote and hybrid learning. Devices distributed:

- March 2020:
 - 550 devices for secondary students;
 - 1170 for elementary students;
- September 2020:
 - 670 devices for secondary students for remote learning;
 - 440 devices for elementary students who opted into virtual schooling;
- January 2021:
 - 1300 devices to elementary students for remote learning;
- January 2022:
 - 420 devices for secondary students; and
 - 2200 devices for elementary students.

2.6 Several new software and technology projects have been completed this year to further enhance the tools used by our staff:

- deployed the new PowerSchool student information system;
- refreshed the board website with a modern new look and feel;
- deploying new software tools for our annual staffing/placement process (Staffing Plus) and for special-education asset tracking (SEAIT); and
- replaced phone and PA systems at several schools.

3. Next Steps

The next steps with respect to Information and Communication Technology include the following;

- implement training on tools and strategies to prepare for teaching and learning;
- continuing training and implementation of strategies, software, and websites for communication and collaboration with students, parents, and the community;
- continue to expand and support the use of Lakehead Public Schools Online Library that allows students to enjoy over 2000 eBooks and audiobooks on their computer or mobile devices; and
- survey and request feedback from students, guardians, and staff to measure the impact of information technology initiatives from this year to inform teaching and learning practices when we return to prior learning models.

4. Conclusion

Student learning in LDSB schools is facilitated by skilled staff incorporating sound instructional practice in safe and caring learning environments. To prepare students for the global world, it is vital to develop and support pedagogy that leverages learning technologies to enhance student learning.

Maintaining a philosophy and practice of ensuring current and powerful technology in classrooms, in the hands of students, allows staff to implement the pedagogies needed to develop the skills our students need. The Information Technology Committee will continue to ensure our focus is on developing teacher practice and student competencies through resources, training, and support.

Respectfully submitted,

NICK SACEVICH
Chair, Information Technology Committee

GINO RUSSO
Information Technology Resource Teacher

JOHN LOOVERE
Supervisor of Computer Services

DAVE COVELLO
Manager, Information Technology and Corporate Planning

AJ KEENE
Superintendent of Education

KIRSTI ALAKSA
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2022 JAN 25
Report No. 018-22

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

RE: EARLY LEARNING

1. Background

- 1.1 Lakehead District School Board (LDSB), in its Strategic and Operational Plans, identifies the commitment to high levels of personal and academic excellence for every student, as well as a continued commitment to student success. Success in school in the early years can impact and predict future success; therefore, early learning programs must provide strong foundational skills.
- 1.2 *The Kindergarten Program, 2016*, sets out the principles, expectations for learning, and pedagogical approaches that are developmentally appropriate for four and five-year old children.
- 1.3 *Growing Success, The Kindergarten Addendum, 2016*, describes the policy for assessment, evaluation and reporting for Kindergarten.
- 1.4 Lakehead District School Board encourages effective and efficient supports and services for students and families by enhancing communication through the strengthening of community relationships. We continue to consult with our local District Social Services Administrative Board (DSSAB) in relation to providing childcare services in our schools and maintain a seat on the district community partners table, which serves to address childcare needs and services for both Pre-K and school aged learners.

2. Situation

- 2.1 In order to support strategic planning, program quality and evaluation, and communication, there continues to be an early years lead position.
- 2.2 The New Teacher Induction Program (NTIP) provides mentorship and professional learning opportunities for new Kindergarten teachers. Although we have no new permanent early childhood educators (ECEs) hired this year, we do have a training/mentoring plan for when new positions become available.
- 2.3 *Key Messaging for Kindergarten* is a resource developed for school principals and Kindergarten teams and continues to be a guiding document to clarify shared roles, program components, outdoor play and more. This resource was co-created by a team of teachers and ECEs and our program department staff in the fall of 2019.

- 2.4 Kindergarten Registration will look different again this year for LDSB beginning with a virtual system information night launching in February with plans for schools to host virtual or in-person open houses sometime in the subsequent months. The virtual Kindergarten information night will combine our new Kindergarten videos as well as video welcome messages from our chair, director, senior administration, and an educator team. Students and families will have been provided with a book and other activities in advance of the live virtual event, and a team of Kindergarten educators will read to and interact with children and their parents and guardians.
- 2.5 We continue to advocate for childcare centres and recreation programs to meet the demands of the need for before and after school care for children. An annual survey will be sent out in the spring, and the results will determine if we need to expand our current childcare programs in schools.
- 2.6 The Ages and Stages Questionnaire (ASQ) has been identified by all agencies and community partners as the single tool to be used to screen children aged six to 54 months old. This tool identifies areas of need that may require referrals to school and community partners for supports (e.g., speech and language, occupational therapy, etc.). School staff have been trained to administer the screen and a referral process has been standardized.
- 2.7 The COVID-19 pandemic has impacted teaching and learning for all LDSB students and staff. In spite of this impact, our Kindergarten programs continue to thrive and provide rich, experiential learning opportunities for students. Teachers and ECEs have adapted to these changes and are supporting our youngest learners with engaging and meaningful learning opportunities in both in-person and virtual classrooms.
- 2.8 The impact of COVID-19 on our newest and youngest learners was even more apparent at the start of this current school year. Educators noticed delays in self-regulation, communication (speech and language), and other areas. The lack of opportunities for regular socialization, play, childcare, and learning had a significant impact on these areas and Lakehead Public Schools (LPS) staff worked quickly to address these needs. Community partners were asked to rethink in-school supports for educators and students, central staff was deployed to provide extra support in classrooms, and school administrators were surveyed to determine the impact of these measures on supporting students. The response from our community partners was swift, effective, and compassionate and truly had an impact on providing much needed additional support for students and educators.

3. Next Steps

- 3.1 To continue to support educators and administrators in providing exemplary Kindergarten programming.
- 3.2 To prepare and deliver a professional development day for school administrators and early years educators to identify and explore trends, key messages, and responsibilities with respect to the Kindergarten program. This includes a review of recent Ministry documents and Board policies, as well as training on developing the ECE/teacher relationship.
- 3.3 To create a training plan for educators and administrators that focuses on physical literacy and outdoor play-based learning, including supporting documents. There is a strong connection between current research in outdoor play in the early years and Indigenous ways of learning. Our training and resources will reflect that connection.
- 3.4 To investigate the amount of time our Kindergarten students spend viewing screens each week (iPads and interactive white boards/panels). There may be an opportunity to make recommendations around an appropriate balance of technology use in early years programs.
- 3.5 To continue to work with community partners to meet regulations that require before and after-school programs for four to 12 years old at every publicly funded school serving children from JK–Grade 6, where there is sufficient demand.
- 3.6 To annually update the *Lakehead Public School and Child Care Handbook* to reflect new initiatives and policies.

4. Conclusion

Lakehead District School Board believes in establishing a strong foundation for learning in the early years. We believe in the potential and possibilities provided for our youngest learners, when we collaborate with our community partners to meet the varied and changing needs of early learners. Lakehead District School Board recognizes that positive experiences set a child on a path of lifelong learning and nurture competencies that they will need to thrive in the world of today and tomorrow.

Respectfully submitted,

ERIC FREDRICKSON
Principal of Early Years and Program

AJ KEENE
Superintendent of Education

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Microsoft Teams

2021 NOV 15
6:30 p.m.

MEMBERS PRESENT:

Kristy Boucher
Robin Cawlishaw
Ellen Chambers
Chitra Jacob
Shannon Jessiman-MacArthur
Ian MacRae
Julie Morin

Carla Mulholland
Laura Prodanyk
Trudy Tuchenhagen
Fred Van Elburg

RESOURCE:

Judy Hill, Executive Assistant

MEMBERS ABSENT, WITH REGRET:

Michael Otway

GUESTS:

Jesslynn Friday, Indigenous Student Trustee
Mehar Mago, Student Trustee

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

Director MacRae called the meeting to order and welcomed Kristy Boucher, the Aboriginal Education Advisory Committee representative on the Parent Involvement Committee, Carla Mulholland, Alternate Parent member and Jesslynn Friday, Indigenous Student Trustee.

2. **Land Acknowledgement**

Director MacRae acknowledged the lands and traditional territory.

3. **Disclosures of Conflict of Interest**

There were no disclosures of conflict of interest.

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

Director MacRae called for nominations for chair of the Parent Involvement Committee. As no nominations were forthcoming, Director MacRae chaired the remainder of the meeting.

5. Election of Parent Involvement Committee Vice Chair

Director MacRae called for nominations for vice chair of the Parent Involvement Committee. There were no nominations forthcoming.

6. Confirmation of Minutes – October 4, 2021

The minutes were approved by consensus.

7. PIC Representative on School Year Calendar Committee

Robin Cawlishaw volunteered to be the PIC representative on the School Year Calendar Committee.

8. Aboriginal Education Advisory Committee (AEAC) and Special Education Advisory Committee (SEAC) Funding for 2021-2022

The Parent Involvement Committee agreed, by consensus, to fund AEAC and SEAC \$1,500.00 each for the purpose of parent engagement. Letters will be sent to AEAC and SEAC chairs advising of this decision and requesting a final report by the end of August 2022.

9. Draft PIC 2021-2022 Meeting Schedule

Director MacRae referred to the proposed 2021-2022 meeting schedule included in the package. The meeting schedule was approved by consensus.

10. Student Trustee Update

Student Trustee Mago provided the following update on her work:

- met with Trustee Saarinen regarding the Secondary Student Senate;
- met with Indigenous Student Trustee Friday to go over any questions she had and to strategize moving forward;
- attendance virtually at the OPSBA Northern Board Conference on October 16 and 17, 2021; and
- participation asynchronously in a number of activities of the Ontario Student Trustees' Association (OSTA-AECO) on November 5 and 6, 2021.

11. Aboriginal Education Advisory Committee Report (AEAC)

Kristy Boucher, AEAC representative, provided the following update from the November 4, 2021 AEAC meeting:

- Treaty Week and FNMI resources for teachers to access to assist student learning about treaties and their importance;
- AEAC Work Plan;
- COVID-19 update;
- Indigenous student trustee update; and
- Native language supports and resources.

12. Special Education Advisory Committee (SEAC)

Report deferred to the next meeting.

13. Director's Report

Director MacRae reported on the following:

- reports to the Board on Adult & Continuing Education, Multi Year Capital Plan, Ratification of Elementary Occasional Teachers' Contract and policy reviews on Advertising and Transportation;
- opening co-curricular activities to indoor spectators – two individuals per student, 50% capacity and proof of vaccination;
- looking forward to vaccination of 5-to-11-year-old students; and
- potential of going back to full semester in the new year.

Chair Chambers inquired as to whether or not the Parent Involvement Committee and/or school councils could assist in any way with the vaccine clinics for the 5-to-11-year-old students. Robin Cawlishaw inquired if there could be an education component for parents in their decision making of whether to vaccinate their child. Laura Prodanyk will share the above with the Health Unit. There was an inquiry if the schools will be holding vaccine clinics for this age group. Laura Prodanyk has since clarified that at this time, COVID-19 vaccine clinics for these students will not be held in schools. More information about the clinics will be communicated by the Health Unit once it is finalized.

Director MacRae wished everyone a safe and happy holiday season.

14. Other Business

There was no other business.

15. Next Meeting

Monday, January 17, 2022.

16. Adjournment

The meeting adjourned at 7:05 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2022 JAN 25
Report No. 019-22

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 11, 2022, and have been referred to the Board for approval. The recommendations are as follows:

POLICY REVIEW – 8071 BULLYING PREVENTION AND INTERVENTION UPDATE (009-22)

It is recommended that Lakehead District School Board approve the review of 8071 Bullying Prevention and Intervention Policy as indicated in Report No. 009-22.

POLICY REVIEW – 4023 PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR MATURE STUDENTS (012-22)

It is recommended that Lakehead District School Board approve the review of 4023 Prior Learning Assessment and Recognition for Mature Students Policy as indicated in Report No. 012-22.

POLICY DEVELOPMENT – SAFE ARRIVAL (014-22)

It is recommended that Lakehead District School Board approve the development of a safe arrival policy as indicated in Report No. 014-22.

Respectfully submitted,

TRUDY TUCHENHAGEN
Chair
Standing Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2022 JAN 25
Report No. 013-22

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

RE: ESTABLISHMENT OF 2022-2023 BUDGET COMMITTEE

1. Background

In order to finance operations of the Board and to ensure effective stewardship of Board resources for the fiscal year 2022-2023, 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, 2022.

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 2018 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."*

2.3 At the first meeting of the 2022-2023 Budget Committee, a chair and vice chair will be elected.

2.4 The 2022-2023 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 2022-2023 Budget Committee comprised of all trustees; and
2. The 2022-2023 Budget Committee report its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2022 JAN 25
Report No. 016-22

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

RE: RECOMMENDATIONS FROM THE AUDIT COMMITTEE

Background

Reports were received and reviewed at the December 2, 2021, Audit Committee meeting and have been referred to the Board for approval.

A copy of the Audit Committee Summarized Annual Report - August 31, 2020 (087-21) is attached as Appendix A.

A copy of the 2020-2021 Audited Financial Statements Report (085-21) is attached as Appendix B.

The recommendations are as follows:

AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2021 (087-21)

It is recommended that Lakehead District School Board:

1. Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 087-21; and
2. Forward the report to the Ministry of Education.

2020-2021 AUDITED FINANCIAL STATEMENTS (085-21)

It is recommended that Lakehead District School Board approve the August 31, 2021 audited financial statements as outlined in Report No. 085-21, 2020-2021 Audited Financial Statements.

Respectfully submitted,

RON OIKONEN
Chair
Audit Committee

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2021 DEC 2
Report No. 087-21

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

RE: AUDIT COMMITTEE SUMMARIZED ANNUAL REPORT – AUGUST 31, 2021

1. Background

According to Ontario Regulation 361/10, *Audit Committees*, all Boards in Ontario are required to submit a summarized Annual Report to the Ministry of Education for the previous fiscal year.

2. Situation

Appendix A is the summarized report containing the requirements outlined by the Ministry of Education.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 087-21 and forward the report to the Ministry of Education.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business



Audit Committee

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5126 Fax (807) 623-7848

Annual Report to Lakehead District School Board and Forwarded
To The Ministry of Education
For the Year Ended August 31, 2021

Lakehead District School Board

Fiscal Year: 2020-2021

Re: Annual Audit Committee Report to the Ministry of Education as per Ontario Regulation
361/10, Audit Committees.

During the 2020-2021 fiscal year, the following internal audits were planned and completed:

- Special Education
- Performance Appraisals

_____	_____	_____
Date	Signature	Chair of the Audit Committee Title

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2021 DEC 2
Report No. 085-21

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

RE: 2020-2021 AUDITED FINANCIAL STATEMENTS

1. Background

Administration has concluded the preparation of the financial statements for 2020-2021 fiscal period ending August 31, 2021. These statements have been subjected to audit by the Board's appointed external auditors, who will be reporting on the results of the audit.

2. Situation

Lakehead District School Board remains in compliance with all of the provincial requirements with respect to funding regulations and restrictions.

3. Results for the fiscal period

3.1 Normal variations in cash flow during the year influence the year-end balances of assets and liabilities. As of August 31, 2021, funds owing to the Board by various parties are considered mostly collectible, with a small allowance having been made for older receivables. All liabilities of the Board are appropriately reflected.

3.2 As is the normal case, operational results during the year vary from many of the budgeted estimates prepared and approved by the Board on October 27, 2020. Many of the underlying circumstances leading to these variances are related to enrolment differences, capital projects, additional new revenues or unforeseen expenditure circumstances.

3.3 During the 2020-2021 fiscal year, Administration analyzed potential budget variances as reported in Report No. 009-21 Interim Financial Information – December 31, 2020, and Report No. 053-21, Interim Financial Information – May 31, 2021. There were no changes to the 2020-2021 budget allocations recommended after the presentation of these reports.

3.4 The financial statements for the 2020-2021 fiscal year indicate:

- i) A balance of \$740k (2020, \$0k) that is un-appropriated and available for compliance. This amount was formerly known as working capital;
- ii) A balance of \$6.2mil (2020, \$6.9mil) that is internally appropriated and available for compliance. This balance is derived from various reserves that have been set aside for specific purposes; and

- ii) A balance of \$(8.4)mil (2020 \$(10.6)mil) that is externally appropriated and unavailable for compliance. The balance consists of the following:
- Value of employer future liabilities;
 - School generated funds; and
 - Revenues recognized for land.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the August 31, 2021 audited financial statements as outlined in Report No.085-21, 2020-2021 Audited Financial Statements.

Respectfully submitted,

ANGELA LEE-WIWCHARYK
Manager of Financial Services

KIRSTI ALAKSA
Superintendent of Business

IAN MACRAE
Director of Education