

PARENT INVOLVEMENT COMMITTEE

Monday, March 7, 2022

Via Microsoft Teams

Ian MacRae
Director of Education

AGENDA
6:30 P.M.

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order, Welcome and Introductions	I. MacRae	
2. Land Acknowledgement	I. MacRae	
3. Disclosure of Conflict of Interest	I. MacRae	
4. Approval of Agenda		
5. Confirmation of Minutes – January 17, 2022	I. MacRae	1-3
6. Business Arising from the Minutes		
7. New Business		
7.1 2022-2023 Budget Process	K. Alaksa	Verbal
7.2 Policy 8066 Safe Arrival	AJ Keene	4-10
7.3 PIC Budget Deputation	I. MacRae	11-12
7.4 OPSBA 2022 Awards Program	I. MacRae	13-14
7.5 Aboriginal Education Advisory Committee Report	K. Boucher	Verbal
7.6 Special Education Advisory Committee Report	M. Otway	Verbal
7.7 Director's Report	I. MacRae	Verbal
8. Other Business		
9. Next Meeting Date: Monday, May 2, 2022		
10. Adjournment		

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Microsoft Teams

2022 JAN 17
6:30 p.m.

MEMBERS PRESENT:

Marg Arnone
Robin Cawlishaw
Ellen Chambers
Chitra Jacob
Shannon Jessiman-MacArthur
Ian MacRae

Laura Prodanyk
Fred Van Elburg

RESOURCE:

Judy Hill, Executive Assistant

MEMBERS ABSENT, WITH REGRET:

Kristy Boucher
Julie Morin
Michael Otway

GUESTS:

Jesslynn Friday, Indigenous Student Trustee
Mehar Mago, Student Trustee
Megan Semeniuk, Mental Health Lead

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

Director MacRae called the meeting to order and welcomed Trustee Marg Arnone as the trustee representative and Trustee Ellen Chambers as the alternate trustee representative on the committee for the 2021-2022 term. Director MacRae also welcomed Megan Semeniuk, Mental Health Lead for Lakehead Public Schools.

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. **Approval of Agenda**

The agenda was approved by consensus.

5. Confirmation of Minutes – November 15, 2021

The minutes were approved by consensus.

6. Mental Health Update

Megan Semeniuk, Mental Health Lead, provided a power point presentation on:

- initiatives she is working on;
- dissemination of school mental health Ontario resources;
- Board wide training;
- community partnerships; and
- social work services.

Director MacRae thanked Megan for her very informative presentation.

7. Student Trustee Update

Indigenous Student Trustee Friday provided the following update on her work:

- focus during her term will be to establish an Indigenous Student Senate and to give Indigenous students an opportunity for leadership;
- students will be given volunteer hours for participating in the Student Senate;
- working on an Indigenous Student Well-Being survey for Indigenous students in Grades 7-12; and
- attendance at an AEAC and PIC meeting, as well as attendance at the OPSBA Northern Regional Council Meeting on November 6, 2021.

8. 2022-2023 School Year Calendar

Robin Cawlishaw, the Parent Involvement Committee representative on the School Year Calendar Committee, provided drafts of the elementary and secondary school year calendars for 2022-2023. Feedback was provided from the group.

9. Student Census Update

Director MacRae provided an update on the student census that will be taking place in February 2022. The census is voluntary and confidential. All schools will participate with the exception of Woodcrest Elementary Public School and Superior CVI who participated in the pilot project last year. Judy will send the link to everyone to view the video and information. Any questions can be directed to Mahejabeen Ebrahim, Human Rights and Equity Advisor, Mahejabeen_ebrahim@lakeheadschoools.ca.

10. Aboriginal Education Advisory Committee Report (AEAC)

Report deferred to the next meeting

11. Special Education Advisory Committee (SEAC)

Report deferred to the next meeting.

12. Director's Report

Director MacRae reported on the following:

- At the Annual Meeting, Ellen Chambers and Trudy Tuchenhagen were re-elected to their respective positions, chair and vice chair of the Board.
- Reports to the Board included the Director's Annual Report, Health & Safety Semi Annual Report, Lakehead Public Schools International and The Arts.
- COVID-19 update – first day of in-person learning has gone as well as expected. The provincial government has gone to extreme lengths to assure parents that protocols have been put in place to keep students safe.

13. Other Business

There was no other business.

14. Next Meeting

Monday, March 7, 2022.

15. Adjournment

The meeting adjourned at 7:30 p.m.

1. Rationale

Lakehead District School Board (LDSB) is committed to the safety of students. A safe arrival absence management system will be implemented for every elementary school in conjunction with daily school attendance-taking.

2. Policy

- 2.1 It is the policy of Lakehead District School Board (LDSB) to maintain a safe arrival system in every elementary school that allows for communication between home and school to ensure the safe arrival of all students at elementary school.
- 2.2 Every elementary school must have in place a comprehensive safe arrival program to allow parents and staff to account for a student's unexplained absence. Schools shall make all reasonable efforts to make timely contact with parent(s)/guardian(s), or designated emergency/additional contacts when a student is absent and the school has not been notified by the parent(s)/guardian(s).
- 2.3 Parent(s)/guardian(s) are responsible for their child(ren)'s safety. Safe arrival programs are a mechanism in elementary schools that can be used to account for any pupil's unexplained failure to arrive at school.

3. Guiding Principles

- 3.1 All elementary schools have procedures in place that are conducted in conjunction with daily school attendance-taking procedures and that aim to account for any student's unexplained failure to arrive at school through reasonable efforts to make timely contact with parent(s)/guardian(s).
- 3.2 Implementation should exercise local discretion and take into account the unique circumstances of every school.
- 3.3 Programs will consider and prepare for both normal, recurring circumstances and unusual events and conditions (for example, inclement weather or bus cancellations).
- 3.4 Individuals involved in delivering the safe arrival program should receive appropriate training and supervision.
- 3.5 Any volunteers involved in delivering the safe arrival program must be trained in the adherence of protection of privacy of personal information.
- 3.6 There should be a reliable method for parent(s)/guardian(s) to communicate planned/known student absences or lateness to school on a timely basis
- 3.7 Information about the features of the elementary school's safe arrival program and the roles and responsibilities of all parties, should be communicated clearly and effectively

8000 School-Community Relations**8000**

DRAFT – APRIL 12, 2022

SAFE ARRIVAL POLICY**8066**

by the principal to the school community at the beginning of each school year, and to additional registrations occurring throughout the year.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8066 Safe Arrival Procedures	<p data-bbox="711 1073 886 1104"><u>Date Revised</u></p> <p data-bbox="656 1167 943 1199">Reviewed by: _____</p>	<p data-bbox="1021 758 1414 852">Ministry of Education Policy and Program Memorandum (PPM) 123, February 2, 1999</p> <p data-bbox="1021 884 1398 942">Education Act, R.S.O. 1990, c. E.2</p> <p data-bbox="1021 978 1382 1073">Municipal Freedom of Information and Protection of Privacy Act (MFFIPA)</p>

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1. Policy

It is the policy of Lakehead District School Board to maintain a safe arrival system in every elementary school that allows for communication between home and school to ensure the safe arrival of all students at elementary school.

2. Definitions

Emergency Contact: Any person, designated by parent(s)/guardian(s) who is available to be contacted in the event of an unexplained student absence, when the parent(s)/guardian(s) are unable to be reached.

3. Responsibility of the Board

Lakehead District School Board will maintain an attendance reporting system that is accessible to parent(s)/guardian(s) to report their child's late arrival or absence quickly and conveniently.

4. Responsibilities of Parent(s)/Guardian(s)

4.1 On the student admission form and annual student verification form, parent(s)/guardian(s) will provide current contact information, including:

- primary contact numbers for parent(s)/guardian(s);
- work phone numbers for parent(s)/guardian(s); and
- phone number of emergency contact(s) and/or additional contacts.

4.2 Parent(s)/guardian(s) will indicate who should be contacted for the safe arrival program.

4.3 Parent(s)/guardian(s) will ensure that the school has accurate and current contact information at all times.

4.4 Parent(s)/guardian(s) will provide updated information as necessary throughout the school year.

4.5 Parent(s)/guardian(s) will inform emergency contacts and any additional contacts that calls may be made to them if a parent/guardian can't be reached when a child does not arrive at school.

4.6 Parent(s)/guardian(s) will communicate with the school prior to the school's start in the morning when a child will be absent or late for any reason during the school day.

4.7 Parent(s)/guardian(s) will provide written or verbal permission for their child to leave during the school day.

5. Responsibilities of Elementary School Principals/Designates

- 5.1 Principals will organize and implement an effective safe arrival program that meets the needs of their school population and timetable.
- 5.2 Principals will stress the need for parent(s)/guardian(s) to provide current information for safe arrival programs.
- 5.3 Principals will inform parent(s)/guardian(s) that if an unexplained absence of their child occurs, calls may be made to the home, the parents'/guardians' place of work, the emergency contact, or any additional contacts.
- 5.4 Principals may enlist the aid of staff to implement safe arrival programs.
- 5.5 Principals may modify safe arrival programs to take into account unusual events and conditions such as inclement weather, late buses or bus cancellations.
- 5.6 Principals will ensure that the safe arrival program includes the following steps:
 - Attendance is to be taken a minimum of 1 time daily, within a reasonable amount of time from the start of the instructional day.
 - An attendance record is maintained, including a list of calls from parent(s)/guardian(s) who call to report absences or lateness. The attendance record shall include a list of safe arrival calls that are made by the school when there is an unexplained student absence. This record lists who has been called and when, and the result of each call.
 - Absences recorded by teachers are checked against those listed in the attendance record.
 - Phone calls are made in the order specified in the information provided by parent(s)/guardian(s).
 - An effort is made to check with any present siblings of pupils with unexplained absences, to determine if there is additional, pertinent information.
 - Principals will decide what action to take if contact cannot be made with the parent(s)/guardian(s), emergency or additional contact(s).
- 5.7 Police may be contacted when the school and the home, parent(s)/guardian(s) at work, emergency or additional contact(s) can't reasonably account for a student's unexplained failure to arrive at school.

6. Responsibilities of Teachers

- 6.1 Teachers will record attendance and return it promptly to the office.
- 6.2 Teachers will notify the office of students who arrive after attendance has been recorded.

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SAFE ARRIVAL PROCEDURES	8066

7. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8066 Safe Arrival Policy	<u>Date Revised</u> Reviewed by: _____	

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General

These practices outline how safe arrival programs are carried out at elementary schools and the roles and responsibilities of principals, teachers and parent(s)/guardian(s).

Reported Lates/Absences

When parent(s)/guardian(s) report their student's late arrival or absence, the late arrival or absence will be recorded and parent(s)/guardian(s) will receive confirmation from SchoolMessenger. The automated system call-out will NOT be activated when a child's late arrival or absence has been reported.

Telephone: 1-844-288-7624

SchoolMessenger Website: <https://asp.schoolmessenger.ca/lakeheadschools>

Free Smartphone App: available to download at the SchoolMessenger Website

Unreported Lates/Absences

If a student's late arrival or absence is unverified, the automated notification system will try to contact parent(s)/guardian(s) using the communication preferences as entered in the SchoolMessenger system. This may include email, text and/or phone communication. The system will be seeking verification of the late arrival or absence. Parent(s)/guardian(s) will need to follow all prompts to indicate the reason for the late arrival or absence through the automated system.

The school principal will ensure that every reasonable effort is made to confirm unexplained pupil absences using the following order of contact:

1. Parent(s)/guardian(s).
2. Emergency contacts in the order you have provided.
3. Check with other siblings who may or may not be at school.

In the event that the principal has undue concerns regarding a student absence, Thunder Bay Police Services, or the Ontario Provincial Police may be contacted.

Elementary School Principals/Designates will:

- ensure office staff is designated and trained to implement the safe arrival program;
- ensure that any volunteer staff is trained in adherence of protection of privacy of personal information;
- determine the cut-off time for submitting of attendance appropriate for the specific circumstances of the school;
- ensure up to date records of parent(s)/guardian(s) and emergency contacts are maintained;
- take into account both normal, recurring circumstances and unusual events and conditions (for example, inclement weather or bus cancellations);

APPENDIX A TO 8066 SAFE ARRIVAL PROCEDURES

- ensure the safe arrival plan is communicated at the beginning of each school year, and as required throughout the year (e.g., for new registrations); and
- review the program periodically to confirm its effectiveness.

Elementary School Homeroom Teachers will:

- record attendance daily by the cut-off time communicated; and
- notify the office of students who arrive after attendance has been recorded.

Elementary Parent(s)/Guardian(s) will:

- communicate pupil absences or lateness to the school on a timely basis;
- provide the school with complete and current emergency information to enable the school to make any necessary follow-up contacts;
- upon receiving an automated message, listen to the full message and respond to the prompts to validate the pupil's attendance; and
- inform emergency contacts they may be contacted in the event of an unvalidated absence.



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

March 26, 2021

Mr. George Saarinen, Chair
Budget Committee
Lakehead District School Board
2135 Sills Street
THUNDER BAY, ON P7E 5T2

Dear Chair:

The Parent Involvement Committee (PIC) welcomes the opportunity to provide input into the budget process. Over the years, as volunteers, we have witnessed the passion many of the Lakehead Public Schools staff and teachers have for the well-being of our children. Parents at PIC would like to mention that it is a privilege to volunteer beside our Board staff and teachers and the pride we have for our Board. We know our parent voice is important to the Board and appreciate the continued support.

The Parent Involvement Committee is an advisory group that supports student achievement and well-being by encouraging parents to be involved in their child's learning. Following Ontario's Parent Engagement Policy, PIC encourages and supports parent involvement by offering a range of opportunities for parent learning, networking and involvement. We also know that families come with different backgrounds and needs. The Parent Involvement Committee works with the Special Education Advisory Committee and the Aboriginal Education Advisory Committee by supporting their committee initiatives to involve parents.

We all know parent involvement is vital to a child's learning. Parent communication and engagement is still the main goal for PIC. This will be facilitated by working on a continued awareness campaign of PIC and school councils by offering training/lecture opportunities, with a focus on the importance of parent engagement. Once it is safe to do so, PIC will host an event for parents.

The Parent Involvement Committee also supports an inclusive learning environment and supports the plans of the mental health team. Mental health, well-being and inclusion are top issues for families. With cutbacks, and this unprecedented time we are living in, parents understand that Lakehead Public Schools needs to be creative to make sure all student needs are met and PIC believes quality of schools begins with a student's well-being and that leads to academic achievement. For these reasons, PIC supports a budget that continues to support student's mental health, well-being and parent engagement.

The PIC top priorities are:

1. Supports and education for students, parents and staff to help them deal with mental health and wellness.
2. Effective parent/guardian communication and effective communication tools.
3. Enhanced use of technology-based systems to facilitate communication with parents and guardians.

Thank you for your time and consideration.

Parent involvement Committee

OPSBA 2022 Awards Program

BACKGROUND

OPSBA Achievement Award

The OPSBA Achievement Award was created to recognize the outstanding contributions of non-teaching staff, parents, volunteers and community partners involved in education in the member boards. This award provides an opportunity to raise awareness and promote the importance of celebrating excellence and the necessity of recognizing the work of all members of the education community.

Recipients of the Achievement Award may be considered for the provincial OPSBA Award of Excellence.

Criteria

Outstanding, exemplary and/or unique contributions to the overall well-being of the school(s) or community(s) through in-school, board-wide, extra-curricular and/or volunteer work contributions.

Who can be nominated?

- Non-teaching staff**
- Volunteers**
- Parents**
- Community Partners**

Submission

Please include a 1-2 page biography of how your nominee meets the criteria for this award along with the attached nomination form to:

Sarah Schoales
Executive Secretary, Office of the Director
Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, ON P7E 5T2
Sarah_schoales@lakeheadschoools.ca
Fax: 622-0961

No later than 4:30 p.m. Friday, March 11, 2022

OPSBA 2022 Awards Program

2022

N O M I N A T I O N

Name of Award **OPSBA Achievement Award**

Name of Candidate _____

Position/Title _____

Address _____

Telephone _____

Email _____

Nominated by _____

Title of Nominator _____

Address _____

Telephone _____

Email _____

Please include a 1-2 page biography of how your nominee meets the criteria for this award along with the attached nomination form to:

Sarah Schoales
Executive Secretary, Office of the Director
Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, ON P7E 5T2
Sarah_schoales@lakeheadschoools.ca
Fax: 622-0961

No later than 4:30 p.m. Friday, March 11, 2022