



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. 4
Tuesday, January 24, 2023
Jim McCuaig Education Centre

Sherrilynne Pharand
Director of Education

Ellen Chambers
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – in the Board Room/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 – 7:15 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Land Acknowledgement		
8. Delegations/Presentations		
8.1 Trustee Character Award - Lakehead Public Schools Summer Learning Program Staff	D. LeBlanc	Verbal
9. Approval of Minutes		
9.1 Regular Board Meeting No. 2 - November 22, 2022	E. Chambers	1-5
9.2 Board Meeting No. 3 (Special) - December 13, 2022	E. Chambers	6-7
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

<u>Resource Person</u>	<u>Pages</u>
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MATTERS NOT REQUIRING A DECISION:

11.	Information Reports		
11.1	Ontario Public School Boards' Association (OPSBA) Report	R. Sitch	Verbal
11.2	Student Trustee Report	M. Mago	Handout
11.3	Indigenous Student Trustee Report	A. Sagutcheway	Handout
11.4	Early Learning (030-23)	AJ Keene	8-10
11.5	Information Technology – Update (029-23)	AJ Keene/ K. Alaksa	11-13
11.6	Parent Involvement Committee Meeting Minutes - September 12, 2022	S. Pharand	14-16
11.7	Parent Involvement Committee Meeting Minutes - November 21, 2022	S. Pharand	17-20
11.8	Special Education Advisory Committee Meeting Minutes – November 16, 2022	M. Probizanski	21-24
11.9	Special Education Advisory Committee Meeting Minutes – December 7, 2022	M. Probizanski	25-31

12. First Reports

MATTERS FOR DECISION:

13.	Postponed Reports		
14.	Recommendations from the Board Advisory Committee (032-23)	D. LeBlanc	32-40
14.1	Policy Review – 1011 Access to System Programs (026-23)		

It is recommended that Lakehead District School Board approve 1011 Access to System Programs Policy, Appendix A to Report No. 026-23.

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

14.2 Policy Review – 3070 Allowance for Use of Personal Vehicles (024-23)

It is recommended that Lakehead District School Board Approve 3070 Allowance for Use of Personal Vehicle Policy, Appendix A to Report No. 024-23.

14.3 Policy Review – 9020 Library Resource Centre (027-23)

It is recommended that Lakehead District School Board approve 9020 Library Resource Centre Policy, Appendix A to Report No. 027-23.

15. Ad Hoc and Special Committee Reports

15.1 Establishment of 2023-2024 Budget Committee (031-23)

K. Alaksa

41

It is recommended that:

- 1. Lakehead District School Board establish the 2023-2024 Budget Committee comprised of all trustees; and*
- 2. The 2023-2024 Budget Committee reports its recommendation to the Lakehead District School Board no later than the date provided by the Ministry of Education.*

16. New Reports

16.1 Trustees' Communication Committee - Terms of Reference – Update (025-23)

S. Pharand

42-43

It is recommended that Lakehead District School Board approve the Trustees' Communication Committee's Terms of Reference as set out in Appendix A to Report No. 025-23.

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.



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REGULAR BOARD MEETING NO. 4
Tuesday, January 24, 2023
Jim McCuaig Education Centre

Sherrilynne Pharand
Director of Education

Ellen Chambers
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
7:15 p.m. – Sibley Room/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. 2 - November 22, 2022	E. Chambers	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Personnel Matter	S. Pharand	Verbal
5.3.2 Negotiations Update	M. Probizanski	Verbal
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. 2

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2022 NOV 22
7:30 p.m.

TRUSTEES PRESENT:

Ellen Chambers (Chair) (Virtual)
Donica LeBlanc (Vice Chair)
Pat Johansen
Ron Oikonen
George Saarinen (Virtual)
Trudy Tuchenhagen

Leah Vanderwey
Scottie Wemigwans
Meahar Mago (Student Trustee)
Alexa Sagutcheway (Indigenous
Student Trustee)

TRUSTEE ABSENT, WITH REGRET:

Ryan Sitch

SENIOR ADMINISTRATION:

Sherril-Lynne Pharand, Director of Education
Kirsti Alaksa, Superintendent of Business
AJ Keene, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education

FEDERATION/UNION REPRESENTATIVES:

Casey Charles, Lakehead Principals/Vice Principals
Mark Moorhouse, Lakehead Principals/Vice Principals
Angela Lee-Wiwcharyk, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

“THAT the Agenda for Regular Board Meeting No. 2, November 22, 2022 be approved.”

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Vanderwey

Seconded by Trustee Johansen

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *Regular Board Meeting No. 13*
 - *October 25, 2022*
- *Personnel Matters*
- *Personnel Matter (021-23)*

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 Vanderwey

Seconded by Trustee Tuchenhagen

“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 Regular Board Meeting No. 13, October 25, 2022.’”

CARRIED

5. Gorham and Ware Community School – Community Garden Partnership with Willow Springs

AJ Keene, Superintendent of Education, introduced Jeff Upton, Principal, Gorham and Ware Community School, who presented the information regarding their *Community Garden Partnership with Willow Springs* along with Judi Vinni, Coordinator, Willow Springs Creative Centre and Janet Kukko, Teacher, Gorham and Ware Community School. All trustees’ questions were addressed.

6. Approval of Minutes

Moved by Trustee Vanderwey

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve the Minutes of Regular Board Meeting No. 13, October 25, 2022.”

CARRIED

7. Approval of Minutes

Moved by Trustee Wemigwans

Seconded by Trustee Saarinen

“THAT Lakehead District School Board approve the Minutes of Inaugural Board Meeting, November 15, 2022.”

CARRIED

MATTERS NOT REQUIRING A DECISION:

8. Ontario Public School Boards' Association Report

Trustee Saarinen, Ontario Public School Boards' Association (OPSBA) Director (alternate) and voting delegate, informed the Board that Trustee Sitch will be attending the OPSBA Board of Directors meeting on November 27, 2022 and will be attending at Queen's Park with OPSBA and the MPP's on November 28, 2022.

9. Student Trustee Report

Mehar Mago, Student Trustee, provided a handout as her report. Items addressed included: her attendance on November 3-4, 2022, at the Lakehead District School Board's Trustees' Retreat at Quetico Lodge and Conference Centre, her attendance at the Trustees' Farewell Dinner at the Valhalla Inn on November 8, 2022, her attendance at the Trustees' Informal Session selecting Board committee members, her attendance at the November 11, 2022, Remembrance Day ceremony at Waverley Park along with Trustee Chambers and her meeting on November 14, along with Indigenous Student Trustee Sagutcheway, with the Superior Collegiate and Vocational Institute's Student Council.

10. Indigenous Student Trustee Report

Alexa Sagutcheway, Indigenous Student Trustee, provided a handout as her report. Items addressed included: her involvement in the Role of a Student Trustee presentation along with Student Trustee Mago and Trustee Saarinen at the Trustees' Retreat on November 4-5, 2022, her attendance at the Fort William First Nation's Remembrance Day ceremony on November 11, 2022 with Trustee Wemigwans and her attendance on November 14, 2022 at the Superior Collegiate and Vocational Institute's student council meeting with Student Trustee Mago.

11. Lakehead Public Schools International Education (009-23)

AJ Keene, Superintendent of Education, introduced Steven Johnson, International Student Coordinator, who presented the report. All trustees' questions were addressed.

Trustee Chambers left the meeting at 8:25 p.m.

12. 2021-2022 Education Quality and Accountability Office Report (016-23)

AJ Keene, Superintendent of Education, presented the report. All trustees' questions were addressed.

13. Human Rights, Equity and Inclusive Education (010-23)

Michelle Probizanski, Superintendent of Education, presented the report. Superintendent Probizanski informed the trustees that Appendix A is missing from the agenda and will be sent electronically to trustees for their information. All trustees' questions were addressed.

14. 2022-2023 Director's Action Plan (017-23)

Sherri-Lynne Pharand, Director of Education, presented the report. All trustees' questions were addressed.

15. Special Education Advisory Committee Meeting Minutes – September 14, 2022

Michelle Probizanski, Superintendent of Education, presented the September 14, 2022 minutes for information.

16. Aboriginal Education Advisory Committee Meeting Minutes – September 15, 2022

AJ Keene, Superintendent of Education, presented the September 15, 2022 minutes for information.

MATTERS FOR DECISION:

17. By-Law No. 122 - 2023 Tax Levy (011-23)

Moved by Trustee Saarinen

Seconded by Trustee Vanderwey

“THAT Lakehead District School Board approve By-Law No.122 – 2023 Tax Levy (Appendix A) authorizing the 2023 tax levy at the prescribed rates set by Ontario Regulation 400/98 as amended, as outlined in Report No. 011-23.”

CARRIED

18. Approval of Appointments to the Special Education Advisory Committee (008-23)

Moved by Trustee Tuchenhagen

Seconded by Trustee Johansen

“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. 008-23, Approval of Appointments to the Special Education Advisory Committee.”

CARRIED

19. Policy Update – 3096 Information/Communication Technology Use and Electronic Monitoring (012-23)

Moved by Trustee Vanderwey

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve 3096 Information/Communication Technology Use and Electronic Monitoring Policy, Appendix A to Report No. 012-23.”

CARRIED

20. Aboriginal Education Advisory Committee Honorarium Report (018-23)

Moved by Trustee Vanderwey

Seconded by Trustee Johansen

“THAT the trustee members of the Aboriginal Education Advisory Committee receive the meeting attendance stipend.”

CARRIED

21. Information and Inquiries

21.1 Trustee Tuchenhagen reported that she attended the Remembrance Day Ceremony at the Fort William Gardens on November 11, 2022. She also reported that she brought greetings and presented awards at Hammarskjold High School’s Student Achievement Night on November 16, 2022.

21.2 Trustee Vanderwey, along with Trustee Chambers, attended the Lakehead Social Planning Council – CMHC Grant Funds Indigenous Youth Learning Trades at KZ Lodge Program - Tiny Home media event at Hammarskjold High School on November 18, 2022

22. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Vanderwey

“THAT we do now adjourn at 9:45 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD MEETING NO. 3 (SPECIAL)

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2022 DEC 13
12:00 p.m.

TRUSTEES PRESENT:

Ellen Chambers (Chair)
Donica LeBlanc (Vice Chair)
Pat Johansen
Ron Oikonen (Virtual)
George Saarinen (Virtual)

Trudy Tuchenhagen
Leah Vanderwey (Virtual)
Scottie Wemigwans (Virtual)
Mehtar Mago (Student Trustee)

TRUSTEES ABSENT, WITH REGRETS:

Ryan Sitch
Alexa Sagutcheway (Indigenous Student Trustee)

SENIOR ADMINISTRATION:

Sherri-Lynne Pharand, Director of Education
Kirsti Alaksa, Superintendent of Business
AJ Keene, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Tuchenhagen

Seconded by Trustee LeBlanc

“THAT the Agenda for Board Meeting, No. 3 (Special), December 13, 2022 be approved.”

CARRIED

2. Recommendations from the Audit Committee (022-23)

Audit Committee Summarized Annual Report – August 31, 2022 (019-23)

Moved by Trustee Wemigwans

Seconded by Trustee Tuchenhagen

“THAT Lakehead District School Board:

1. *Approve the Audit Committee Summarized Annual Report as outlined in Appendix A to Report No. 019-23; and*
2. *Forward the report to the Ministry of Education.”*

CARRIED

2021-2022 Audited Financial Statements (015-23)

Moved by Trustee Wemigwans

Seconded by Trustee LeBlanc

“THAT Lakehead District School Board approve the August 31, 2022, audited financial statements as outlined in Report No. 015-23, 2021-2022 Audited Financial Statements.”

CARRIED

3. Adjournment

Moved by Trustee Johansen

Seconded by Trustee Vanderwey

“THAT we do now adjourn at 12:08 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 JAN 24
Report No. 030-23

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-Kindergarten 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 at the superintendent level.
- 2.2 The New Teacher Induction Program (NTIP) provides mentorship and professional learning opportunities for new Kindergarten teachers. In partnership with the union representing early childhood educators (ECEs), we have also developed a training/mentoring program for newly hired ECEs.
- 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 and is undergoing a revision by a Kindergarten educator team.

- 2.4 Kindergarten Registration Week has been revived after two years of the COVID-19 pandemic. Lakehead District School Board will host a Kindergarten event at École Elsie MacGill Public School in late January, with school-based open houses held in the same week. The event will follow a format similar to past years, with speakers, community partners and LDSB booths, as well as engaging activities for the children.
- 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. In Thunder Bay, childcare programs are currently filled to about 64% capacity. The lack of childcare for families is not due to space, but rather a lack of staff.
- 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. Despite 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. The return to in-person learning was challenging for staff as children's readiness for school was greatly impacted by the lack of pre-school socialization due to the pandemic. Despite these challenges, children continue to play and learn.
- 2.8 The Ontario Human Rights Commission's Right to Read report has had significant impact on reading in the early years. Lakehead District School Board is revising our early literacy programs to include recommendations from that report, based on what is referred to as "Science of Reading". Our Kindergarten educator teams have been included in training required to deliver a more appropriate literacy program that aims to ensure all children leave the primary grades as capable readers. This training continues, and will continue, as we formalize our structured literacy program and provide resources to schools.

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 work with Kindergarten educators to identify growing needs and challenges and develop strategies to address them.
- 3.4 To work with DSSAB to advocate for improved working conditions for ECEs, and to investigate strategies to improve enrolment of ECE programs at the college level.
- 3.5 To continue to work with community partners to meet regulations that require before and after-school programs for four to 12 year olds at every publicly funded school serving children from JK–Grade 6, where there is sufficient demand.
- 3.6 To work regionally with Early Years leads to develop a common document to support the use of shared spaces with school educators and child care providers.

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,

AJ KEENE
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD
OFFICE OF THE DIRECTOR OF EDUCATION

2023 JAN 24
Report No. 029-23

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 COVID-19 pandemic have increased our use of technology to an extent far greater than ever before. As we return to in-person learning in our schools and classrooms, our students, parents and staff all have greater expectations about how we will use technology across our organization.

Over the past three years, the System Information Technology Committee developed and rapidly implemented a plan to enable remote and hybrid learning. Over \$1 million above our regular budgets was spent on equipping teaching staff and students with laptop computers and other hardware for use at both home and school, allowing us to pivot between remote and in-person learning as needed. The expanded use of online tools like Edsby, Seesaw and Microsoft Teams has increased our ability to communicate with parents and students.

2. Situation

2.1 In order to continue to develop the use of technology to enhance student learning, the System Information Technology Committee, which consists of senior administration, school administration, teaching staff, Board managers and support staff, provides updates to and renews the Information Technology plan.

2.2 Highlights of the implementation of information technology at Lakehead District School Board (LDSB) in the past year include:

- one-to-one deployment of Winbooks for all Grade 9 students;
- deploying Winbooks to replace iPads in Grade 3 classrooms in preparation for online EQAO assessments;
- more laptops for SSPs and iPads for ECEs;
- replacing older phone and PA systems at eight elementary schools;
- replacement of two-thirds of older smartboards and projectors in elementary classrooms with interactive panels;
- continued training and implementation of strategies, software and websites for communication and collaboration with students, parents and the community;
- joining the Ontario e-Learning Consortium, providing expanded opportunities for our students in e-Learning courses across 55 school boards in the province; and
- Lexia training and support for literacy in Grade 2 for all students and across other grades for targeted interventions.

2.3 The increased use of technology in school boards has brought on greater threats of disruption through threats like malware, viruses, ransomware, phishing and social engineering. Many school boards across Ontario have faced these challenges, and our insurer requires us to put new cybersecurity measures in place to help protect our organization. These upcoming measures will include:

- multi-factor authentication for all staff;
- security-awareness and anti-phishing training; and
- advanced anti-virus software.

2.4 Microsoft has recently approved grants totaling \$300,000 for the purchase of Windows computers and Microsoft software at six of our elementary schools. The System Information Technology Committee will be meeting as part of our budget preparation process to plan how to use this funding to accelerate the rollout of more one-to-one Winbook computers to elementary classrooms. A second phase of the grant application process will open in February for the next round of schools.

3. Next Steps

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

- expanding the rollout of one-to-one Winbooks to Grade 10 students for semester two;
- rolling out one-to-one Winbooks to all secondary school students in the Fall 2023;
- expanding deployments of one-to-one Winbooks at elementary schools; and
- implementing new tools in elementary school to assess and monitor student literacy.

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,

WILL FREDRICKSON
Chair, Information Technology Committee

JOHN LOOVERE
Supervisor of Computer Services

DAVE COVELLO
Manager, Information Technology and Corporate Planning

AJ KEENE
Superintendent of Education

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Microsoft Teams

2022 SEPT 12
6:30 p.m.

MEMBERS PRESENT:

Marg Arnone
Chitra Jacob
Shannon Jessiman
Sherry-Lynne Pharand
Fred Van Elburg

RESOURCE:

Judy Hill, Executive Assistant

MEMBERS ABSENT, WITH REGRET:

Kristy Boucher
Robin Cawlishaw
Michael Otway
Laura Prodanyk

GUESTS:

Mehar Mago, Student Trustee
Anne-Marie McMahon-Dupuis

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

Director Pharand called the meeting to order and welcomed everyone. Introductions were made around the table.

2. **Land Acknowledgement**

Director Pharand 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 – May 2, 2022**

The minutes were approved by consensus.

6. Business Arising from the Minutes

There was no business arising from the minutes.

7. Anti-Sex Trafficking Protocol

Anne-Marie McMahon-Dupuis presented the protocol for feedback. Policy Program Memorandum 166 Keeping Students Safe: Policy Framework for School Board Anti-Sex Trafficking sets a strong foundation for this protocol. The Ministry has mandated that boards have a protocol in place. The protocol will be posted on the Board's website and a plan to raise awareness of sex trafficking among students, parents, guardians, and caregivers will be developed and implemented. Questions from the group were addressed. Further feedback can be provided to Judy.

8. Special Education Advisory Committee (SEAC) Funding Report

Due to COVID-19, SEAC requested that funds be carried forward. The group agreed by consensus.

9. Aboriginal Education Advisory Committee (AEAC) Funding Report

The Aboriginal Education Advisory Committee hosted four virtual Family Anishnaabemowin Language Nights in the month of April. Invitations were shared through schools and on Lakehead Public Schools social media platforms. Forty families registered and were mailed a copy of the Pocket Ojibwe for Kids and Families dictionaries. On average, there were 20 people participating each week.

This was a great way to bring Indigenous and non-Indigenous families together from across the system to learn and share in Anishnaabemowin.

10. Parent Involvement Committee (PIC) Recruitment

Committee members were reminded to reapply by September 30, 2022 if interested in being on the committee again. The following suggestions were given to encourage membership on the committee:

- relay the message through schools to their school councils;
- advertise through social media;
- Seesaw in elementary and EDSBY in secondary;
- raise awareness of what PIC does; and
- advertise in the Key.

11. Aboriginal Education Advisory Committee Report

Report deferred to next meeting.

12. Special Education Advisory Committee Report

Report deferred to next meeting.

13. Director's Report

Director Pharand expressed how thrilled she was to be back working at LPS and looking forward to working on the Strategic Plan.

Director Pharand reported on the following:

Reports to the Board included policy reviews on 8091 Use of Volunteers in Schools, 3093 Electronic Information, 3096 Information/Community Technology Use, 3001 Governance, 8092 Policy Development – Code of Conduct, , 8071 Bullying Prevention and Intervention Update, English Language Learners, 2022-2023 Operational Plan, Aboriginal Education, Safe and Accepting Schools Committee Update, Mental Health Report, 2022-2023 Budget, Student Success – Technology Education, French as a Second Language, Health and Safety Semi Annual Report, Equity and Inclusive Education, and Student Trustee/Indigenous Student Trustee Reports.

COVID-19 Update – Health Unit - occupancy rate in ICU needs to stay low – otherwise masking will be needed. Regular flu viruses will be more prevalent this year. Advised to stay home if any sickness. A new vaccine is coming out. The Health Unit is getting back to regular vaccinations and returning to regular programming in our schools.

Collective bargaining – all contracts expire August 31, 2022. Two-tiered bargaining – province needs to compete first before local bargaining.

Upcoming trustee election – list of candidates is posted. Cannot endorse a candidate.

In-person meetings – the group were in agreement with in-person meetings commencing with the October 3, 2022 meeting. It was suggested that over the winter months perhaps meetings could be held virtually.

14. Other Business

There was no other business.

15. Next Meeting Date

Monday, October 3, 2022.

16. Adjournment

The meeting adjourned at 7:10 p.m.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2022 NOV 21
6:30 p.m.

MEMBERS PRESENT:

Anne Antenucci
Serena Essex
Shannon Jessiman
Sherril-Lynne Pharand
Laura Prodanyk
Rae-Ann Rees

George Saarinen
Jena Samakese
Fred Van Elburg

RESOURCE:

Judy Hill, Executive Assistant

MEMBERS ABSENT, WITH REGRET:

Robin Cawlishaw
Chitra Jacob
Stephanie Rea

GUESTS:

Mehar Mago, Student Trustee

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

Director Pharand called the meeting to order and welcomed everyone. Introductions were made around the table.

2. **Land Acknowledgement**

Director Pharand 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 Pharand called for nominations for chair of the Parent Involvement Committee. Rae-Ann Rees, School Council Representative, self-nominated. Director Pharand called for further nominations. As no further nominations were forthcoming, Rae-Ann Rees was acclaimed as chair of the Parent Involvement Committee.

Moved by Serena Essex and seconded by Shannon Jessiman that nominations be closed. Carried.

5. Election of Parent Involvement Committee Vice-Chair

Chair Rees called for nominations for vice-chair of the Parent Involvement Committee. Trustee Saarinen nominated Jena Samakese, parent member. Jena accepted the nomination. Chair Rees called for further nominations. As no further nominations were forthcoming, Jena was acclaimed as vice-chair of the Parent Involvement Committee.

Moved by Laura Prodanyk and seconded by Serena Essex that nominations be closed. Carried.

6. Confirmation of Minutes – September 12, 2022

The minutes were approved by consensus.

7. Business Arising from the Minutes

There was no business arising from the minutes.

8. Summer Learning Programs

Fred Van Elburg, Elementary Program Coordinator, provided a power point presentation on the Summer Learning Programs. Funding for these programs is provided by the Ministry. Three Hundred and forty-four students attended 18 camps. Fifty to sixty educators worked on the programs and a number of community partners participated. At the end of the program, each student received a certificate of participation. There was an inquiry as to how or can PIC be involved.

9. Student Trustee Report

Student Trustee, Mehar Mago, provided an update on her work to date:

- focusing on hearing back from students re their concerns and needs;
- Mehar and Indigenous Student Trustee, Alexa Sagutcheway, had the opportunity to meet with Education Minister Stephen Lecce and MP Patty Hajdu when they visited Superior CVI. Director Pharand commented on how articulate and well spoken both student trustees were and represented the Board well;
- hoping to have an elementary student senate mentored by the secondary student senate.

10. Parent Involvement Committee Representative on School Year Calendar Committee

Director Pharand asked for a Parent Involvement Committee member to sit on the School Year Calendar Committee. The committee meets once in December and once in January. Serena Essex volunteered to be the PIC representative.

11. Aboriginal Education Advisory Committee (AEAC) and Special Education Advisory Committee (SEAC) Funding for 2022-2023

The Parent Involvement Committee agreed, by consensus, to fund AEAC and SEAC \$2,000.00 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 2023.

12. Draft Parent Involvement Committee 2022-2023 Meeting Schedule

Director Pharand referred to the proposed 2022-2023 meeting schedule included in the package. The meeting schedule was approved by consensus.

13. PRO Grant 2022-2023

The following suggestions were offered to utilize the PRO Grant funding PIC receives:

- bring school councils together a couple of times a year;
- bring parents together – meal, guest speaker;
- supporting parents as everyone is coming out of the pandemic;
- mental health and wellness.

Fred Van Elburg, Shannon Jessiman and Trustee Saarinen offered to take the lead and bring ideas back to the January 16, 2023 meeting. It was suggested to survey parents whether they would like a session in-person or on Zoom and topics that they might be interested in. Fred and Shannon will develop the survey.

14. Aboriginal Education Advisory Committee Report

Serena Essex, AEAC representative, provided the following update from AEAC's last meeting:

- Treaty Awareness Week – list of resources available;
- working on planning an event in the Spring;
- membership; and
- discussion on renaming of the committee.

15. Special Education Advisory Committee Report

Anne Antennuci, SEAC representative, reported on the following:

- presentations on English Language Learners and Special Education Protocol;
- Right to Read – waiting on response from Ministry regarding next steps;
- staffing for Special Education;
- Kindergarten Registration Evening – SEAC will have a booth; and
- presence at secondary school information evenings.

16. Director's Report

Director Pharand reported on the following:

Reports to the Board included Anti-Sex Trafficking Protocol, Student Achievement, Summer Learning Program Update, Adult Education Report, Multi-Year Capital Forecast, Legal Representation for 2021-2022, Director's Annual Report and committee reports at the Inaugural Meeting.

Three new trustees were elected to the Board – Donica LeBlanc, Leah Vanderwey and Pat Johansen.

Ellen Chambers was re-elected Chair of the Board and Donica LeBlanc Vice-Chair at the November 15, 2022, Inaugural meeting of the Board.

The Government and CUPE have reached a tentative agreement. This is the first of nine agreements to be completed this year. Serena Essex thanked the Board for keeping schools open during the CUPE labour disruption and putting students first.

Kindergarten Information Evening will be held January 30, 2023 at Ecole Elsie MacGill Public School.

17. Other Business

Director Pharand stated that the Board is in regular contact with the Thunder Bay District Health Unit. As a Board, we will not mandate masking as it is a health decision. Education Minister, Stephen Lecce, has said that schools will not close this year due to the pandemic. If we reach 30 percent illness, we will report to the Health Unit.

18. Next Meeting Date

Monday, January 16, 2023.

19. Adjournment

The meeting adjourned at 8:07 p.m.

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Boardroom

2022 NOV 16

MEMBERS PRESENT:

Suzanne Posthumus, Chair
Anne Antenucci, Vice-Chair
Trustee Leah Vanderwey
Lesley Harding

Michelle Blackburn
Liz Tod
Mike Otway
Sarah Niles

OTHERS PRESENT:

Michelle Probizanski
Christine Jones

Maggie Fredrickson

ABSENT WITH REGRETS:

Kelly Matyasovszky
Miranda Myers
Angela Hill

Trustee Trudy Tuchenhagen
Trustee Pat Johansen
Wendy Carroll

1. **Call to Order**

Suzanne Posthumus, Chair of SEAC, called the meeting to order at 5:36 p.m.

2. **Welcome and Introductions**

Suzanne Posthumus, Chair of SEAC, welcomed Trustee Leah Vanderwey and Inga Anderson-Foster, Program Resource Teacher.

3. **Approval of the Agenda**

Moved by Anne Antenucci

Seconded by Mike Otway

“THAT the agenda for the November 16, 2022, SEAC meeting be approved.”

CARRIED

4. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

5. Presentations

- 5.1 I. Anderson-Foster, Program Resource Teacher, presented Lakehead District School Boards (LDSB) 2022-2023 Early Language Learners with Possible Special Education Needs. Members are asked to forward the feedback or input to Christine Jones, Executive Secretary. All members' questions were addressed.
- 5.2 Maggie Fredrickson, System Principal, Special Education, presented Lakehead Public Schools (LPS) Multi-Tier Supports in Literacy. Members are asked to forward the feedback or input to Christine Jones, Executive Secretary. All members' questions were addressed.

6. Approval of the Minutes

Moved by Anne Antenucci

Seconded by Mike Otway

"THAT the minutes of the October 19, 2022, SEAC meeting be approved."

CARRIED

7. Business Arising from the Minutes

- 7.1 Suzanne Posthumus, Chair of SEAC, suggested we discuss the SEAC pamphlets at the next SEAC meeting when the new SEAC members are present.
- 7.2 Maggie Fredrickson, System Principal, Special Education, advised that she will confirm the open houses for LDSB secondary schools and Michelle Probizanski, Superintendent of Education, will confirm the date for Kindergarten Open House that will be held at Ecole Elsie MacGill Public School. Christine Jones, Executive Secretary, will send the dates to SEAC members.

8. Correspondence

Suzanne Posthumus, Chair of SEAC, reviewed the following correspondence sent to all SEAC members:

- LPS Draft Guide to Support English Language Learners.

9. New Business

- 9.1 Michelle Probizanski, Superintendent of Education, provided the following special education update;
- the board continues to struggle with shortages, and unfortunately, some parents have been asked to have their children stay home due to shortages. Input from the SEAC is always welcome to help with this situation;
 - the board just completed a successful job fair for Student Support Professionals. Some interviews were completed on the spot. The board currently has approximately 80 employees on the occasional

list. Hoping that strategies such as special Fridays in December will help with attendance;

- CUPE has provided the five days' notice of strike and potential walk-out on Monday, 24, 2022. Ministry of Education memo special education students will continue to attend in person. More communication to follow;
- Section 23 class, will continue with no change;
- five LDSB employees will attend a two-day tour on November 30, 2022, at a Trillium demonstration school in Milton, Ontario, with students that have severe learning disabilities. Key learnings will be shared and assist us with the Special Education review. Feedback and advice is welcome; and
- EQAO scores will be shared at the next board meeting on November 22, 2022 and will share at the next SEAC meeting.

9.2 Maggie Fredrickson, System Principal, Special Education, advised the committee that the board has received funds for students with special education needs and mathematics. We have chosen to work on destreamed math by focusing on grade eight students transitioning to grade 9. Training will be provided for grade seven and grade eight teachers, purchase white boards for grade 7 and grade 8 classrooms, and c-pens for grade 7 and grade 8 special education students.

9.3 Maggie Fredrickson, System Principal, Special Education, provided the following update on the Right to Read key recommendations received;

- there will be a new language curriculum and we should receive it by fall 2023, but we continue implementing many changes to resources, instructional methods, professional learning in the interim;
- investigation of a screening tool for every student, at least twice a year from Kindergarten to Grade 2, to identify students at risk for reading difficulties;
- standardized, and providing stable funding for evidence-based reading interventions;
- providing access to interventions that is equitable for all students; and
- providing and supporting timely and effective accommodation, including greater access to evidence-based software and assistive technology; improving access to professional assessments and ensuring greater consistency and transparency in the assessment process - challenging due to shortages of learning assessors but working to get more assessments completed, and earlier when appropriate.

All members' questions were addressed.

10. Information/Inquires & Association Reports

10.1 Suzanne Posthumus, Chair of SEAC, reminded SEAC members to report all advocacy to Christine Jones, Executive Secretary, allowing the proper data to be collected.

10.2 Anne Antenucci, Autism Ontario Northern Region, shared advocacy story of a young 10 year-old boy with autism from southern Ontario who lost his life after being missing for 48hours. Autism Ontario is moving forward with the Ontario Provincial Police to implement a registration program that would deliver an alert similar to the amber alert. All members' questions were addressed.

10.3 Suzanne Posthumus, Chair of SEAC, thanked out going members of SEAC, Angela Hill, Children's Centre Thunder Bay, and Kelly Matyasovszky, VIEWS, for the visually impaired, Thunder Bay Region.

11. SEAC Budget Update

Maggie Fredrickson, System Principal, Special Education, reported that there \$11,843 in the SEAC budget. It was suggested possibly spending some funds on the purchase of updated swag for the upcoming events.

12. Board Update

No report available.

13. Adjournment

Moved by Anne Antenucci

"THAT we do now adjourn at 7:00 p.m."

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Boardroom

2022 DEC 7

MEMBERS PRESENT:

Amy Massalin
Anne Antenucci, Vice Chair
Suzanne Posthumus, Chair
Trustee Leah Vanderwey
Trustee Pat Johansen
Lesley Harding – Teams
Rosemarie MacLean – Teams

Alina Cameron
Carey Murphy – Teams
Michelle Blackburn
Mike Otway – Teams
Student Trustee Alexa Sagutcheway
Tara Ingram – Teams
Trustee Trudy Tuchenhagen

OTHERS PRESENT:

Michelle Probizanski
Christine Jones

Maggie Fredrickson

ABSENT WITH REGRETS:

Andrea Stach
Liz Tod
Miranda Myers
Sarah Niles

Wendy Carroll
Brandon Robb
Trustee Donica LeBlanc

1. **Call to Order**

Michelle Probizanski, Superintendent of Education, called the meeting to order at 6:00 p.m.

2. **Welcome and Introductions**

Michelle Probizanski, Superintendent of Education, welcomed the new committee members:

- Brandon Robb, Anishnawbe Mushkiki;
- Amy Massalin, Children's Centre Thunder Bay;
- Alina Cameron, Community Member;
- Tara Ingram, Easter Seals;
- Andrea Stach, George Jeffrey Children's Centre; and
- Rosemarie MacLean, OPTIONS Northwest.

Michelle Probizanski, Superintendent of Education, presented the new 2022-2026 SEAC Binders to the committee members.

3. Elections

3.1 Election of Chair

Michelle Probizanski, Superintendent of Education explained the process for electing a Chair and Vice Chair of SEAC. Ms. Probizanski noted there were no pre-nominations for the position of Chair of SEAC. Trustee Tuchenhagen nominated Suzanne Posthumus; Ms. Posthumus accepted the nomination. Superintendent Probizanski called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations for Election of Chair

Moved by Trustee Tuchenhagen Seconded by Anne Antenucci

“THAT nominations for the position of Chair be closed.”

CARRIED

Suzanne Posthumus was acclaimed as Chair of SEAC and assumed the Chair for the remainder of the meeting.

3.2 Election of Vice Chair

Suzanne Posthumus, Chair of SEAC, announced there were no pre-nominations. Trustee Tuchenhagen nominated Anne Antenucci; Ms. Antenucci accepted the nomination. Suzanne Posthumus, called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations for Election of Vice Chair

Moved by Trustee Tuchenhagen Seconded by Alina Cameron

“THAT nominations for the position of Vice Chair be closed.”

CARRIED

Anne Antenucci was acclaimed as Vice Chair of SEAC.

4. Approval of the Agenda

Moved by Anne Antenucci Seconded by Michelle Blackburn

“THAT the agenda for the December 7, 2022 SEAC meeting be approved.”

CARRIED

5. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6. Presentations

- 6.1 Michelle Probizanski, Superintendent of Education, presented the 7060 Staff Training policy and procedure. Members are asked to forward their feedback or input to Christine Jones, Executive Secretary. All members' questions were addressed.
- 6.2 Michelle Probizanski, Superintendent of Education, presented the 6010 Emergency Evacuation and School Closure policy and procedure. A special mention of specialized accommodation point 3.5 of the policy; "special arrangement may be needed for special needs students" needs to be revised to read "special arrangement will be needed for special needs students". Each special education student has a fire safety plan, case by case and individually to them. Suggested that additional specialized accommodations be included in the policy. Students in wheelchairs should have special considerations in lockdowns. Members are asked to forward the feedback or input to Christine Jones, Executive Secretary. All members' questions were addressed.
- 6.3 Maggie Fredrickson, System Principal, Special Education, provided a presentation on the Demonstration School for students who have severe learning disabilities, in Milton, Ontario, that a few Lakehead District School Board (LDSB) employees recently visited. All members' questions were addressed.
- 6.4 Maggie Fredrickson, System Principal, Special Education, presented EQAO for Special Education. Members were provided with a handout. Gender differences stood out and Ms. Fredrickson will reach out for further data.

7. Approval of the Minutes

Moved by Anne Antenucci

Seconded by Michelle Blackburn

"THAT the minutes of the November 16, 2022, SEAC meeting be approved."

CARRIED

8. Business Arising from the Minutes

- 8.1 Maggie Fredrickson, System Principal, Special Education, is waiting on quotes on promotional items. Transition to High School for students with Individual Education Plans (IEP) pamphlet to be sent out to SEAC for feedback.
- 8.2 Maggie Fredrickson, System Principal, Special Education, confirmed the dates of the secondary open houses to be as follows:
- February 8, 2023 – Superior Collegiate Vocational Institution;
 - February 15, 2023 – Hammarskjold High School; and
 - February 16, 2023 – Westgate Collegiate Vocational Institution.

Members are asked to email Christine Jones if they are able to assist with representing SEAC. Christine Jones, Executive Secretary, will send the dates to SEAC members.

- 8.3 Michelle Probizanski, Superintendent of Education, confirmed the Kindergarten open house is scheduled to be in person on January 30, 2023 at Ecole Elsie MacGill Public School from 6:00pm to 8:00pm. Members are asked if they can volunteer that evening to let Christine Jones, Executive Secretary, know.
- 8.4 Michelle Probizanski, Superintendent of Education, advised that there is a Trustee inquiry on “the number of students on modified programs going into destreamed classes” and at this time it was not possible to answer due to ONSIS data capturing. Ms. Probizanski, will provide data on how many are students are enrolled in destreamed or locally developed classes. Members were asked to email if further data is wanted.
- 8.5 Suzanne Posthumus, Chair of SEAC, asked members for their suggestions on future speakers for the upcoming SEAC parent evening. No input was received and members are asked to email Christine Jones, Executive Secretary.

9. Correspondence

Suzanne Posthumus, Chair of SEAC, reviewed the following correspondence sent to all SEAC members:

- Special Incident Portion (SIP) Claim, Durham DSB;
- Parent Involvement Committee (PIC), LDSB; and
- Role of SEAC.

Alina Cameron, Community Member, requested a letter similar to Special Incident Portion (SIP) Claim Funding, Durham DSB, be sent on behalf of SEAC to the Ministry of Education.

Moved by Alina Cameron

Seconded by Anne Antenucci

“That SEAC draft a letter on behalf of LDSB, on Special Incidence Portion Claim Funding similar to Durham DSB *be approved.*”

CARRIED

10. New Business

- 10.1 Michelle Probizanski, Superintendent of Education, provided the following special education update;
- the board continues to struggle with shortages but getting better;
 - the board just completed a successful job fair for Student Support Professionals, and currently onboarded 12 SSPs;
 - Pediatric clinic continues to run well;
 - Multi-disciplinary staff continue to visit schools in 6-8week blocks;
 - tutor funding continues to be used until March 2023;
 - funding for student transportation and stability support received for children in care;

- Regional Special Education Committee (RSEC), recently completed a meeting with Special Education Minister Claudine Munroe, and listened to Shelley Moore, who advocates for inclusion. Further information can be found at fivemooreminutes.com;
- Northern Ontario Education Leaders (NOEL), supports Northern Adjustment Funds which, considers the needs of the North. Every year there is an allocation of funds to eight boards;
- Pediatric Clinic received a grant for research on strength based approaches. There will be a presentation on this at our February 2023 meeting;
- the first planning meeting was held for the upcoming SSP learning conference, April 28, 2023; and
- the multi-disciplinary team continues to help with our most at risk students.

All members' questions were addressed.

- 9.1 Maggie Fredrickson, System Principal, Special Education, provided an update on the Special Education Review;
- data projection collection in progress;
 - invitations for focus groups in progress and rolling out in January 2023;
 - review of individual education plans (IEP) in progress;
 - review of transitions to school program/process;
 - review of transition from elementary to secondary; and
 - recommendations to be completed for May 2023.

All members' questions were addressed.

- 9.2 Anne Antenucci, Vice Chair, provided the following update from Parent Involvement Committee (PIC);
- funds from PIC were provided to SEAC and AEAC, to go towards planning additional events;
 - AEAC is looking at using funds on branding and an event;
 - How the strike affected the special needs students;
 - the recent meeting with Minister Lecce, the parents would like to be involved, especially SEAC; and
 - the mental health of the students coming out of the pandemic and caregivers mental health evening.

Amy Massalin, CCTB, asked about PLEO, and what is available in the public. Ms.Massalin will bring more information to the next SEAC meeting.

All members' questions were addressed.

10. Information/Inquires & Association Reports

- 10.1 Michelle Probizanski, Superintendent of Education, needs to have the January 18, 2023, SEAC meeting moved to January 11, 2023.

- 10.2 Committees of the board need to be in person, for at least three meetings a year. If all cannot be in person, there are no exceptions for Chair, Superintendent and one additional member.
- 10.3 The advocacy tab in the SEAC binder, will discussed at the January 2023 meeting and then pamphlets will be updated.
- 10.4 Trustee Pat Johansen, shared a pamphlet from the Military Family Resource Centre (MFRC), with a list of places we could access for counselling.
- 10.5 Anne Antenucci, Autism Ontario Northern Region, shared the following:
- Thunder Bay parade of lights is back and this year it includes a sensory safe area; and
 - Autism Ontario Northern Region, is working on putting a package together for families of students with Autism to provide to school boards.
- 10.6 Alina Cameron, Community Member, provided a brief introduction. Her seven-year old child attends Westmount Public School in the special needs program which has been very successful. Currently works in Epidemiology with Thunder Bay Health Unit, and advocate for Ontario Autism Coalition as the Vice President of Research.
- 10.7 Maggie Fredrickson, System Principal, Special Education, provided an update on the significant need to provide the correct paperwork to access adult services for students with special education needs. Ms. Fredrickson is working with Children's Centre Thunder Bay (CCTB) to provide these assessments at a cost of three thousand dollars. Disability Services Ontario (DSO) has been connected.

11. SEAC Budget Update

Michelle Probizanski, Superintendent of Education, reported the budget currently sits at \$13,815. It was suggested possibly spending some funds on the purchase of updated swag for the upcoming events.

12. Board Update

Trustee Tuchenhagen provided the following Board update:

At the November 22, 2022, Regular Board meeting, the following reports were presented:

- Ontario Public School Boards' Association Report;
- Student Trustee Report;
- Indigenous Student Trustee Report;
- Lakehead Public Schools International Education;
- 2021-2022 Education Quality and Accountability Office Report;
- Human Rights, Equity and Inclusive Education;
- 2022-2023 Directors Action Plan;
- Approval of Appointments to SEAC; and

- 3096 Information/Communications Technology Use and Electronic Monitoring policy update.

13. Adjournment

Moved by Suzanne Posthumus

Second by Anne Antenucci

“THAT we do now adjourn at 8:18 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 JAN 24
Report No. 032-23

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

RE: RECOMMENDATIONS FROM THE BOARD ADVISORY COMMITTEE

Background

The following reports were received at the Board Advisory Committee Meeting of January 10, 2023 and have been referred to the Board for approval. The recommendations are as follows:

POLICY REVIEW – 1011 ACCESS TO SYSTEM PROGRAMS (026-23)

It is recommended that Lakehead District School Board approve 1011 Access to System Programs Policy, Appendix A to Report No. 026-23.

POLICY REVIEW – 3070 ALLOWANCE FOR USE OF PERSONAL VEHICLES (024-23)

It is recommended that Lakehead District School Board Approve 3070 Allowance for Use of Personal Vehicle Policy, Appendix A to Report No. 024-23.

POLICY REVIEW – 9020 LIBRARY RESOURCE CENTRE (027-23)

It is recommended that Lakehead District School Board approve 9020 Library Resource Centre Policy, Appendix A to Report No. 027-23.

Respectfully submitted,

Donica LeBlanc
Chair
Board Advisory Committee

PHILOSOPHY AND GOALS	1000
DRAFT – NOVEMBER 8, 2022	
ACCESS TO SYSTEM PROGRAMS POLICY	1011

1. Rationale

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

2. Policy

All students of LDSB 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 Programme.

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 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.

PHILOSOPHY AND GOALS	1000
DRAFT – NOVEMBER 8, 2022	
ACCESS TO SYSTEM PROGRAMS POLICY	1011

5. Review

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

<u>Cross Reference</u>	<u>Date Approved</u> June 24, 2003 <u>Date Revised</u> January 27, 2015	<u>Legal Reference</u>
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BUSINESS AND BOARD ADMINISTRATION	3000
DRAFT - NOVEMBER 8, 2022	
ALLOWANCE FOR USE OF PERSONAL VEHICLE POLICY	3070

1. Rationale

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

2. Policy

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

3. Definitions

- 3.1 Regular work place - refers to a location(s) to which an employee is assigned on a daily basis.
- 3.2 Designated Board business - refers to the following:
 - 3.2.1 Supervisory personnel meeting role expectations.
 - 3.2.2 Assignments away from the regular work place on a non-scheduled basis and are more particularly described under procedures to this policy.
 - 3.2.3 Assignments between locations where the regular work place is two or more locations on a scheduled daily basis, and the daily distance between locations exceeds one kilometre.

4. Guidelines

- 4.1 Board-owned vehicles are not to be used for travel to and from an employee's home without the specific prior written authorization of the department superintendent.
- 4.2 When not in use, Board-owned vehicles are to be parked within a secure compound whenever possible. Ignition keys shall not be stored within the vehicle when not in use.

BUSINESS AND BOARD ADMINISTRATION DRAFT - NOVEMBER 8, 2022 ALLOWANCE FOR USE OF PERSONAL VEHICLE POLICY	3000 3070
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- 4.14 It is understood that the allowance takes into consideration fuel, parking, and meter fees as well as all operational, maintenance and insurance costs associated with the use of the personal vehicle.
- 4.15 Penalties for traffic or parking violations will not be reimbursed.
- 4.16 Drivers of Board-owned vehicles and employees using their personal vehicle for designated Board business must hold a valid Ontario driver's license.
- 4.17 The Board will recognize an employee's right to claim for income tax purposes, deductions of amounts spent in the year for travelling, provided the employee meets all the requirements of the Income Tax Act, as it pertains to this matter. Employees adopting this situation must file a record of distances travelled with the Board on a quarterly basis.

5. 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>
_____	<u>June 18, 1996</u>	_____
_____	<u>Date Revised</u> June 23, 2009 October 28, 2014	_____

FACILITIES AND EQUIPMENT	9000
DRAFT – NOVEMBER 8, 2022	
LIBRARY RESOURCE CENTRE POLICY	9020

1. Rationale

A school's collection-based facilities will continuously change and expand, creating access-based services suited to a school community's needs. Resource collections will need to be reshaped even more rapidly and readily than they are currently to reflect their communities as well as the world at large. Technology continues to modify the nature and significance of information.

The Library Learning Commons integrates the new and the old in a seamless physical and virtual space in which all formats can be assimilated and studied. For schools, the Library Learning Commons incorporates the classroom, the resource room, the school library and the Board to connect students to the real and virtual worlds that are growing and maturing around them.

The Library Learning Commons creates a network of information, people and programs for learning within a school and beyond.

2. Policy

It is the policy of the Lakehead District School Board that all schools will operate a Library Learning Commons which incorporates an effective program where all members of the school community can collaborate in learning partnerships. These can include, but not be limited to, the engagement of administration, staff, parents, students and external partnerships. In this environment, everyone is engaged in the learning process.

3. Guidelines

The Lakehead District School Board encourages the utilization and ongoing development of a Library Learning Commons where information can be accessed by anyone, at any time, in any place and where information can be encountered and discussed through collaborative inquiry. In a Library Learning Commons there should be seamless, equitable access to a wide variety of quality digital and print resources for student and staff research and enjoyment. Resource management is a critical component to ensure the Library Learning Commons is responsive to remain viable and current.

Provisions should be made to allow for the coordination to develop the library learning commons approach.

FACILITIES AND EQUIPMENT	9000
DRAFT – NOVEMBER 8, 2022	
LIBRARY RESOURCE CENTRE POLICY	9020

3.1 Personnel

Information services technicians, library technicians, classroom teachers and principals all share the responsibility for the Library Learning Commons.

3.2 Program and School Engagement

Seeing everyone as a learner is at the core of the Library Learning Commons which actively involves students in the effective use of a wide range of resources using a collaborative model. Students and staff share in the learning and utilize the library's collections, both physical and virtual, on an as-needed basis during and outside the school day. Students are considered to be creators of knowledge, not simply consumers. The Library Learning Commons program values and supports self-directed, inquiry-based learning.

3.3 Resource Management

Resource management includes the following:

- acquisitions;
- cataloguing;
- circulation process;
- collection;
- textbooks/academic resources;
- information technology (including devices and connectivity);
- copyright; and
- evaluation.

FACILITIES AND EQUIPMENT DRAFT – NOVEMBER 8, 2022 LIBRARY RESOURCE CENTRE POLICY	9000 9020
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4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
9020 Library Resource Centre Procedures	December 18,1990	Ont. Reg. 262
3030 Purchasing Policy	<u>Date Revised</u> February 26, 2013	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 JAN 24
Report No. 031-23

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

RE: ESTABLISHMENT OF 2023-2024 BUDGET COMMITTEE

1. Background

In order to finance operations of the Board and to ensure effective stewardship of Board resources for the fiscal year 2023-2024, 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, 2023.

2. Situation

2.1 The Budget Committee is an Ad Hoc Committee comprised of all trustees of the Board.

2.2 According to Ontario Education Regulation 232. (1) - every board shall prepare and adopt estimates of its revenues and expenses for the current fiscal year.

2.3 At the first meeting of the 2023-2024 Budget Committee, a chair and vice chair will be elected.

2.4 The 2023-2024 Budget Committee shall report its recommendation to the Board no later than the date provided by the Ministry of Education.

RECOMMENDATIONS

It is recommended that:

1. Lakehead District School Board establish the 2023-2024 Budget Committee comprised of all trustees; and
2. The 2023-2024 Budget Committee reports 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

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 JAN 24
Report No. 025-23

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

RE: TRUSTEES' COMMUNICATION COMMITTEE - TERMS OF REFERENCE - UPDATE

1. Background

1.1 Lakehead District School Board is committed to the success and well-being of every student. The Trustees' Communication Committee will receive information and provide appropriate responses to educational issues in a timely manner.

2. Situation

2.1 The establishment of Trustees' Communication Committee was approved at the Regular Board Meeting on June 25, 2019.

2.2 The Trustees' Communication Committee adheres to their Terms of Reference, which have been updated and are included as Appendix A to Report No. 025-23.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the Trustees' Communication Committee's Terms of Reference as set out in Appendix A to Report No. 025-23.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education

Lakehead District School Board Trustees' Communication Committee

Terms of Reference

~~June 2019~~ **January 2023**

Lakehead District School Board is committed to the success and well-being of every student. The Board also recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system that can improve access to services for students, and the wider community. The goal of the Trustees' Communication Committee is to improve communication from the Board in a timely manner.

1. Purpose

This committee will provide a response to special issues on education.

The Trustees' Communication Committee will:

- receive requests for communication from trustees;
- the chair of the Board shall facilitate requests within ~~24 hours~~ **a timely manner**;
- the Trustees' Communication Committee will review the requests ~~within 48 hours of receiving the request~~ **in a reasonable timeframe** and will agree upon **the request** by consensus; and
- the chair of the Board will respond to the request for communication from trustees.

~~The Trustees' Communication Committee will be allowed to communicate via email for trustees' confirmation, consensus and input.~~

The Trustees' Communication Committee will bring forward communication to be approved by the Board. In extenuating circumstances requiring a more timely response, the chair will be allowed to communicate via email for trustees' confirmation, input and consensus.

2. Membership

2.1 Membership of the Trustees' Communication Committee will consist of:

- all trustees;
- director of education; and
- communications officer.

2.2 The chair of the committee shall be a trustee elected at the first meeting.

2.3 The quorum for meetings of the Trustees' Communication Committee shall consist of a majority of the trustees of the Board.

3. Meetings

3.1 The Trustees' Communication Committee will meet as required.

3.2 Meeting agendas will be prepared by the chair, in consultation with the director or designate.