



Office of the Director

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

BOARD ADVISORY COMMITTEE

**Tuesday, May 13, 2025
Jim McCuaig Education Centre**

Sherri-Lynne Pharand
Director of Education

Donica LeBlanc
Chair

AGENDA

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

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 7:10 p.m. (SEE ATTACHED AGENDA)		
6. Report of Committee of the Whole – Closed Session		
7. Land Acknowledgement	G. Saarinen	Verbal
8. Delegations/Presentations		
8.1 Trustee Character Award – Laurel Smyk and Janice Sweitzer	P. Johansen	Verbal
8.2 Celebrating Student Achievement – Claude E. Garton Public School – Empower to Achieve – Voices of Tomorrow Through Leadership and Learning	H. Harris	1-4
9. Confirmation of Minutes		
9.1 Board Advisory Committee Meeting – April 8, 2025	D. LeBlanc	5-9
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 | Human Rights, Equity, and Inclusive Education (049-25) | J. Lower | 10-13 |
| 11.2 | Parent Involvement Committee Meeting Minutes
– March 3, 2025 | S. Pharand | 14-17 |
| 12. | First Reports | | |

MATTERS FOR DECISION:

- | | | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|
| 13. | Postponed Reports | | |
| 14. | Ad Hoc and Special Committee Reports | | |
| 15. | New Reports | | |
| 15.1 | Policy Review – 7040 Violence in the Workplace
(047-25) | M. Probizanski | 18-29 |
| | It is recommended that the Board Advisory Committee refer the following to the Board for approval: | | |
| | <i>“That Lakehead District School Board approve 7040 Violence in the Workplace Policy, Appendix A to Report No. 047-25.”</i> | | |
| 15.2 | Review and Development of Governance and Administrative Policies (048-25) | S. Pharand | 30-35 |
| | It is recommended that the Board Advisory Committee refer the following to the Board for approval: | | |
| | <i>“That Lakehead District School Board approve the separation of governance and administrative policies, as per Appendix A to Report No. 048-25.”</i> | | |
| 15.3 | Policy Review – 8014 Advertising in the Schools
(046-25) | K. Alaksa | 36-39 |
| | It is recommended that the Board Advisory Committee refer the following to the Board for approval: | | |
| | <i>“That Lakehead District School Board approve 8014 Advertising in the Schools Policy, Appendix A to Report No. 046-25.”</i> | | |

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

15.4 2025-2026 Board Advisory Committee and
Regular Board Meeting Schedule
(051-25)

L. Vanderwey

40-42

It is recommended that the Board Advisory Committee
refer the following to the Board for approval:

*“That Lakehead District School Board approve the
2025 – 2026 Board Advisory Committee and Regular
Board Meeting Schedule, as set out in Appendix A to
Report No. 051-25.”*

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

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

LAKEHEAD DISTRICT SCHOOL BOARD



Office of the Director

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

BOARD ADVISORY COMMITTEE MEETING

**Tuesday, May 13, 2025
Jim McCuaig Education Centre**

Sherri-Lynne Pharand
Director of Education

Donica LeBlanc
Chair

AGENDA

**COMMITTEE OF THE WHOLE – Closed
Session 7:10 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 Board Advisory Committee Meeting - January 14, 2025	D. LeBlanc	1-2
5.2 Consideration of Reports		
5.2.1 Personnel Matter	S. Pharand	Verbal
5.3 Information and Inquiries		
5.4 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 Public Schools

Celebrating Student Achievement

School: Claude E. Garton Public School

Title of Initiative: Empower to Achieve: Voices of Tomorrow Through Leadership and Learning

Presentation Team: Nicky Barrett and Andrea Pugliese

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	Claude E. Garton Public School implemented Empower to Achieve: Voices of Tomorrow Through Leadership and Learning to support academic growth, build leadership skills, and foster a stronger school community. This initiative is designed to promote student achievement through mentorship, peer leadership, and teacher-student collaboration. This initiative focuses on empowering students to take ownership of their learning while staff guide and support leadership opportunities throughout the school. Staff supported the project by engaging in professional development on student engagement strategies and differentiated instruction.
2. Rationale for selecting the initiative	The initiative was selected after noticing gaps in student engagement, peer relationships, and inconsistent academic performance across grades and between grades. In response to a noticeable gap in student engagement and confidence, especially among junior and intermediate grades, leadership and mentorship were chosen as powerful ways to develop responsibility, build confidence, and increase motivation among students. Observations, school climate surveys and achievement data pointed to the effectiveness of leadership and mentorship in boosting both academic motivation and social development.

<p>3. Intended outcomes of the initiative related to improved student achievement</p>	<ul style="list-style-type: none"> • Increased student engagement in learning, extracurricular activities and school social activities; • Improved academic performance, especially in literacy and math; • Stronger student-staff relationships; • Enhanced leadership and collaboration skills in both students and staff; • Increase student engagement and motivation in class; and • Strengthen peer-to-peer collaboration and responsibility. • Build leadership capacity in students and staff
<p>4. Description of the data used</p>	<ul style="list-style-type: none"> • Student and teacher surveys on engagement and school climate; • Observations from classroom walk-throughs and peer feedback; • Attendance records; • EQAO results and report card data for literacy and numeracy; • Student voice surveys; • Teacher observations and anecdotal records; and • Attendance and behavioural data to track engagement.
<p>5. Brief description of the significant activities or strategies involved with the initiative</p>	<ul style="list-style-type: none"> • Peer mentoring sessions during literacy blocks; • Monthly leadership meetings for student leaders; • Professional learning communities (PLCs) for staff to share instructional strategies; • School-wide leadership events led by students such as leadership assemblies, Claude Family Fun Day, family picnic; • Bi-weekly student leadership meetings led by a teacher mentor; • Cross-grade peer tutoring and engagement program; • Monthly leadership assemblies showcasing student initiatives and school-wide leadership traits such as a School Senate and Leadership Team, Carnaval d'Hiver, Cultural Celebration Day, Local Charity Fundraising Events; and • Staff professional development on fostering student agency and voice.

<p>6. One or two highlights of the above activities</p>	<ol style="list-style-type: none"> 1. Grades 4-8 students assisting with reading support sessions to younger students, which boosted reading scores in primary grades. 2. The “Leadership Lunches” where students brainstorm school improvement ideas and present them to staff were a major success through our School Leadership Team and the School Senate Team. 3. Student-led monthly assemblies that are focused on celebrating student achievement in leadership such as initiative, collaboration, inclusion, etc.
<p>7. Description of any unexpected results or “moments of serendipity” related to the initiative</p>	<p>A quiet student in Grade 8 emerged as a natural leader during the mentorship program, inspiring teachers to consider new roles for student leadership. Some of the younger students began showing improved behaviour and confidence beyond academics. A shy Grade 7 student discovered a talent for public speaking after co-hosting a leadership assembly. This moment not only boosted her confidence but inspired others to step up and try new roles.</p>
<p>8. Description of one or two interesting findings that would be useful or helpful to other schools</p>	<ol style="list-style-type: none"> 1. Giving students leadership roles can increase their accountability in academics and behavior. 2. Teachers reported that being part of cross-grade collaborations helped them better understand developmental learning stages. 3. Student-led initiatives created a stronger sense of school community and accountability. 4. Empowering students to take ownership of academic goals improved classroom behaviour and focus.
<p>9. Identification of one or two noteworthy hurdles or stumbling-blocks</p>	<ol style="list-style-type: none"> 1. Scheduling conflicts between grade levels made regular mentoring sessions challenging. 2. Some students initially lacked the confidence to take on leadership roles and needed more support. 3. Time management was a challenge—integrating leadership work without disrupting regular instruction required careful planning.

<p>10. Next steps in pursuing the initiative</p>	<ul style="list-style-type: none"> • Expanding the program to include community involvement (e.g., partnering with local high schools and community partners for additional mentorship); • Integrating student-led conferences to replace traditional parent-teacher interviews; • Expand the initiative to include a parent/community leadership partnership; and • Develop a student leadership recognition strategy for leadership contributions in the school and their life outside of school.
<p>11. Lessons learned about the school's efforts to improve student achievement</p>	<ul style="list-style-type: none"> • Leadership and collaboration are key to student growth—not just academically, but socially and emotionally. • Student voice matters. When students feel heard and valued, they take ownership of their learning. • Leadership development isn't a distraction from academic achievement—it's a key driver of it. • When students are given a voice and responsibility, they become more invested in their learning.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD ADVISORY COMMITTEE

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2025 APR 8
7:30 p.m.

TRUSTEES PRESENT:

Donica LeBlanc (Chair)
Pat Johansen
Ron Oikonen
George Saarinen
Scottie Wemigwans (Indigenous Trustee)

Ellen Chambers
Leah Vanderwey
Eryn Genno
(Indigenous Student Trustee)
Morgann De Franceschi (Student Trustee)

ABSENT WITH REGRETS:

Ryan Sitch, Trustee
Trudy Tuchenhausen, Trustee

SENIOR ADMINISTRATION:

Sherri-Lynne Pharand, Director of Education
Kirsti Alaksa, Superintendent of Business
Heather Harris, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education
Nick Sacevich, Associate Superintendent and Math/IT Lead

PUBLIC SESSION:

1. Meeting called to order by Chair LeBlanc
2. Disclosure of Conflict of Interest – None

PUBLIC SESSION:

3. Resolve into Committee of the Whole – Closed Session – N/A

COMMITTEE OF THE WHOLE – CLOSED SESSION:

4. Committee of the Whole – Closed Session N/A

PUBLIC SESSION

5. Report of Committee of the Whole N/A

6. Approval of Agenda

Moved by Trustee Wemigwans

Seconded by Trustee Johansen

"THAT the Agenda for Board Advisory Committee Meeting, April 8, 2025, be approved."

CARRIED

7. Land Acknowledgement

Trustee Chambers read the Land Acknowledgement.

8. Delegations/Presentations - None

9. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Vanderwey

"THAT the Lakehead District School Board Advisory Committee approve the minutes of the Board Advisory Committee Meeting, February 11, 2025."

CARRIED

10. Business Arising from the Minutes – None

MATTERS NOT FOR DECISION:

11. Information Reports

11.1 Elementary Hockey Academy Report (039-25)

Heather Harris, Superintendent of Education, presented the report. All trustees' questions were addressed.

11.2 Leadership Report (033-25)

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

11.3 Procedural By-Law Ad Hoc Committee Report (040-25)

Trustee Chambers, Chair of the Procedural By-Law Ad Hoc Committee, introduced Lori Lukinuk, Certified Parliamentarian/ Registered Parliamentarian, who presented the report. All trustees' questions were addressed.

12. First Reports - None

MATTERS FOR DECISION:

13. Postponed Reports - None

14. Ad Hoc and Special Committee Reports

14.1 Trustee Code of Conduct Ad Hoc Committee Report (041-25)

Moved by Trustee Johansen

Seconded by Trustee Chambers

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board approve the amended Trustee Code of Conduct, Appendix A to Report No 041-25.”

CARRIED

14.2 Parent Involvement Committee Request for Approval of Correspondence (042-25)

Moved by Trustee Chambers

Seconded by Trustee Saarinen

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board approve the request from the Parent Involvement Committee to send to the Minister of Education, as outlined in Report No 042-25.”

CARRIED

15. New Reports

15.1 Policy Review – 3005 Ontario Student Record (037-25)

Moved by Trustee Wemigwans

Seconded by Trustee Oikonen

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board approve 3005 Ontario Student Record Policy, Appendix A to Report No. 037-25.”

CARRIED

15.2 Policy Review – 7010 Police Record Checks (034-25)

Moved by Trustee Saarinen

Seconded by Trustee Vanderwey

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board approve 7010 Police Records Checks, Appendix A to Report No. 034-25.”

CARRIED

15.3 Policy Review – 7030 Human Rights and Workplace Harassment (036-25)

Moved by Trustee Chambers

Seconded by Trustee Johansen

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board approve 7030 Human Rights and a Workplace Harassment Policy, Appendix A to Report No. 036-25.”

CARRIED

15.4 2025-2029 Multi-Year Strategic Plan (038-25)

Moved by Trustee Vanderwey

Seconded by Trustee Wemigwans

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“THAT Lakehead District School Board approve the 2025-2029 Multi-Year Strategic Plan, Appendix A to Report No. 038-25.”

CARRIED

16. New Business - None

17. Notices of Motion - None

18. Information and Inquires

18.1 Trustee LeBlanc informed the Board that the following events were attended by trustees, and Senior Administration.

- March 26, 2025 – Five Mile Public School Visit;
- March 26, 2025 – IFTAR dinner;
- March 28, 2025 – Innovative Pilot Hockey Program announcement;
- April 2, 2025 – Northwestern Ontario Regional Science Fair (NWORSF) open house;
- April 2, 2025 – Autism Flag raising at Board office; and
- April 4, 2025 – Northwestern Ontario Regional Science Fair (NWORSF) Awards.

18.2 Trustee Wemigwans informed the Board that he attended a speaker event on hospitality for the students at Westgate Collegiate and Vocational (CVI). Additionally Trustee Wemigwans noticed a group of Grade 8 Indigenous students visiting Westgate CVI for a session that was being led by Westgate CVI students and was very impressed at the student engagement by the secondary students.

18.3 Trustee Vanderwey inquired as to LDSB policies and procedures around procurement of Canadian goods in light of the trade war. Superintendent Alaksa spoke to the current expectations from the Ministry of Education regarding procurement of goods and services. All trustees' questions were addressed.

18.6 Trustee Vanderwey informed the board that she will be bringing forward a motion at the next Board meeting to have O' Canada played before each Board meeting.

18.7 Trustee Oikonen inquired if the culinary programs at LPS have been impacted by the loss of the Culinary Program at Confederation College. Director Pharand along with Superintendent Lower spoke to the plans regarding the culinary program moving forward. All trustees' questions were addressed.

19. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

"THAT we do now adjourn at 9:19 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 13
Report No. 049-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: HUMAN RIGHTS, EQUITY, AND INCLUSIVE EDUCATION

1. Background

- 1.1 Lakehead District School Board (LDSB) is committed to providing a safe, welcoming, accessible, and inclusive learning and working environment that upholds human rights and promotes equity of access and outcomes for the benefit of diverse students and staff. Accordingly, facilitation of initiatives is at the core of the equity and inclusive education work within LDSB.
- 1.2 Lakehead District School Board is committed to human rights and equity for the benefit of students, staff, families, and communities. Lakehead District School Board endeavors to identify systemic barriers and discriminatory practices that impede the full participation and success of students and staff. Human rights and equity related planning and initiatives align with Ministry of Education priorities, the initiatives of the Education Equity Secretariat, and with LDSB's mission, values, and strategic planning efforts.

2. Situation

- 2.1 In support of the implementation of equity and inclusion-focused initiatives and practices across the system, LDSB has convened the Equity and Inclusive Education Advisory Committee. This committee exists to provide advice and guidance to the superintendent of education on matters of Equity and Inclusive Education at LDSB.

Mandate of the Committee

Lakehead District School Board aims to foster caring, safe, inclusive, and engaging learning environments that support the well-being and success of diverse students. This committee advises on Equity and Inclusive Education to:

- deepen awareness and understanding of equity and inclusion;
- identify current equity issues that adversely affect students, staff, parents/guardians/community partners; and
- share information about equity and inclusive climate at schools and LDSB.

2.2 Equity and Inclusive Education Advisory Committee 2024-2025 members were:

- Jane Lower, Chair, Superintendent of Education;
- Anthony Jeethan, Human Rights and Equity Advisor;
- Leslie Hynnes, Principal;
- Kathleen Mercier, Teacher and ETFO Representative;
- Dinah Jung, Teacher and ETFO Representative;
- Carlos Santander-Maturana, OSSTF and SSP Representative;
- Jenny Fenton, Manager, Human Resources;
- Megan Semeniuk, Mental Health Lead;
- Maggie Fredrickson, Principal of Special Education;
- Ellen Chambers, Trustee;
- Patricia Johansen, Trustee;
- Kali Bernst, Principal of Indigenous Education and Program;
- Serena Essex, Miiniwewinan Representative;
- Becky Krawchuk, Teacher and OSSTF Representative;
- Vince Pelaia, Secondary Teacher; and
- Lorraine Mashongoane, PIC Representative.

3. Equity & Inclusive Education Initiatives

- 3.1 Lakehead District School Board develops and implements initiatives that advance equity and inclusive education. During this reporting period, the following four areas were addressed, consistent with the LDSB Equity Action Plan 2024-2027: Leadership, Governance, and Human Resources Practices, Organizational Culture, School & Classroom-Based Practices, and Data Sharing. The Board is on track to meet the year 1 goals outlined in the Equity Action Plan by August 31, 2025.
- 3.2. Mandatory professional learning has commenced for all staff on human rights, bias, and positionality. These training sessions will continue into the 2025-2026 school year.
- 3.3 Student leadership continues to be at the core of equity initiatives at LDSB. In October 2024, students across LDSB came together for a workshop on equity, diversity, and inclusion. These students were encouraged to develop initiatives at their schools to promote inclusion and celebrate diversity. We will be bringing students back together to share their projects in June 2025. Additionally, a group of 13 students from Superior Collegiate and Vocational Institute (C.V.I.) attended a 4-day anti-racism leadership program in Calgary, Alberta in April 2025. These students are planning a diversity celebration event in May 2025 that will be open to the public.
- 3.4 The Office of the Human Rights and Equity Advisor (O-HREA) continues to be engaged by members of the LDSB community for guidance on human rights concerns. Inquiries to the office have increased in the 2024-2025 year, however, formal reports have decreased. The O-HREA will be looking into adding a 'Frequently Asked Questions' section on the webpage to help address the volume of inquiries.

4. Community Partnerships

4.1 City of Thunder Bay Anti-Racism and Inclusion Accord

Lakehead District School Board is one of the original member organizations of this accord. We are working with city partners and community organizations to create an anti-racism and inclusion resource guide.

4.2 Diversity Thunder Bay

Diversity Thunder Bay consists of individuals and representatives of organizations working to celebrate difference, and end racism and discrimination in Thunder Bay. As a member organization, LDSB gains knowledge and shares expertise through engagement with key expert community agencies.

The Human Rights and Equity Advisor has been asked to redeliver a talk for Diversity Thunder Bay and the public addressing some of the common misconceptions with the Health and Physical Education curriculum in Ontario.

4.3 Joint Protocol for Student Achievement

The local Children's Aid Society (CAS) and Dilico Family Care collaborated with local school boards and area counselling centers, to develop the Joint Protocol for Student Achievement (JPSA). The JPSA outlines the scope of important collaborative practices and processes to guide agencies and school boards as they develop and implement local protocols to support the educational success for students in the care of, or receiving child protection services, from CAS.

4.4 Pride Recognition Events

During the month of June 2025, LDSB will continue to proudly recognize the flying of the Pride flag at all schools of LDSB. Lakehead District School Board will be hosting a flag-raising ceremony on June 2, 2025, ensuring that members of 2SLGBTQIA+ communities, and all students, know that they belong and have a safe space in our schools and offices. Many schools will be organizing events and activities to celebrate Pride. A celebratory event is also being planned in collaboration with the International Day of Pink at Westgate C.V.I. on June 9, 2025.

5. Next Steps

5.1 Equity Plan 2024 – 2027 – Phase 2

After a successful first year of the Equity Action Plan, LDSB will continue to implement the proposed actions outlined for Year 2. A check-in with stakeholders will occur in Fall 2025 to add goals, if necessary.

5.2 Continued Professional Learning

Ensuring equitable outcomes for students and equity amongst the workplace involves continuous growth and learning. In the coming year, LDSB aims to provide education sessions for administrators on their obligations under the Ontario Human Rights Code, specifically on cultural responsiveness and competing rights. Similarly, it is also essential that all staff have a foundational understanding of the principles of equity, such as privilege, power, intersectionality, and discrimination. Many staff have received this knowledge through the mandatory training rollout and will continue to do so in the coming year. Additional training opportunities will continue to be organized to help teachers address upcoming curriculum changes on anti-Semitism and Black history.

5.3 Student Voice and Leadership

Lakehead District School Board will continue to offer opportunities for empowering diverse student voices and anti-oppressive leadership through existing partnerships. Additional opportunities with external community partners are being explored to help engage specific demographic groups who are still underrepresented in current initiatives.

6. Conclusion

Lakehead District School Board continues to promote and foster equitable and inclusive learning and working environments through a variety of initiatives. This work is ongoing, and we continue to advance equity in the delivery of education for the benefit of students, staff, and families.

Respectfully submitted,

ANTHONY JEETHAN
Human Rights and Equity Advisor

JANE LOWER
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2025 MAR 3
6:00 p.m.

MEMBERS PRESENT:

Ellen Chambers (virtual)
Laura Prodanyk
Dawn-Marie Francis

Robin Cawlishaw
George Saarinen (virtual)
Michelle Riemer, Vice-Chair

MEMBERS ABSENT, WITH REGRET:

Carla Mulholland
Connor Pratt
Lorraine Mashongoane
Brittany Kennedy

Terry Godick
Chelsea Siver
Tara Ingram

RESOURCE PRESENT:

Sherri-Lynne Pharand, Director of Education
Kristi Lees, Principal
Jamie Smith, Communications Supervisor
Fred Van Elburg, Teacher
Christine Jones, Executive Assistant
Stephanie Ryynanen, Finance Supervisor
Michelle Probizanski, Superintendent of Education

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

Michelle Riemer, Vice Chair, welcomed the following guests:

- Stephanie Ryynanen, Finance Supervisor;
- Michelle Probizanski, Superintendent of Education; and
- Christine Jones, Executive Assistant.

2. **Land Acknowledgement**

Michelle Riemer, Vice Chair, acknowledged the lands and traditional territory.

3. **Disclosures of Conflict of Interest**

There were no disclosures of conflict of interest.

4. **Approval of the Agenda – March 3, 2025**

The agenda of March 3, 2025, was approved by consensus.

5. **Confirmation of Minutes – November 18, 2024**

The minutes of the November 18, 2024, were approved by consensus.

6. Business Arising from the Minutes

There was no business arising from the minutes.

7. New Business

7.1 Parent Education and Awareness Campaign

Michelle Probizanski, Superintendent of Education, presented the Parent Education and Awareness Campaign. A Halt the Haze presentation will be held on March 19, 2025, at 7:30 p.m. presented by Lung Health Foundation with registration on line.

Michelle Probizanski, Superintendent of Education, shared that with the funding they hope to hold an event this spring for students, educators and parents called “Always online: Chronic therapeutic approaches in the age of chronic screen use” the speaker is Jake Ernst, Clinical Director at Straight up Health.

Robin Cawlishaw, Member, asked that some funding be used for take away tools for parents/caregivers/guardians and also if available, child care, advertising, food, and transportation. A virtual option would be beneficial for those unable to attend in person and perhaps the event could be held during the day at a school where it can address students, educators and parents/caregivers/guardians.

Michelle Probizanski, Superintendent of Education, will investigate if there are any community events to prevent clash of availability for families and look at options in partnering with our coterminous boards. Dates will be coordinated with Jake Ernst and sent to PIC for input.

7.2 2025-2026 Budget

7.2.1 Stephanie Ryyanen, Finance Supervisor, presented the 2025-2026 Budget. All questions were addressed.

7.2.2 PIC Priorities for 2025-2026 Budget Deputation Letter

Sherri-Lynne Pharand, Director of Education, shared PIC’s 2024-2025 budget deputation and asked members for their input towards the 2025-2026 budget deputation. Deadline for submission is March 28, 2025. The following was received:

- Robin Cawlishaw, Member, suggested the creation of a repository for fundraising ideas for school councils, or an app for easy access;
- a Sunday Open House at Kingfisher Outdoor Education Centre in June and/or September 2025, with message stations containing a teachable and provide transportation for those who may need it. This event could be showcased as “be outdoors with no screen time”;
- Kristi Lees, Principal, suggested the end of year picnic/event that schools have at the end of the school year, would provide a great opportunity for any engagement that PIC would like to have with students and families, in a comfortable natural setting. Providing a display of brochures and/or a looping video;
- supporting elementary schools for end of the year events; and

- Laura Prodanyk, Member, offered to provide sun safety material to elementary year end events and also suggested bulk fundraising options such as ordering of potatoes or apples.

Michelle Riemer, Vice Chair, confirmed she is able to present the 2025-2026 Budget Deputation to the Finance Committee on April 7, 2025. Christine Jones, Executive Assistant, will ensure an invite is sent.

7.3 Communications Update

Jamie Smith, Communications Supervisor, provided the following update:

- a video on Kingfisher Outdoor Education Centre was posted on the boards website, and shared nationally;
- Kindergarten Open House was held on February 25, 2025, at École Elsie MacGill Public School, with over 1000 in attendance;
- 2025-2026 Budget in progress;
- Scotties athletes provided schools with the Rocks & Rings events;
- Claude E. Garton Public School, signed the Canadian anthem at the Scotties Tournament of Hearts, can be viewed on our website;
- École Elsie MacGill Public School is holding a science fair;
- Algonquin Avenue Public School has a Inuit soap stone carver visiting;
- school wide hockey tournament on March 5, 2025;
- Claude E. Garton Public School has a winter carnival;
- Hammarskjold High School student received a provincial award at the OSSTF AGM;
- raising autism awareness flag on April 2, 2025;
- Creative Moment Jamboree on May 1, 2025, at the Fort William Gardens from 6:00 p.m. to 8:00 p.m.;
- new board roll-out of zero tolerance voice mail recorded at each school;
- Ontario wide crossing guard celebration;
- National Indigenous Day on June 21, 2025; and
- Black history month in February.

7.4 Letter of Support RE: Student Transportation

Sherri-Lynne Pharand, Director of Education, provided members with a handout of the letter sent to the Ministry of Education on behalf of the Board of Trustees and SEAC, advocating for additional funding for student transportation and on-going concerns. The following input was received from the committee members:

- include the impact it has to student's reading and long term learning;
- the statistical potential impact it may have on right to read;
- the equity issue, that children have a right to get to school safely and that our government has an obligation; and
- the board had 1600 students removed from transportation, with 1000 special requests added.

Trustee Ellen Chambers, supports the letter process.

The motion reads *"that the committee write a letter of support for additional student transportation funding for on-going concerns to the Ministry of Education be approved"* was approved by consensus.

7.5 Miinewewinan: Indigenous Education Advisory Committee Report

No representation confirmed from Miinewewinan Indigenous Education Advisory Committee and therefore deferred to next meeting.

7.6 Special Education Advisory Committee Report

Tara Ingram, SEAC Representative, sent her regrets and will provide an update at next meeting.

7.7 Director's Report

Sherri-Lynne Pharand, Director of Education, presented the following board report:

- elections were completed for the new board of trustee chair and vice chair;
- Hammarskjold High School senior girls' basketball team was the first to compete in AA and won gold;
- Arts Report, included Kingsway Park Public School choir;
- 24-25 Capital plan on board website at www.lakeheadschoools.ca/wp-content/uploads/2024/11/bd_pub_11_26_2024-Final-Email.pdf, and
- Bright Beginnings Kindergarten Readiness Program.

All questions were answered.

8. Other Business

Sherri-Lynne Pharand, Director of Education, thanked Trustee Saarinen for representing the PIC booth at École Elsie MacGill Public School for Kindergarten Night.

9. Next Meeting Date:

Meeting date of May 5, 2025, was moved to Monday, May 12, 2025, and approved by consensus.

10. Adjournment:

The meeting adjourned at 7:35 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 13
Report No. 047-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: POLICY REVIEW – 7040 Violence in the Workplace

1. Background

- 1.1 On March 5, 2025, the draft policy and procedures was distributed to constituent groups for review and comment with input to be received by April 16, 2025.

2. Situation

- 2.1 There was no input received from constituent groups.
- 2.2 Minor revisions were made to the policy to ensure consistency with Lakehead District School Board's preferred formatting and terminology.
- 2.3 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“That Lakehead District School Board approve 7040 Violence in the Workplace Policy, Appendix A to Report No. 047-25.”

Respectfully submitted,

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

PERSONNEL AND EMPLOYEE RELATIONS	7000
DRAFT – May 13, 2025	
VIOLENCE IN THE WORKPLACE POLICY	7040

1. Rationale

Lakehead District School Board (LDSB) believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

2. Definitions

As defined by the Occupational Health and Safety Act, workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker; and
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

3. The Policy

- 3.1 It is the policy of LDSB to adhere to the Occupational Health and Safety Act. Lakehead District School Board believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct in any form and erodes the mutual trust and confidence that are essential to the well-being of our staff.
- 3.2 This policy applies to all work activities that occur while on ~~Board~~ **LDSB** premises, or while engaging in workplace activities or workplace social events.
- 3.3 This policy applies to all members of the ~~Board~~ **LDSB** community, including but not limited to, ~~trustees,~~ **employees**, students, ~~employees,~~ **trustees**, visitors such as parents/**guardians, caregivers** and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited to participate in Board related functions.
- 3.4 ~~The Board~~ **Lakehead District School Board** is committed to implementing a process to deal with workplace violence and the requirements of the Occupational Health and Safety Act in accordance with Safe Schools legislation.

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VIOLENCE IN THE WORKPLACE POLICY	7040

4. Guiding Principles

- 4.1 Employees, students, and other users will strive to foster a respectful workplace through the prevention and prompt resolution of workplace violence incidents. Complaints will be taken seriously and handled professionally.
- 4.2 ~~The Board~~ **Lakehead District School Board** shall provide a mechanism to lodge an informal complaint.
- 4.3 ~~The Board~~ **Lakehead District School Board** shall provide a mechanism to lodge a formal complaint.
- 4.4 ~~The Board~~ **Lakehead District School Board** shall provide a fair and objective formal process for dealing with alleged incidents of workplace violence. This includes actions such as conducting ongoing risk assessments and creating safety plans.
- 4.5 Confidentiality will be maintained to every extent possible; however, the nature of the investigation may require additional information beyond the complainant(s) and the respondent(s) to verify factual information.
- 4.6 Violence prevention training shall be offered to managers, supervisors and employees.
- 4.7 Violence is a serious offence. Any individuals found to have perpetrated an act of violence may be subject to disciplinary action up to and including dismissal. In addition, individuals may be subject to action under the Criminal Code of Canada.

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VIOLENCE IN THE WORKPLACE POLICY	7040

5. Review

This policy shall be reviewed annually in accordance with the Occupational Health and Safety Act, R.S.O. 1990, Subsection 32.0.1.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
7030 Harassment and Human Rights and Workplace Harassment Policy	May 25, 2010	Education Act
7080 Health & Safety Policy	<u>Date Revised</u>	Safe Schools Act
8070 Safe Schools Policy – System Expectations	April 26, 2016	Ontario Human Rights Code
8020 Access to School-Board Premises	February 27, 2024	Ontario Health and Safety Act
1020 Equity and Inclusive Education		Policy/Program Memorandum 120 – Reporting Violent Incidents
8040 Trespass to Schools		Policy/Program Memorandum 128 – The Provincial Code of Conduct/ School Board Codes of Conduct
8071 Bullying Prevention and Intervention		Policy/Program Memorandum 144 – Bullying Prevention and Intervention
8092 Code of Conduct		Policy/Program Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour
		Provincial Model for a Local Police/School Board Protocol (2015)

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VIOLENCE IN THE WORKPLACE PROCEDURES	7040

1. The Policy

It is the policy of Lakehead District School Board (LDSB) to provide safe learning environments for students, staff and the general public. Lakehead District School Board will respond to any violence or disruptions in its schools or operations.

2. Violence Against Staff

Lakehead District School Board recognizes that violence in the workplace is an occupational health and safety concern, and in keeping with our **7080** Health and Safety Policy and **7040** Violence in the Workplace Policy, is committed to providing a safe and secure working environment for our employees, agents, and those who have authorized access to LDSB premises. It is an expectation of **LDSB** the Board that all its employees or others on **LDSB** Board business will, at all times, conduct themselves in a courteous, polite manner while dealing with the general public or members of the educational community. Accordingly, LDSB will protect and fully support any employee who is threatened, abused, or put at personal risk in the proper exercise of their duties.

3. Defining Violence in the Workplace

Violence can be defined as an act of aggression which produces damaging or hurtful results.

3.1 Three categories of risk are addressed by these procedures:

- 3.1.1 Student and Public Aggression - includes aggressive, hostile, **and/or** disruptive behaviour by members of the public (students/parents/**guardians, or caregivers**) either on their premises, in the public domain, at LSDB facilities, on the phone, or any form of written or electronic communications.
- 3.1.2 Workplace Violence - includes physical aggression, threats, intimidation, bullying and temper outbursts. Lakehead District School Board's position is that aggression between employees is unacceptable in any form.
- 3.1.3 Workplace Protection - recognizes that personal tensions can pursue an employee to the workplace. Resentment, rejection, stalking and domestic disputes are among the factors that may compromise workplace security and could lead to an entire work group being put at risk.

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- 3.2 To deal with the low frequency, but high priority that threats of violence have in the learning environment, the Board **LDSB** will monitor the internal risk environment of the Board **LDSB** and respond to events that could jeopardize LDSB staff. Human resources will develop tools to assist principals, managers and supervisors to resolve confirmed threats or acts of violence by: monitoring policy, conducting risk assessments, developing contingency plans, organizing resources, investigating serious incidents and ensuring that there is general awareness of Board practices and procedures to respond to workplace threats.

4. General Procedures

- 4.1 An employee who is seriously threatened or put at personal risk, in any of the three situations described above, is authorized to suspend work if the individual is not a student, terminate contact with the offending party, and to immediately report the circumstances to their supervisor. An employee who is seriously threatened or put at personal risk by a student will ensure the Duty of Care¹ of the student(s) in their charge. The employee will report the circumstances to their supervisor. Supervisors will assess the situation to determine whether:
- an assault or a serious threat has taken place;
 - the victim is in need of medical, emotional or other assistance;
 - when and in what circumstances the original work should be resumed; and
 - the employee should be reassigned.

¹ - The Education Act, Part x, Sec. 264 (e)

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4.2 Violent Incident Report Form

The Violent Incident Report Form must be submitted to the health and safety officer by the employee and/or supervisor for all violent encounters, and in all serious cases of aggression. The ***Violent Incident Report Form*** report must contain:

- date, time and location of the occurrence;
- name(s) of the employee(s)/victim(s);
- name(s) and address(s) of the alleged assailant(s);
- specific language of the threat;
- actions that followed the threat;
- prior events or encounters that are relevant to the incident;
- the reason for contact between the victim(s) and the aggressor(s);
- a summary of events, including the outcome of the encounter;
- names and addresses of witnesses and of anyone else who was directly involved in the incident, including the police; and
- the supervisor's assessment of the encounter, including their recommendation for further action and the disposition of the case.

4.2.1 In reports about the conduct of a trustee, the director of education will notify the Board using the process outlined in the Trustee Code of Conduct.

4.2.2 In reports about the conduct of a superintendent, the director of education will engage outside legal counsel and, if necessary, an external human resources expert to manage the complaint and incident reporting.

4.2.3 In reports about the conduct of the director of education, the chair of the Board of Trustees shall engage external legal counsel and an external human resources expert to manage the complaint and incident reporting. The chair shall bring the matter to trustees at a Special Board meeting, or the next Regular Board as recommended by legal counsel.

4.3 Minor Incidents

Minor incidents may be resolved by the supervisor, the employee and the third party, providing the employee consents to having the issue summarily dealt with. Events in the minor category may, for example, include outbursts of intemperate language or signs of temper, where there was no serious intent to cause harm. In such cases a supervisor's intervention could serve to neutralize tension, to draw an apology from the offender and to show the employee that ~~he or she is~~ **they are** being supported. Minor incidents are to be reported to human resources within one working day. The supervisor will review and forward the completed Violent Incident Report to human resources and the health and safety officer.

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4.4 Serious Incidents

Serious incidents include assault, confinement, believable threats of assault, abuse or harm, **and/or** sabotage. As well, behaviour that disturbs or threatens ~~employees~~, students, **employees**, and others may be seen as serious. Serious incidents are to be reported to the principal or building manager immediately who will, without delay, notify the superintendent of education. The supervisor will review and fax the completed Violent Incident Report **Form** to the superintendent the same day. Human resources will be advised of all serious incidents.

5. Workplace Violence

- 5.1 Hostile exchanges between employees, or in the context of working relationships, are subject to the same rules of law that apply in the greater community. Criminal and Civil actions may result from aggressive or abusive behaviour between workers, in addition to ~~Board~~ **LDSB** sanctions that could include termination. The supervisor will review and forward the completed Violent Incident Report **Form** to human resources and the health and safety officer.
- 5.2 A potentially more damaging outcome of workplace violence, however, is the impact it has on teamwork and the corporate family. All cases of workplace violence at LDSB will be investigated by the principal, manager or supervisor. The investigation will specifically look for serious behaviour problems, the need to prompt an **Employee Assistance Program** (EAP) referral, and the greater need to ensure a threat-free working environment for all employees.

6. Workplace Protection

Workplace Protection, in terms of these procedures, refers to the steps taken by management to deal with deviant personalities who may seek to bring violence or disruptive behaviour to ~~Board~~ **LDSB** work locations. Disoriented and alienated persons (not necessarily current employees or students) may find a target for their resentment in the ~~Board~~ **LDSB**. Domestic, economic and personal pressures could precipitate a workplace crisis, as could a random violent act.

7. Human Resources Department

- 7.1 The human resources department has been organized to respond to all serious incidents of student or public aggression, workplace violence, and workplace protection. In addition, human resources can be supported by external consultants in security, psychology, crisis management and other disciplines (~~EAP Employee Assistance Program~~).

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- 7.2 The superintendent of education will update these procedures as required by its evaluations of serious incidents. Human resources will also coordinate awareness and educational programs designed to keep all employees and agents of the company aware of the measures taken to support employee protection.
- 7.3 The department will observe the strictest protocols of confidentiality so that employees will be encouraged to report potential and developing situations of violence.

8. Investigation

- 8.1 Investigation serves to protect Board **LDSB** employees from unfounded charges and counter charges. The process quickly documents the record of events, identifies witnesses and their evidence, corroborates facts and collects supporting detail. In most cases, investigation will give direction to, or reinforce, a police investigation.
- 8.2 The police and/or an independent investigator will be called on to look into all serious incidents. The investigator will begin their inquiries immediately. If possible, the investigator will interview the victim and the alleged offender the same day and provide a summary report to the human resources department within 24 hours. All witness statements will preferably be taken the day of the occurrence. Where that is not practical, the statements will be taken at the earliest opportunity.
- 8.3 Copies of all statements will be attached to the confidential investigative report submitted to human resources. Copies will also be provided to the police if they are conducting a related investigation, in which case a summary of the police investigation and its conclusions should also be forwarded to the superintendent of education.
- 8.4 Investigations into the conduct of a superintendent will be forwarded to the director of education and the external legal advisors (per Section 4.2.2 of this procedure).
- 8.5 Investigations into the conduct of the director of education will be forwarded to the chair of the Board of Trustees and their external legal advisors (per Section 4.2.3 of this procedure).
- 8.6 If investigation determines the allegations are unfounded, all references will be removed from the individual's file as per statute of limitations.

9. Employee Support

- 9.1 Any employee who feels that a violent situation has not been effectively dealt with at the supervisory level, may directly contact the superintendent of education to review the circumstances and advise the employee.

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- 9.2 Lakehead District School Board will support any employee who has been subjected to aggression in the line of work, or in circumstances that lead to charges being laid. ~~The Board~~ **Lakehead District School Board** will allow the employee paid time off to assist the inquiry and to appear in court. It may also encourage other witnesses to support the administration of justice by indemnifying them from wage loss.
- 9.3 If criminal prosecution for an unprovoked attack on an employee is not entered by the police or if it does not succeed, the Board may elect to support the victim by underwriting the cost of civil litigation for damages. This exceptional option will be decided on by senior management based on the merits of the case.
- 9.4 As a minimum, ~~the Board~~ **LDSB** will ensure that the offender is formally warned or that a "Trespass Notice" is issued. The offender will be advised that such behaviour is illegal and unacceptable, and warned that any repeat act of aggression toward ~~Board~~ **LDSB** employees will result in criminal charges being laid.
- 9.5 In some situations the police will issue this warning to the offender and will officially record the warning. Where the police are unable or unwilling to cooperate, the warning will be given by the superintendent of education, who will then formally notify the police of the warning for record purposes.
- 9.6 Incidents involving students will be addressed according to the relevant legislation, policy and procedure applicable to the situation.
- Violent incidences will be flagged so that personnel can be alerted to potential volatile behaviours and appropriate training be provided to deal with potential incidences.

10. Student-Led Incidents

- 10.1 Incidents of violence in the workplace caused by student behaviour or activities should be reported through 8070 Safe Schools – System Expectations Procedures.
- 10.2 When determining a response to student-led incidents in the workplace, the principal and/or superintendent must consider the following factors:
- 10.2.1 The ability of the student to control their behaviour.
 - 10.2.2 The ability of the student to understand the foreseeable consequences of their behaviour.
 - 10.2.3 The level of risk the student's continuing presence may pose to the safety of any person.

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10.3 Per Appendix C of 8070 Safe Schools – System Expectations Procedure: If an incident is caused by a student receiving special education services or who has ability-related needs, the principal and/or superintendent must also consider:

10.3.1 if the behaviour causing the incident was a manifestation of the student's ability;

10.3.2 if appropriate individualized accommodation has been provided to the point of undue hardship; and

10.3.3 if the response to an incident would likely result in an aggravating or worsening of the student's behaviour or conduct.

10.4 If an incident meets both the definition of Violence in the Workplace (Section 3 of this procedure) and a Critical Student Incident (Section 4.2 of 8070 Safe Schools – System Expectations Procedures), it must be reported under both policies.

11. Review

These procedures shall be reviewed annually in accordance with the Occupational Health and Safety Act, R.S.O. 1990, Subsection 32.0.1.

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VIOLENCE IN THE WORKPLACE PROCEDURES	7040

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
7030 Harassment and Human Rights and Workplace Harassment Policy	May 25, 2010	Education Act
7080 Health & Safety Policy	<u>Date Revised</u>	Safe Schools Act
7040 Violence in the Workplace Policy	April 26, 2016	Ontario Human Rights Code
8070 Safe Schools Policy – System Expectations	February 27, 2024	Ontario Health and Safety Act
8020 Access to School-Board Premises		Policy/Program Memorandum 120 – Reporting Violent Incidents
1020 Equity and Inclusive Education		Policy/Program Memorandum 128 – The Provincial Code of Conduct/ School Board Codes of Conduct
8040 Trespass to Schools		Policy/Program Memorandum 144 – Bullying Prevention and Intervention
8071 Bullying Prevention and Intervention		Policy/Program Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour
8092 Code of Conduct		Provincial Model for a Local Police/School Board Protocol (2015)
Trustee Code of Conduct		

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 13
Report No. 048-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: REVIEW AND DEVELOPMENT OF GOVERNANCE AND ADMINISTRATIVE POLICIES

1. Background

- 1.1 Trustees and senior staff have been participating in professional development on effective governance for the past 2 school years.
- 1.2 This spring, trustees and Executive Council conducted a review of Lakehead District School board's current policies and procedures.
- 1.3 In an effort to better align policies for governance and administration, current policies were reviewed for improved alignment of the roles and responsibilities of senior administration and trustees. The review aimed to strengthen the overall administration and governance framework to better support the organization's mission and objectives.

2. Situation

- 2.1 The report attached as Appendix A, separates the policies that are operational and aims to streamline processes, eliminate redundancies, and enhance overall efficiency within Lakehead District School Board.
- 2.2 Appendix A, is attached for the Board Advisory Committee's consideration.

RECOMMENDATION:

The Board Advisory Committee recommends the adoption of the following motion:

"That Lakehead District School Board approve the separation of governance and administrative policies, as per Appendix A to Report No. 048-25".

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

Governance Policies

1000 Philosophy and Goals

1011 Access to System Programs

1020 Equity and Inclusive Education

2000 Process for Governance Policy Development

2010 Policy Development and Review

3000 Business and Board Administration

3001 Governance

3002 Annual Evaluation of the Director of Education

3005 Ontario Student Record

3020 Legal Representation

3026 Budget Variance

3040 Transportation

3061 Reclamation of Properties

3072 Advocacy

3073 Corporate Credit Card (Governance portion to be separated - Kirsti)

3074 Expense and Travel Reimbursement

3080 Research (Governance portion to be separated - Heather)

3092 Privacy and Information Management

3093 Electronic Information Security

3094 Electronic Meetings

3095 Student Trustees



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

- 3100 Accessibility
 - 3101 Risk Management
- 5000 Special Education Program and Services
 - 5010 Special Education
- 7000 Personnel and Employee Relations
 - 7030 Human Rights and Workplace Harassment
 - 7050 Conflict of Interest
 - 7090 Accountability
- 8000 School-Community Relations
 - 8050 Naming and Opening of New or Consolidated Schools
 - 8061 Miiniwewinan: Indigenous Education Advisory Committee
 - 8062 Voluntary First Nations, Métis, and Inuit Student Self-Identification
 - 8080 School Council
 - 8092 Code of Conduct
- 9000 Facilities and Equipment
 - 9010 Pupil Accommodation Review



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

Administrative Policies

3000 Business and Board Administration

- 3030 Purchasing
- 3060 Leasing of Space
- 3070 Allowance for Use of Personal Vehicle
- 3071 Advertising
- 3073 Corporate Credit Card (Administrative portion to be separated)
- 3080 Research (Administrative portion to be separated)
- 3090 Use of Board Logo
- 3091 Security
- 3096 Information/Communication Technology

4000 Curriculum and Instruction

- 4010 Program Implementation
- 4020 Alternative Schools
- 4021 Assessment and Evaluation
- 4022 Prior Learning Assessment and Recognition PLAR
- 4023 Prior Learning Assessment and Recognition for Mature Students
- 4030 Territorial Student Program – Transportation and Services
- 4035 Boarding and Lodging – Payment
- 4040 French Immersion
- 4045 Environmental



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

6000 Student Services

- 6010 Emergency Evacuation and Emergency School Closure
- 6020 Extended Field Trip
- 6021 Day Field Trip
- 6022 Kingfisher Outdoor Education
- 6040 Reporting of Children in Need of Protection
- 6050 Food and Beverage
- 6061 Administration of Oral Medication
- 6065 Prevalent Medical Conditions
- 6070 Video Surveillance

7000 Personnel and Employee Relations

- 7010 Police Record Checks
- 7011 Teacher Performance Appraisal
- 7020 Equitable Employment
- 7021 Teacher Hiring
- 7022 Conflict of Interest – Teacher Hiring
- 7040 Violence in the Workplace
- 7080 Health and Safety



Lakehead Public Schools

POLICY INDEX

Policies are available at: <https://www.lakeheadschoools.ca/about/policies-and-procedures/>

8000 School-Community Relations

- 8010 Fees for Learning Materials and Activities
- 8011 Use of School Buildings, Facilities and Grounds
- 8012 Fundraising in the Schools
- 8014 Advertising in the Schools (Combine with 3071 Advertising policy)
- 8015 Display of Flags
- 8020 Access to School-Board Premises
- 8066 Safe Arrival
- 8070 Safe Schools - System Expectations
- 8071 Bullying Prevention and Intervention
- 8072 Sexual Orientation and Gender Identity
- 8073 Dress Code
- 8074 Student Concussion Management
- 8075 Service Animals in Schools
- 8090 Community/Education Partnerships

9000 Facilities and Equipment

- 9015 Facility Partnership
- 9020 Library Resource Centre
- 9030 Playground Structures

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 13
Report No. 046-25

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: POLICY REVIEW – 8014 ADVERTISING IN THE SCHOOLS

1. Background

- 1.1 On March 5, 2025, the draft policy and procedures were distributed to constituent groups for review and comment with input to be received by April 16, 2025.

2. Situation

- 2.1 There was no input received from constituent groups.
- 2.2 Minor revisions were made to the policy to ensure consistency with LDSB's preferred formatting and terminology.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that the Board Advisory Committee refer the following to the Board for approval:

“That Lakehead District School Board approve 8014 Advertising in the Schools Policy, Appendix A to Report No. 046-25.”

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

SCHOOL-COMMUNITY RELATIONS	8000
DRAFT – May 13, 2025	
ADVERTISING IN THE SCHOOLS POLICY	8014

1. Rationale

One of the goals of Lakehead District School Board (**LDSB**) is to prepare its students to be actively involved in community life. Consequently, we strive within limits, to have our schools reflect the community in which we live. Advertising is everywhere around us, and the community views the schools as an ideal location to promote their products or events or points of view. Therefore, there is a need to provide direction to the schools and to the community regarding what forms of advertising are permissible in the schools of **LDSB** Lakehead District School Board.

2. Policy

It is the policy of Lakehead District School Board **LDSB** to permit a limited amount of advertising in the schools as outlined in the guidelines.

3. Guiding Principles

3.1 Advertising for charities is permitted in the school with the approval of the principal.

3.2 Advertising of purely a commercial nature is not permitted in the schools.

Commercial sponsorship of an event, an ad in a school publication, or the purchase of equipment is permitted with the approval of the principal in consultation with the school superintendent.

3.3 Announcements of political meetings or controversial social issues are permitted at the discretion of the principal. Political advertising during a campaign is not permitted.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	1991 11 04	
	<u>Date Revised</u>	
	April 27, 2010 June 27, 2017	

SCHOOL-COMMUNITY RELATIONS	8000
DRAFT – May 13, 2025	
ADVERTISING IN THE SCHOOLS PROCEDURES	8014

1. Background

The **8014** Advertising in the Schools Policy ~~8014~~ was established to provide direction to the schools and the community regarding the distribution of community related materials within ~~our~~ **Lakehead District School Board (LDSB)**.

2. Definitions

2.1 Advertising

The promotion of a product or an event by giving public notice using verbal, written or pictorial methods.

2.2 Charity

An organization or institution engaged in non-profit assistance to the poor, distressed, incapacitated, etc., or such institution set up for the care of such individuals or groups.

2.3 Sponsorship

The provision of financial support to a school project or event for which the sponsor receives publicity for ~~his/her~~ **their** product or company.

2.4 Distribution

Distribution is the process of evaluating material from outside agents, as appropriate, based on a set of distribution criteria, and having the materials transported to the schools of Lakehead District School Board via the courier service or by electronic means.

3. Distribution Criteria

- Material has educational relevance to students and/or staff.
- Non-profit, charitable organizations (registered), unless in a formal partnership with ~~the~~ Board **LDSB**.
- The distribution and/or display of materials do not increase ~~the Board's~~ **LDSB's** liability.
- Ability of students to participate, i.e., cost.
- The guidelines for distributing material will be applied consistently to all requests.

SCHOOL-COMMUNITY RELATIONS	8000
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ADVERTISING IN THE SCHOOLS PROCEDURES	8014

- f. **Lakehead District School Board's** ~~The Board's~~ ability to meet the demands of similar requests.

4. Non-Distribution Criteria

- Advertising of a purely commercial nature.
- Non-educational or inappropriate material.
- Political advertising during a campaign.
- Materials, if distributed or displayed, would increase **LDSB's** ~~the Board's~~ liability.
- The distribution or display of the materials would contravene an act or regulation.

5. Principal Responsibilities Re: Distribution

- The principal of a school has the final decision whether to display or distribute any material addressed to their school.
- When material received by a school, directly from an outside agency or organization, for the purpose of display or distribution, does not meet distribution criteria, a sample of the material shall be sent to the Education Officer **superintendent of business or designate**.

6. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
	1991 11 04	
	<u>Date Revised</u>	
	April 27, 2010	
	June 27, 2017	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2025 MAY 13
Report No. 051-25

TO THE CHAIR AND MEMBERS OF THE
BOARD ADVISORY COMMITTEE – Public Session

RE: 2025-2026 BOARD ADVISORY COMMITTEE AND REGULAR BOARD MEETING
SCHEDULE

1. Background

- 1.1 Section 6.1 of the 2022 Governing By-Laws requires that regular meetings of the Board shall be held on the fourth Tuesday of every month at 7:30 p.m., in Public Session in the Board Room of the Jim McCuaig Education Centre, excluding July and August, when the Board shall meet at the call of the chair in consultation with the director.
- 1.2 The Board Advisory Committee meetings shall be held on the second Tuesday of every month at 7:30 p.m., in Public Session in the Board Room of the Jim McCuaig Education Centre, excluding July and August.
- 1.3 To avoid revisions to the Board Advisory Committee and Regular Board meeting schedule on a recurring basis throughout the year, Lakehead District School Board attempts to recommend all revisions at the outset of each new school year.

2. Situation

- 2.1 Section 6.3 of the 2022 Governing By-Laws requires that the Annual Meeting shall be held in non-election years on the first Tuesday in December at 6:00 p.m., in the Board Room of the Jim McCuaig Education Centre. The Annual Meeting will be held on Tuesday, December 2, 2025.
- 2.2 The date for the Board Advisory Committee meeting of December 9, 2025 will be cancelled due to scheduling of the winter break.
- 2.3 The date for the Regular Board meeting in December will be held on December 16, 2025 due to scheduling of the winter break.

RECOMMENDATION

The Board Advisory Committee recommends the approval of the following motion:

“That Lakehead District School Board approve the 2025 – 2026 Board Advisory Committee and Regular Board Meeting Schedule, as set out in Appendix A to Report No. 051-25.”

Respectfully submitted,

LEAH VANDERWEY
Chair

BOARD ADVISORY COMMITTEE & REGULAR BOARD

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 30	25	26	27	28	29	30

JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 **First Day of School for Students**
September 3, 2025

 **Holidays & Breaks**

 **Board Advisory Committee**

September 9, 2025
October 14, 2025
November 11, 2025
January 13, 2026
February 10, 2026
March 10, 2026
April 14, 2026
May 12, 2026
June 9, 2026

 **Regular Board**

September 23, 2025
October 28, 2025
November 25, 2025
December 16, 2025
January 27, 2026
February 24, 2026
March 24, 2026
April 28, 2026
May 26, 2026
June 23, 2026

 **Annual (Inaugural) Meeting**
December 2, 2025

 **Final Day of School for Students**
June 25, 2026