

**BOARD ADVISORY COMMITTEE MEETING**

**Tuesday, November 11, 2025  
 Jim McCuaig Education Centre**

Sherri-Lynne Pharand  
 Director of Education

Donica LeBlanc  
 Chair

**AGENDA**

**PUBLIC SESSION  
7:30 p.m.– Board Room/Microsoft Teams**

	<u>Resource Person</u>	<u>Pages</u>
1. CALL TO ORDER	D. LeBlanc	Verbal
2. DISCLOSURE OF CONFLICT OF INTEREST		
3. APPROVAL OF THE AGENDA	D. LeBlanc	Verbal
4. RESOLVE INTO BOARD ADVISORY COMMITTEE – CLOSED SESSION		
5. <b>BOARD ADVISORY COMMITTEE– CLOSED SESSION – 7:00 p.m. (SEE ATTACHED AGENDA)</b>		
6. LAND ACKNOWLEDGEMENT	P. Johansen	Verbal
7. DELEGATIONS/PRESENTATIONS – N/A		
8. CONFIRMATION OF MINUTES – PUBLIC SESSION		
8.1 Board Advisory Committee Meeting – October 14, 2025	D. LeBlanc	1-4
9. REPORTS		
9.1 Director's/Administrative Reports		
9.1.1 Belong		
9.1.1.1 Human Rights, Equity and Inclusive Education Student Demographic Data Report (101-25)	J. Lower	5-6

		<u>Resource Person</u>	<u>Pages</u>
9.1.2	Succeed		
9.1.2.1	Math Achievement Action Plan Report (100-25)	P.J. Pesola-Brunton	7-8
9.1.3	Reconcile – N/A		
9.1.4	Other		
9.1.4.1	Legal Representation Annual Report (106-25)	S. Pharand	9-13
9.2	Standing Committee Reports – N/A		
9.3	Other Reports		
9.3.1	Policy Review – 3074 Expense and Travel Reimbursement (107-25)	K. Alaksa	14-24
9.3.2	Policy Review – 1011 Access to System Programs (102-25)	H. Harris	25-27
10.	REPORTS OF AD HOC COMMITTEES – N/A		
11.	SPECIAL ORDERS – N/A		
12.	UNFINISHED BUSINESS AND GENERAL ORDERS – N/A		
13.	NOTICES OF MOTION – N/A		
14.	ANNOUNCEMENTS	D. LeBlanc	Verbal
15.	ADJOURNMENT	D. LeBlanc	Verbal

**BOARD ADVISORY COMMITTEE MEETING****Tuesday, November 11, 2025****Jim McCuaig Education Centre**Sherri-Lynne Pharand  
Director of EducationDonica LeBlanc  
Chair**AGENDA****CLOSED SESSION****7:00 p.m. – Sibley Room/Microsoft Teams**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Board Advisory Committee– Closed session minutes		
5.1.1 Board Advisory Committee Meeting – Closed Session, June 10, 2025	D. LeBlanc	1-2
5.2 Consideration of Reports		
5.2.1 Legal Matter	S. Pharand	Verbal
5.3 Information and Inquires		
5.4 Rise and Report Progress	D. LeBlanc	Verbal

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BOARD ADVISORY COMMITTEE**

Board Room/Microsoft Teams  
Jim McCuaig Education Centre

2025 OCT 14  
7:30 p.m.

**TRUSTEES PRESENT:**

Donica LeBlanc (Chair)  
Ellen Chambers (virtual)  
Trudy Tuchenhausen  
Leah Vanderwey

George Saarinen  
Pat Johansen  
Eryn Genno (Indigenous Student Trustee)  
Breanna Bruce (Student Trustee)

**ABSENT WITH REGRETS:**

Scottie Wemigwans (Indigenous Trustee)  
Ron Oikonen  
Ryan Sitch  
Sherri-Lynne Pharand, Director of Education

**SENIOR ADMINISTRATION:**

Heather Harris, Superintendent of Education: Child Care & Elementary Education  
Jane Lower, Superintendent of Education  
Patti-Jo Pesola-Brunton, Superintendent of Education: Math Lead  
Michelle Probizanski, Superintendent of Education (Director's Delegate)  
Kirsti Alaksa, Superintendent of Business

**PUBLIC SESSION:**

1. **Call to Order**

Meeting called to order by Chair LeBlanc at 7:30 p.m.

2. **Disclosure of Conflict of Interest**

3. **Approval of Agenda**

Moved by Trustee Vanderwey

Seconded by Trustee Tuchenhausen

*"THAT the Agenda for Board Advisory Committee Meeting, October 14, 2025, be approved."*

**CARRIED**

4. **Resolve into Board Advisory Committee – Closed Session – N/A**

**BOARD ADVISORY COMMITTEE – CLOSED SESSION:**

5. **Board Advisory Committee – Closed Session – N/A**

**PUBLIC SESSION:**

6. Land Acknowledgement

Trustee Saarinen read the Land Acknowledgement.

7. Delegations/ Presentations – N/A

8. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*“THAT the Board Advisory Committee approve the minutes of the Board Advisory Committee Meeting, September 9, 2025.”*

CARRIED

9. Reports

9.1 Director's/Administration Reports

9.1.1 Lakehead Public Schools Child Care Report (095-25)

Heather Harris, Superintendent of Education: Child Care & Elementary Education, presented the report. All trustees' questions were addressed.

9.1.2 Grade 8 Reach-Ahead Program (096-25)

Jane Lower, Superintendent of Education, introduced Kathleen Andrews, Student Success Lead and Sam Peotto, Manager, Lakehead Adult Education, who presented the report. All trustees' questions were addressed.

9.1.3 Lakehead Public Schools Foundation Report (094-25)

Kirsti Alaksa, Superintendent of Business, introduced Jordan Lester, Chair of the Lakehead Public Schools Foundation. Together they presented the report. All trustees' questions were addressed.

## 9.2 Standing Committee Reports

### 9.2.1 Appointments to the Parent Involvement Committee (103-25)

Moved by Trustee Chambers

Seconded by Trustee Saarinen

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

1. *“THAT Lakehead District School Board approve the following appointments to the 2025-2026 Parent Involvement Committee effective November 17, 2025 to November 14, 2026:*

- *Terry Godick, alternate parent member;*
- *Laura Arthur, school council member;*
- *Tara Ingram, Special Education Advisory Committee representative;*
- *Kristi Lees, principal representative;*
- *Laura Prodanyk, community representative;*
- *Brittany Kennedy, community representative;*
- *Fred Van Elburg, teacher representative; and*
- *Connor Pratt, alternate teacher representative.*

2. *THAT Lakehead District School Board Approve the following appointments to the 2025-2027 Parent Involvement Committee effective November 17, 2025 to November 14, 2027:*

- *Michelle Riemer, school council member;*
- *Robin Cawlishaw, parent member;*
- *Dawn-Marie Francis, parent member;*
- *Lorraine Mashongoane, parent member; and*
- *Carla Mulholland, parent member.”*

CARRIED

### 9.2.2 Parent Involvement Committee Minutes – May 12, 2025

Michelle Probizanski, Superintendent of Education presented the minutes on behalf of Director Pharand. All trustees' questions were addressed.

## 9.3 Other Reports – N/A

### 10. Reports of Special (Ad Hoc) Committees – N/A

### 11. Unfinished Business – N/A

### 12. Notices of Motion – N/A

13. Announcements

13.1 Chair LeBlanc informed the Board that the following events were attended by trustees:

- September 30, 2025 – Nishnawbe Aski Nation Orange Shirt Day– Walk and Gathering in Support of Residential School Survivors;
- September 30, 2025 – Annual Fall Gathering Mount McKay, Fort William First Nation;
- October 6, 2025 – Superior Collegiate and Vocational Institute (CVI) Visit “Get Fresh Cafeteria Program”;
- October 8, 2025 – MPP Fraser visit to Hammar skjold High School Civics Class; and
- October 14, 2025 – Local Government Week – Superior CVI and Algonquin Avenue Public School (later this week presentations will include 2 Civics classes at Westgate CVI, Valley Central Public School, a Grade 4-5 class at Algonquin Avenue Public School and on Monday, October 20, 2025, a Grade 4-5 at Vance Chapman Public School).

14. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Johansen

*“THAT we do now adjourn at 8:16 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2025 NOV 11  
Report No. 101-25

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

RE: HUMAN RIGHTS, EQUITY AND INCLUSIVE EDUCATION: STUDENT DEMOGRAPHIC DATA REPORT

1. Background

Lakehead District School Board (LDSB) is committed to human rights and equity for the benefit of students, staff, families, and communities. Lakehead District School Board endeavours 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 the Ontario Human Rights Code, Ministry of Education priorities, provincial legislative requirements, the initiatives of the Education Equity & Governance Secretariat, and with the Board's mission, values, and strategic planning efforts.

2. Situation

- 2.1 The Anti-Racism Act (2017) requires all Public Sector Organizations (PSO), including school boards, to collect identity-based demographic data as a tool to address systemic barriers to achievement and success. This data collection is also supported by Ontario's Education Equity Action Plan and the Ontario Human Rights Commission.
- 2.2 The second Board-wide demographic data collection (the Student Census) was conducted in June 2025.
- 2.3 Key information and demographic trends from the Student Census project is being visually presented alongside this report.

3. Next Steps

- 3.1 The Student Census data will be aggregated and deidentified to be shared publicly for awareness purposes.
- 3.2 Lakehead District School Board will continue to use demographic data to identify and address potential barriers to success for students.
- 3.3 The Board will conduct demographic data collection for employees in winter 2026.

## CONCLUSION

Lakehead District School Board continues to promote and foster equitable and inclusive learning and working environments through a variety of initiatives, including demographic data collection. 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 PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2025 NOV 11  
Report No. 100-25

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

RE: MATH ACHIEVEMENT ACTION PLAN REPORT

1. Background

- 1.1 This is the third year of the Ministry Math Achievement Action Plan (MAAP). For the 2025-2026 school year, the Ministry of Education has directed school boards to become even more precise by using data to guide continuous improvement efforts. In spring 2023, the Ministry of Education announced a significant investment to improve student achievement in mathematics.
- 1.2 The Math Achievement Action Plan aligns with all three pillars of the Board's Strategic Plan. It focuses on building capacity among educators and students through efforts at every level - Board, school, and classroom. The goal is to improve math achievement for all students, supporting their success and well-being throughout their K-12 years and beyond. The Math Achievement Action Plan requires strategies, actions and monitoring around three priority areas: Fidelity to the Curriculum, Educator Mathematics Content Knowledge, and Knowing the Learner.
- 1.3 School boards are responsible for developing their own plan and held accountable through reporting periods that happen three times a year. This is an information report that shares the plan with the Board of Trustees and is approved by the director of education.

2. Situation

- 2.1 Lakehead District School Board has created a MAAP for mathematics improvement across the system with a dedicated focus on eleven priority schools. We are in the third year of implementation with the plan and with the same priority schools.
- 2.2 For the 2025-2026 school year, the Ministry of Education has revised the plan requirements, reducing the number of strategies and key performance indicators to be reported on.

- 2.3 At Lakehead District School Board, the MAAP has been created to increase student success in math through building the capacity of administrators, teachers, and math facilitators, in areas that have a direct impact on student achievement. This dedicated focus on students will result in improvements in all areas of math, specifically Grades 3, 6, and 9 Education Quality and Accountability Office (EQAO) achievement. The achievement plan will be monitored throughout the school year through student achievement on beginning, middle, and end of year tasks; adjustments to actions will occur as needed, in response to student progress.

3. Next Steps

- 3.1 Include 2024-2025 EQAO Board and school results into the MAAP and revise and refine the plan to accommodate the most current student data.
- 3.2 Continue with implementation of the MAAP to improve the math achievement of all students at LDSB. Implementation will include continued capacity building of educators, close monitoring of student progress, and on-going adjustments to actions in the plan required to reach the goals of the plan.

CONCLUSION

Going into its third year, the LDSB MAAP has delivered results that show sustained, continuous improvement in math achievement, at all schools. As the plan moves forward, it has been created to continue with the strategies and actions from prior years, with minor adjustments, to ensure that the achievement plan addresses the needs of all our students, in all our schools; most notably those presenting at risk. As part of the implementation of this plan, close monitoring of the plan and student progress, by all stakeholders, will ensure continued growth and success in mathematics at Lakehead Public Schools.

Respectfully submitted,

PATTI-JO PESOLA  
Superintendent of Education: Math Lead

SHERRI-LYNNE PHARAND  
Director of Education

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2025 NOV 11  
Report No. 106-25

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

RE: LEGAL REPRESENTATION FOR 2024-2025

1. Background

Lakehead District School Board's 3020 Legal Representation Policy and Procedures, (herewith attached, Appendix A), are designed to assist in the resolution of complex and technical legal matters.

2. Situation

The 2024-2025 legal costs paid from the director's legal/audit account are as follows:

<b>Legal Council</b>	<b>Cost</b>
Addvent 10 Management	\$16,783.16
BLP	\$22,547.95
Cheadles	\$9,2812.45
Emond Harden	\$1,285.17
Eric Roher Law	\$30,397.7
GE Robinson	\$30,341.52
Networking R&M	\$171.22
O'Neil Associates	\$18,796.41
Paquette	\$117,057.13
OSBIE	\$-44,012.95
<b>TOTAL</b>	<b>\$286,179.76</b>

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

<b>Year</b>	<b>Total Legal Expenses</b>
2024-2025	\$286,179.76
2023-2024	\$277,723.93
2022-2023	\$191,365.32
2021-2022	\$170,286.37
2020-2021	\$257,996.31
2019-2020	\$368,133.31

Respectfully submitted,

SHERRI-LYNNE PHARAND  
Director of Education

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>LEGAL REPRESENTATION POLICY</b>	<b>3020</b>

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate before referral is sought. In the instance that the legal matter is regarding the director of education, legal and human resources counsel shall be sought by the chair of the Board and the matter shall be brought to the Board.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to 3020 Legal Representation Procedures. Any questions related thereto may be directed to the superintendent responsible.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010	
	May 23, 2017	
	February 27, 2024	

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>LEGAL REPRESENTATION PROCEDURES</b>	<b>3020</b>

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee, they should contact their superintendent or, if their superintendent is not available, the director or any other superintendent.
- 2.2 Briefly outline the matter to the superintendent.
- 2.3 The superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the superintendent, in consultation with the director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The director files a report annually on the year's activities with respect to use of legal firms.
- 2.7 If the matter is regarding the director of education, the chair shall engage legal counsel and external human resources. They will bring the matter to either a Special Board Meeting or bring to the next Regular Board Meeting depending on its urgency and advice from legal counsel.

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>LEGAL REPRESENTATION PROCEDURES</b>	<b>3020</b>

3. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010	
	May 23, 2017	
	February 27, 2024	

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2025 NOV 11  
Report No. 107-25

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

RE: POLICY REVIEW – 3074 EXPENSE AND TRAVEL REIMBURSEMENT POLICY

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with Policy Development and Review Policy 2010.
- 1.2 On June 24, 2025, the Board approved the Governance Policy Review Schedule for 2025–2030. In accordance with Section 4.4.1 of the 2010 Policy Development and Review Procedures, which states that “a specified review date will be established for all policies,” the Executive Council developed the 2025–2026 order of policies for review. This order was presented at the Board Advisory Committee meeting on September 9, 2025, and includes the 3074 Expense and Travel Reimbursement Policy for review during the 2025–2026 school year.
- 1.3 On September 25, 2025, the Expense and Travel Reimbursement policy and procedures were posted on the board website and distributed to constituent groups for review and comment with input to be received by October 23, 2025.

2. Situation

- 2.1 There was no input received from constituent groups.
- 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 the 3074 Expense and Travel Reimbursement Policy, Appendix A to Report No. 107-25.”

Respectfully submitted,

ANGELA LEE WIWCHARYK  
Manager of Financial Services

KIRSTI ALAKSA  
Superintendent of Business

SHERRI-LYNNE PHARAND  
Director of Education

# BUSINESS AND BOARD ADMINISTRATION

**3000**

DRAFT NOVEMBER 11, 2025

## EXPENSE AND TRAVEL REIMBURSEMENT POLICY

**3074**

### 1. Rationale

It is the objective of Lakehead District School Board to adhere to the Ontario Broader Public Sector (BPS) Expenses Directive as incorporated in this policy.

### 2. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business or in carrying out the responsibilities of an employee, a Board member, student trustee, school council or non-trustee Board committee member.

### 3. Definitions

- 3.1 “Approved Board business” refers to expenses incurred in the course of doing business on behalf of the Board.
- 3.2 The term “trustees” refers to both elected public trustees and student trustee(s), unless otherwise noted.
- 3.3 The term “school council member” refers to individuals elected to a Lakehead District School Board school council.
- 3.4 The term “non-trustee Board committee member” refers to individuals appointed by the Board to the following Lakehead District School Board Committees such as: ~~Aboriginal Education Advisory Committee (AEAC)~~, Miiniwewinan: Indigenous Education Advisory Committee, Audit Committee, Parent Involvement Committee (PIC) and the Special Education Advisory Committee (SEAC).

### 4. Guidelines

- 4.1 Public funds are used prudently and responsibly with a focus on accountability and transparency.
- 4.2 Expenses for travel, meals and hospitality support Board objectives.
- 4.3 Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- 4.4 All claims for reimbursement will only be authorized for approved Board business.
- 4.5 Individuals are responsible to ensure that all claims for reimbursement comply with this policy and do not include any personal expenses.

# **BUSINESS AND BOARD ADMINISTRATION**

**3000**

DRAFT NOVEMBER 11, 2025

## **EXPENSE AND TRAVEL REIMBURSEMENT POLICY**

**3074**

- 4.6 Claims for reimbursement by staff members are submitted to the immediate supervisor for authorization.
- 4.7 Trustee claims are submitted to the vice-chair of the Board for authorization.
- 4.8 Claims for the vice-chair are submitted to the chair of the Board for authorization.
- 4.9 School council member and non-trustee Board committee member claims are submitted to the appropriate senior administration member for authorization (director of education or a superintendent ~~of education~~).
- 4.10 Claims for reimbursements of any costs associated with travel on Board business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.

### 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>Broader Public Sector Expenses Directive</u>	October 23, 2007	
<u>Travel, Meal and Hospitality Expenses Directive</u>	<u>Date Revised</u> December 15, 2009 June 26, 2012 November 26, 2019	

# BUSINESS AND BOARD ADMINISTRATION

**3000**

DRAFT NOVEMBER 11, 2025

## EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

**3074**

### 1. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business or in carrying out the responsibilities of an employee, a Board member, student trustee, school council or non-trustee Board committee member.

### 2. Procedures

#### 2.1 Travel

- 2.1.1 Travel within the jurisdiction of the Board does not require completion of the travel approval form; however, does require supervisor knowledge and approval.

All travel outside of the jurisdiction of the Board requires prior approval using the travel approval form according to the following:

Level of Approval Required			
Role	Travel in Ontario	Travel in Canada and continental USA	International
Chair	Vice-Chair	Vice-Chair	Vice-Chair
Vice-Chair	Chair	Chair	Chair
Trustees	Vice-Chair	Vice-Chair	Chair
School Council Member	Director of Education or designate	Director of Education or designate	Director of Education or designate
Non-Trustee Board Committee Member	Superintendent	Superintendent	Superintendent
Director of Education	Chair	Chair	Chair
Superintendents	Director of Education	Director of Education	Director of Education
Employee	Supervisor/Principal	Supervisor/Principal & Superintendent	Director of Education
Consultant	Contract Manager	Superintendent	Director of Education

- 2.1.2 Other options for meetings and professional development are always considered before travel is approved (i.e. audio/video conferencing, webinars).
- 2.1.3 Employees, trustees, student trustees, school council members and non-trustee members of Board committees shall make every effort to travel together in order to reduce the related expenses (ex. shared taxi, rental vehicle, mileage.)

# BUSINESS AND BOARD ADMINISTRATION

# 3000

DRAFT NOVEMBER 11, 2025

## EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

## 3074

- 2.1.4 If travel is to be funded by an outside agency (i.e. Ministry of Education or EQAO), travellers must adhere to their published reimbursement guidelines.
- 2.1.5 Staff and trustees are encouraged to book flights, hotel and vehicle rentals with the Board's approved travel agent as part of their travel package.
- 2.1.6 Trustees are responsible to provide the office of the director with itineraries booked individually.
- 2.1.7 Student trustees shall work through the office of the director to secure travel and accommodation arrangements.
- 2.1.8 School council members and non-trustee Board committee members shall work through the office of the director or the office of the superintendent of education as appropriate, to secure travel and accommodation arrangements
- 2.1.9 ~~The most economical and practical mode of transportation that is available should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available.~~
- Employees must use the most economical and practical transportation option available for Board-related travel. If an alternative mode is chosen, reimbursement will be limited to the lower of the actual cost or the most economical option. A comparison of available transportation costs must be provided at the time of approval.
- 2.1.10 Airplane – Travelers must book the lowest fare that meets their needs. Seat preferences or flexible/cancellable tickets may only be purchased with prior approval from the traveler's supervisor. ~~Economy (coach) class is the standard option for ticket purchase.~~
- In some cases, Board employees may need to use chartered aircraft. This is to be pre-approved by the individual's superintendent.
- 2.1.11 Train – Coach class economy fare is the standard option for ticket purchase.

# BUSINESS AND BOARD ADMINISTRATION

# 3000

DRAFT NOVEMBER 11, 2025

## EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

## 3074

- 2.1.12 Rental Vehicle – When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:
- documented and approved prior to the rental if possible; and
  - guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.

Insurance must be purchased from the rental company.

To avoid higher gasoline charges the rental vehicle must be refuelled before its return.

- 2.1.13 Use of Personal Vehicles - Reimbursement for the use of personal vehicles on Board business will be in accordance with the 3070 Allowance for Use of Personal Vehicle Policy.

- 2.1.14 Parking and Tolls – Reimbursement is provided for necessary and reasonable expenditures on parking, as well as, tolls for bridges, ferries and highways, when driving on Board business.

- 2.1.15 Shuttles/Taxis/Transportation Apps— Local public transportation including hotel/airport shuttles should be used wherever possible.

Taxis/Transportation Apps may be justified in cases where:

- group travel ~~by taxi~~ is more economical than the cost of having individuals travel separately by public transit or shuttle;
- taking a taxi allows you to meet an unusually tight schedule for meetings; or
- Rideshare services like Uber may be used for work-related travel only; personal use while out of town will not be reimbursed.

## 2.2 Accommodation

- 2.2.1 Travellers shall use the recommended conference standard accommodation, when available. Any costs beyond the standard cost of the room will not be reimbursed, for example mini bars.

- 2.2.4 Reimbursement will be made for single accommodation in a standard room.

- ~~2.2.2 The Board will not reimburse individuals for movies or the use of mini-bars.~~

- 2.2.3 Internet access in hotels ~~will be~~ considered an eligible expense ~~for employees and trustees only.~~

# BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT NOVEMBER 11, 2025

## EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

3074

- 2.2.4 ~~Accommodations and meals when travelling the day before a meeting/conference and/or returning the day after a meeting/conference are generally not an eligible expense. Expenses may be eligible if flight times or other means of transportation on the same day of the meeting/conference are not conducive to meeting times, and/or at the discretion of the approver. Overnight accommodations before a meeting or conference are generally eligible. Accommodations on the final day are not eligible unless the event ends too late to reasonably return home using available transportation.~~

### 2.3 Meals

#### 2.3 -TRAVEL

- 2.3.1 Reimbursement for reasonable meal expenses is subject to the maximum daily rate of ~~\$60-80~~ per day including taxes, ~~and~~ gratuities and delivery fees. (20% max/15% max). International travel will be assessed based on destination.

Claimants shall take advantage of meals included in registration. Original, itemized receipts for meals are required and reimbursement must not exceed the actual amount spent. If using a Board purchasing card or corporate credit card, claimants will be responsible for reimbursing the Board for overages on the maximum daily rate and any unreasonable expenses.

- 2.3.2 The cost of alcoholic beverages will not be reimbursed by the Board as part of a travel or meal expense.

- ~~2.3.3~~ 2.3.3 Meal expenses incurred while travelling must be paid for individually, either on purchasing card or paid for personally. In situations where this is unavoidable, a brief explanation of the circumstances must accompany the expense.

- 2.3.4 Meal expenses can be claimed for travel within the jurisdiction of the LDSB if the employee is required to be more than one hundred (100) km from their designated work location at a regular mealtime.

### MEETINGS

- 2.3.54 When meals are purchased for individuals to facilitate Board business, the names of individuals and the business purpose of the expense must be included to be reimbursed.

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2.3.~~65~~ Meetings over meal times are discouraged.

A light meal may be offered as part of a meeting where it facilitates the flow of the day and is unreasonable to expect individuals to obtain their own meals due to time constraints or location.

Where a light meal is offered, meal rates of \$~~2520~~ for lunch (~~inclusive~~) and \$~~4030~~ for dinner (~~inclusive~~) apply, whether held on site or off site.

### 2.4 Preparation and Processing of Claims

2.4.1 An expense claim or payment request must be submitted and all original receipts must be scanned and attached.

2.4.2 Original, itemized receipts are required for all items to be claimed.

2.4.3 In the event the claimant loses or cannot obtain a receipt, the claimant must first request a replacement receipt from the vendor. If a replacement receipt cannot be obtained, the claimant must complete the lost receipt form.

~~2.4.4 If funding is obtained from more than one source, it is to be noted on the expense report.~~

2.4.~~45~~ Expense claims/payment requests must be submitted and approved within fourteen days of the event.

2.4.~~56~~ Trustee expense claims must be authorized by the vice chair of the Board. The vice chair's expense claims must be authorized by the chair of the Board. All trustee expense claims will be reviewed by the superintendent of business.

2.4.~~67~~ School council members and non-trustee Board committee members claims will be authorized by the director of education or superintendent of education, as appropriate.

2.4.~~78~~ An incomplete or inaccurate claim will be returned to the claimant for resubmission.

### 2.5 Cash Advances

2.5.1 Except as noted below, cash advances are not provided for the purpose of travel and meeting expenses. Trustees and employees who are expected to regularly incur travel and meeting expenses may be provided with a corporate credit card/purchasing card.

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2.5.2 A cash advance may be granted to the student trustees, upon the approval of the director of education or designate.

2.5.3 Cash advances will not be provided to employees, school council or non-trustee Board committee members.

### 2.6 Hospitality

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the Board or other Broader Public Service (BPS) organizations or Ontario government ministries, agencies and public entities. Functions only involving those people in the organizations listed above are not considered hospitality functions.

2.6.1 Hospitality may be extended in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol.

2.6.2 Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is an approved business case (see Business Plan for Provision of Hospitality or Alcohol Form).

2.6.3 Prior written approval is required for hospitality events where alcohol will be served.

- If the hospitality event is hosted by a superintendent, the superintendent must seek prior approval from the director of education.
- If the hospitality event is hosted by the director of education, the director of education must seek prior approval from the chair of the Board.

### 2.7 Gifts – Employees/Trustees

Gift cards/certificates cannot be given to Board employees/trustees for any reason. Board funds may not be used to purchase gifts (i.e. flowers, cards, mugs, plaques) for Board employees/trustees or their immediate family due to births, adoption, marriage, birthdays or other life events. These are considered personal and are not reimbursable.

There may be exceptional circumstances; however, when the director will approve Board funds for recognition of a staff member/trustee.

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There may be circumstances that warrant recognition of employees, such as receiving awards for outstanding achievements, appearing as a guest speaker for an ~~after hours~~~~after-hours~~ event or long-term service with the Board or other exceptional circumstances that have been approved by the superintendent or director. In these circumstances, Board, school generated or school council funds may be used to purchase token gifts of appreciation.

### 2.8 Gifts – Non-Employees

Appropriate token gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the Board. Cash and alcohol (including gift cards for alcohol) must not be given as a gift.

### 2.9 Consultants & Other Contractors

2.9.1 ~~Local c~~ Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- meals, snacks and beverages;
- gratuities;
- laundry or dry cleaning;
- valet services;
- dependent care;
- home management; and
- personal telephone calls.

2.9.2 Consultants and other contractors may be reimbursed for travel expenses (flights, meals and accommodation)~~and accommodation~~ only if these provisions are included in the contract.

### 2.10 Other Eligible Expenses

Other eligible expenses incurred in carrying out the business of the Board are approved as part of the annual budget process. These items may include: equipment, supplies, meeting expenses, etc.

# **BUSINESS AND BOARD ADMINISTRATION**

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## **EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES**

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### 3. Review

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

<u><b>Cross Reference</b></u>	<u><b>Date Received</b></u>	<u><b>Legal Reference</b></u>
	October 23, 2007	
	<u><b>Date Revised</b></u>	
	December 15, 2009	
	June 26, 2012	
	October 9, 2012	
	September 9, 2014	
	November 26, 2019	

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2025 NOV 11  
Report No. 102-25

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

RE: POLICY REVIEW - 1011 ACCESS TO SYSTEM PROGRAMS

1. Background

On September 25, 2025, the policy was posted on the Board's website and distributed to constituent groups for review and comment with input to be received by October 23, 2025.

2. Situation

2.1 There was no input received from constituent groups.

2.1 The policy is attached as Appendix A.

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 1011 Access to System Programs Policy, Appendix A to Report No. 102-25."

Respectfully submitted,

HEATHER HARRIS  
Superintendent of Education

SHERRI-LYNNE PHARAND  
Director of Education

<b>PHILOSOPHY AND GOALS</b>	<b>1000</b>
<b>DRAFT NOVEMBER 11, 2025</b>	
<b>ACCESS TO SYSTEM PROGRAMS POLICY</b>	<b>1011</b>

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 LDSB.

3. Definitions

3.1 System Programs - Programs which are identified by formal LDSB 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 11, 2025

**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>	<u>Legal Reference</u>
<u>3040 Transportation Policy</u>	June 24, 2003  <u>Date Revised</u>  January 27, 2015 January 24, 2023 November 11, 2025	