

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) MEETING

**Wednesday, January 21, 2026
 Jim McCuaig Education Centre**

Suzanne Posthumus
 Chair

Alina Cameron
 Vice Chair

AGENDA

PUBLIC SESSION

6:00 P.M. – in the Board Room/Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
1. CALL TO ORDER	S. Posthumus	
2. DISCLOSURE OF CONFLICT OF INTEREST		
3. APPROVAL OF THE AGENDA	S. Posthumus	
4. LAND ACKNOWLEDGEMENT	S. Posthumus	
5. DELEGATIONS/PRESENTATIONS		
5.1 Autism Student Supports Presentation by Registered Behavior Analyst, Sasha Friske & Kim Pineau, Autism Resource Teacher	S. Friske, K. Pineau	
5.2 Delegations		
6. APPROVAL OF MINUTES – PUBLIC SESSION	S. Posthumus	
• Special Education Advisory Committee - November 19, 2025		1-3
• Special Education Advisory Committee- December 17, 2025		4-7
7. UNFINISHED BUSINESS AND GENERAL ORDERS		
8. WORK PLAN		

	<u>Person</u>	<u>Pages</u>
9. CORRESPONDENCE	S. Posthumus	8-23
<ul style="list-style-type: none"> • Policy under review: Use of School Buildings, Facilities & Grounds - Due February 9, 2026; • Special Education Advisory Committee Table at Superior CVI: Grade 8 Open House - February 11, 2026, 7 p.m. • Special Education Advisory Committee Table at Hammarskjold High School – February 12, 2026, 6 p.m. 		
10. NEW BUSINESS		
10.1 Special Education Update	M. Fredrickson	
11. INFORMATION/ INQUIRIES & ASSOCIATION REPORTS	All	
12. SEAC BUDGET UPDATE	M. Fredrickson	
13. BOARD UPDATE	Trustee	
14. ADJOURNMENT		

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Vance Chapman Public School

2025 NOV 19
6:00 p.m.

MEMBERS PRESENT:

Suzanne Posthumus, Chair
Sarah Niles
Liz Tod
Wendy Carroll
Michelle Blackburn

Alina Cameron, Vice Chair
Trustee Trudy Tuchenhausen
Trustee Patricia Johansen
Anne Antenucci

OTHERS PRESENT:

Michelle Probizanski
Maggie Fredrickson
Christine Jones

Lydia Wiita
Angela Delorey

ABSENT WITH REGRET:

Trustee Leah Vanderwey
Simona Serrao
Miranda Myers

Tara Ingram
Scott McBean

1. **Call to Order**

Suzanne Posthumus, Chair, called the meeting to order at 6:05 p.m.

2. **Land Acknowledgement**

Suzanne Posthumus, Chair, acknowledged the lands and traditional territory.

3. **Welcome & Introductions**

Suzanne Posthumus, Chair, introduced Lydia Wiita, Special Needs Classroom Teacher and Angela Delorey, Principal, Vance Chapman Public School.

4. **Approval of the Agenda**

Moved by Anne Antenucci

Seconded by Trustee Tuchenhausen

"THAT the agenda for the SEAC Meeting, November 19, 2025, be approved."

CARRIED

5. **Declarations of Conflict of Interest**

There were no conflict of interest.

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

6. Delegations

There were no delegates.

7. Presentations

Lydia Wiita, Special Needs Classroom Teacher and Angela Delorey, Principal, Vance Chapman Public School, presented their Special Needs Classroom that supports 15 special needs students. There are 11 student support professionals who work alongside Lydia Wiita. The committee was provided a tour. All members' questions were addressed.

8. Approval of Minutes

Moved by Alina Cameron

Seconded by Sarah Niles

"THAT the minutes of October 15, 2025, SEAC meeting be approved."

CARRIED

9. Business Arising from the Minutes

There were none.

10. Correspondence

Suzanne Posthumus, Chair reviewed the SEAC correspondence that was distributed during the month of October 2025 as follows:

- SEAC Annual Report;
- Durham DSB, letter to Minister Calandra; and
- OAC report can be circulated

11. New Business

11.1 Maggie Fredrickson, Principal, Special Education, provided a special education update. All members' questions were addressed.

11.2 Michelle Probizanski, Superintendent of Education, shared a summary of the Ontario Autism Coalition survey. All members' questions were addressed.

11.3 Michelle Probizanski, Superintendent of Education, shared a summarized OSPBA report on special education overspending in Ontario public school boards.

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

12. Information/Inquiries & Association Report

- Anne Antenucci, Autism Ontario, shared that City of Thunder Bay's Parade of Lights is scheduled to start 7:00pm on December 6, 2025.
- Michelle Blackburn, George Jeffrey Children's Centre, shared that their Smart Start Hub is partnered with Dilico Anishinabek Family Care, Anishnawbe Mushkiki and The District of Thunder Bay Social Services Administration Board, which has three locations. There is also a site at Intercity Mall.
- Alina Cameron, Vice Chair, shared that the budget consultation starts January 28, 2026.

13. SEAC Budget Update

Michelle Probizanski, Superintendent of Education reported there was no change to the budget.

14. Board Update

Trustee Tuchenhausen provided the following Board update:

- a meeting was requested by Director Pharand, Trustee Vanderwey and Trustee LeBlanc with MPP Holland to discuss transportation and special education needs;
- Bill 33, was passed today, November 19, 2025; and
- a recent interview with Trustee Vanderwey on how Trustees are vital to Ontario's Education System and highlighting the importance of ensuring Northwestern Ontario remains heard as our needs can be different from Southern Ontario.
Linkd below:
<https://www.cbc.ca/news/canada/thunder-bay/thunder-bay-trustees-provincial-supervision-9.6986610>

15. Adjournment

Moved by Anne Antenucci

Seconded by Michelle Blackburn

"THAT we do now adjourn at 7:36 p.m."

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Jim McCuaig Education Centre

2025 DEC 17
6:00 p.m.

MEMBERS PRESENT:

Suzanne Posthumus, Chair
Sarah Niles
Liz Tod
Miranda Myers
Wendy Carroll
Michelle Blackburn

Alina Cameron, Vice Chair
Trustee Patricia Johansen
Trustee Leah Vanderwey
Anne Antenucci
Tara Ingram
Scott McBean

OTHERS PRESENT:

Michelle Probizanski
Maggie Fredrickson
Carly Hubbard

Eyjolina Chapman
Robyn Eady-Sitar

ABSENT WITH REGRET:

Simona Serrao

Trustee Trudy Tuchenhausen

1. **Call to Order**

Suzanne Posthumus, Chair, called the meeting to order at 6:01 p.m.

2. **Land Acknowledgement**

Suzanne Posthumus, Chair, acknowledged the lands and traditional territory.

3. **Welcome & Introductions**

Suzanne Posthumus, Chair, introduced and welcomed the following trustees who were appointed as members of SEAC for the 2025-2026 school year:

- Trustee George Saarinen; and
- Trustee Leah Vanderwey.

Suzanne Posthumus, Chair, introduced the following presenters:

- Eyjolina Chapman, Special Education Facilitator; and
- Robyn Eady-Sitar, Itinerant Blind/Low Vision Teacher.

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

4. Approval of the Agenda

Moved by Anne Antenucci

Seconded Tara Ingram

“THAT the agenda for the SEAC Meeting, December 17, 2025, be approved.”

CARRIED

5. Declarations of Conflict of Interest

There were none.

6. Delegations

There were no delegates.

7. Presentations

- 7.1 Eyjolina Chapman, Special Education Facilitator at Claude E. Garton Public School, delivered a presentation titled *A Day in the Life*, highlighting the range of supports a facilitator provides within a school setting.

All members' questions were addressed.

- 7.2 Robyn Eady-Sitar, Vision Itinerant Teacher, delivered a presentation titled *Vision Itinerant Services*, outlining the supports and services provided to students who are blind or have low vision.

All members' questions were addressed.

8. Approval of Minutes

Moved by Sarah Niles

Seconded by Michelle Blackburn

“THAT the minutes of November 19, 2025, SEAC meeting be approved.”

DEFEATED

Outcome: Motion Defeated due to an edit required to the first bullet point under Item 14 of the November 19, 2025, minutes. The revised minutes will be brought forward for approval at the next SEAC meeting.

9. Business Arising from the Minutes

There were none.

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

10. Work Plan

The work plan was presented and reviewed. Revisions, as discussed, will be incorporated and the updated work plan will be included in the agenda package for the next meeting.

11. Correspondence

Suzanne Posthumus, Chair reviewed the SEAC correspondence that was distributed during the month of November 2025 as follows:

- Waterloo Region District School Board, Letter of Support;
- Pre-Budget Consultations 2026, Ontario Autism Coalition (OAC);
- Townhall Meeting in Thunder Bay, December 14, 2025, OAC;
- December 2025 Early ON, Dilico Anishinabek Family Care;
- Smart Start Hub Flyer, George Jeffrey Children's Centre;
- Ontario Taking Action to Improve Student Achievement;
- RARC Parent Workshop Series; and
- Autism Ontario Statement, Bill 33.

12. New Business

- 12.1 Maggie Fredrickson, Principal, Special Education, provided a special education update:
- student success story at Armstrong Public School;
 - high volume of incoming requests from the region outside of Thunder Bay with extensive needs. Plans are being made to creatively accommodate these requests;
 - update on IEPs; and
 - Maggie Fredrickson, Principal, Special Education, will attend the upcoming Public Education Symposium in Toronto to deliver a presentation on "Safety Toolkits", focusing on strategies for supporting schools experiencing an increase in violent incidents.

All members' questions were addressed.

- 12.2 Michelle Probizanski, Superintendent of Education, put forth the suggestion of planning a SEAC event. SEAC members were requested to share possible ideas or suggestions for this event.

13. Information/Inquiries & Association Report

- Anne Antenucci, representative of Autism Ontario, shared the following Autism Ontario update: Upcoming virtual event - paperwork party, and the Sunflower Lanyards program;
- Alina Cameron, Community member provided the Ontario Autism Coalition (OAC) update.

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

14. SEAC Budget Update

Michelle Probizanski, Superintendent of Education reported there was no change to the budget.

15. Board Update

Trustee Vanderwey provided the following Board update:

- annual meeting December 2nd 2025, the chair and vice chair were acclaimed and remained the same;
- at the Finance Committee December 9th, 2025, the chair and vice chair were acclaimed and remained the same;
- an advocacy letter submitted by the Miiniwewinan Indigenous Education Advisory Committee was approved at the last Regular Board Meeting, November 25, 2025; and
- A letter was submitted by the Board to the editor of the Chronicle Journal, subject: understanding the critical role of the democratically elected school board trustees.

16. Adjournment

Moved by Trustee Vanderwey

Seconded by Sarah Niles

"THAT we do now adjourn at 7:38 p.m."

SEAC

CORRESPONDENCE

SCHOOL COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS POLICY	8011

1. Rationale

Our community is comprised of a number of co-operative groups: cultural, political, economic, social and educational. As an educational institution, Lakehead District School Board (LDSB) has the opportunity to recognize and to encourage those activities, which promote personal and social growth. The Board also recognizes that school buildings are public buildings and are an integral part of the community and, as such, should be available for public use to improve the quality of life for everyone.

2. The Policy

It is the policy of LDSB to make available to the community the Board's school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

3. Guidelines

- 3.1 The use of schools for student instruction, school extra-curricular activities and other school related business either during or outside of normal school hours shall take precedence over all other activities.
- 3.2 Any activity that may be potentially injurious to the building, grounds or equipment will not be approved.
- 3.3 All use of space under this policy must comply with the Ontario Human Rights Code. This Policy shall be interpreted in accordance with the Board's Human Rights and Workplace Harassment Policy. The Board reserves the right to deny or cancel requests for use of space for activities which may constitute a violation of the Code and/ or that may otherwise cause harm to the school community.

4. Administrative Regulations

- 4.1 Overall administration and supervision of the program is to be the responsibility of the designated superintendent.
- 4.2 The Community Use of Schools outreach coordinator will manage the permit process, ensuring written agreements include the acceptance of Regulations and Conditions for Use of School Buildings and appropriate insurance coverage are in place before processing the application.
- 4.3 Approval of all application/permits is to be the responsibility of the school principal or his/her designate.

SCHOOL COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS POLICY	8011

- 4.4 A Board staff member must be present during any community use activity to open, lock-up, and monitor users to ensure Board policies are followed, and to implement emergency procedures should they be required.
- 4.5 A schedule of fees, updated periodically on the Board website, shall be established by LDSB and fees will be charged for the use of school facilities according to the classification of the user.
- 4.6 The specific details concerning regulations, responsibilities, and user categories are outlined in 8011 Use of School Buildings, Facilities and Grounds Procedures.

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>
Leasing of Space Policy (3060)	March 15, 1983	Ontario Human Rights Code
Security Policy (3091)		
Visitation in the Schools Policy (8013)	<u>Date Revised</u>	
Trespass to Schools Policy (8040)	June 22, 1999	
Safe Schools Policy (8070)	June 28, 2011	
Human Rights and Workplace Harassment Policy (7030)	November 28, 2017	
Code of Conduct (8092)	November 28, 2023	

SCHOOL-COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES	8011

1. The Policy

It is the policy of Lakehead District School Board (LDSB) to make available to the community the Board's school buildings, facilities and grounds provided such use does not conflict with regular school use and is implemented in a cost neutral manner.

2. Implementation Procedures

2.1 Responsibilities

- 2.1.1 The designated superintendent will be responsible for the overall supervision and administration of the program.
- 2.1.2 The principal of the school or his/her designate shall be responsible for approving all applications/permits.
- 2.1.3 The Community Use of Schools outreach coordinator is responsible to ensure the effectiveness and efficiency of the community use program, including processing of permits that have been approved by the principal.
- 2.1.4 The Community Use of Schools outreach coordinator is responsible for meeting the Ministry of Education program and reporting requirements.

SCHOOL-COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES	8011

2.2 Application/Permit

- 2.2.1 All community groups must complete an online application with the Board's web-based community use program in order to use Board facilities. All community groups must register with the Community Use of Schools outreach coordinator to have access to make an online permit application.
- 2.2.2 Refer to the Community User Group categories in Appendix A to determine if fees apply.
- 2.2.3 Application for the use of school facilities should be submitted no later than 14 days prior to the scheduled activity.
- 2.2.4 Permits will be valid for the current school year only. Applications must be made on a yearly basis.
- 2.2.5 Applications will be accepted throughout the summer for the coming school year; however, processing/approval will be delayed until after September 1, when the principals are in place for all schools.
- 2.2.6 Approved applications/permits will be distributed to the applicant, principal, Community Use of Schools outreach coordinator and the school custodian.

3. User Groups

The user group categories are outlined in Appendix A and are as follows:

3.1 Group A) School/Board Supported

The following groups will be permitted free use of school facilities provided the principal approves such use and a staff member attends:

- Board sponsored events and groups; and
- school groups.

SCHOOL-COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES	8011

3.2 Group B) Not-For-Profit Groups

Through the Ministry of Education Community Use of Schools Outreach Program, LDSB has expanded the availability of Board facilities for use by non-profit users. Subject to Ministry of Education funding, the following groups will be permitted free use of school facilities, provided the group has an approved permit and proof of general public liability insurance:

- non-profit youth community program;
- non-profit community sports;
- non-profit community recreation;
- non-profit community associations and organizations;
- charity organizations;
- partnerships and reciprocal agreement groups; and
- daycares: before and after school programs.

3.3 Group C) Commercial

The following groups will be permitted use of school facilities provided the group has an approved permit, proof of general public liability insurance, and will be charged a commercial rate:

- private or corporate commercial groups; and
- individuals receiving payment for service.

4. Available School Resources

4.1 Subject to the approval by LDSB, schools may be made available for community use.

4.2 Community use web-based software will allow for searching of available times at all facilities.

4.3 Normal hours of availability Monday through Friday are after school hours and no later than 10:00 p.m. The normal hours of availability Saturday, Sunday and non-statutory holidays are eight hours per day between 8:00 a.m. and 10:00 p.m.

4.4 Due to cleaning and maintenance requirements, the use of school facilities will be limited when schools are closed; i.e., during school holidays, including summer months, winter and spring breaks, all statutory holidays, professional activity days, examination days, one week prior to school closing in June, and two weeks after school opening in September.

SCHOOL-COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES	8011

4.5 The following school resources are available:

- classrooms/general purpose rooms;
- gymnasiums;
- fields;
- library; and
- cafeteria.

4.6 Community groups shall confine their activity to the facilities space designated in the permit, and to the associated corridors and washrooms.

4.7 Provision for sports equipment, audio-visual equipment, pianos, special lighting, etc., shall be the responsibility of the user unless special arrangements are made through the school. A fee to cover wear and tear may be charged and paid directly to the school.

5. Cancellation of Permits

Lakehead District School Board reserves the right to cancel a permit if, after issuance, the school finds it necessary to use the reserved accommodation for school use or when a facility is closed due to inclement weather or an emergency (i.e. power outage). As much notice as possible will be provided to the user. Cancellation of permits shall be made only as a last recourse when no alternative is available. The principal or designate will be responsible for contacting the community group concerned regarding the cancellation.

6. Regulations and Conditions

6.1 Applicants must be 18 years of age or older to obtain a permit.

6.2 Applicants must agree to abide by regulations and conditions as listed in Appendix B.

6.3 All community groups must submit proof of liability insurance in the minimum amount of \$2,000,000. The insurance shall cover the Board from and against any and all risks that may arise out of the permit use or activity. Failure to file such certificate shall result in cancellation of the permit.

6.4 Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available online.

7. Rental Fee Rates and Payments

7.1 Rental fees will be charged for the use of school facilities according to the space used and classification of user (Appendix A).

7.2 The rental fees (Appendix A) will be subject to review and updated annually.

SCHOOL-COMMUNITY RELATIONS	8000
USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS PROCEDURES	8011

- 7.3 Payments can be made in cash, debit, credit or cheque made payable to Lakehead District School Board.
- 7.4 Rental fees must be paid at least seven days prior to the date of the event.
- 7.5 Refunds will be made only under extenuating circumstances (e.g., inclement weather closure, emergency closures). The amount refunded will be net of any costs already incurred by LDSB.

8. Questions, Concerns or Complaints

Questions, concerns or complaints should be directed to the Community Use of Schools outreach coordinator.

9. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
3060 Leasing of Space Policy	March 15, 1983	Ontario Human Rights Code
3091 Security Policy		
8013 Visitation in the Schools Policy	<u>Date Revised</u>	
8040 Trespass to Schools Policy	June 22, 1999	
8070 Safe Schools Policy	June 28, 2011	
7030 Human Rights and Workplace Harassment Policy	November 28, 2017	
8092 Code of Conduct	November 28, 2023	

USER CATEGORIES FOR APPLICATION AND FEE SCHEDULE

Group	User Classification	Conditions
A	<p>1. Board Sponsored Events and Groups</p> <ul style="list-style-type: none"> • education programs sponsored and/or supported by the Board; • Board committees; • training sessions and professional development for employees; and/or • speakers/presentations/information sessions for students, staff and/or public arranged by Board. <p>2. School Groups</p> <ul style="list-style-type: none"> • co-curricular and extra-curricular program-related activities supervised by a teacher or responsible adult; • School Council activities including school dances; • speakers/presentations/information sessions for students arranged by staff or School Council; • home and school meetings and activities; and • parent/student fundraising for the school groups. 	<ul style="list-style-type: none"> • must have a member of Board staff in attendance; • additional insurance is not required; and • in circumstances where a custodian is required beyond normal working hours, the hours will be approved by the principal.

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

Group	User Classification	Conditions
B	<p>1. Non-Profit Youth Community Programs</p> <ul style="list-style-type: none"> • non-profit youth (under 18 years of age) community programs and organizations whose membership is not restrictive and whose leaders and/or instructors receive no direct compensation; and • charitable organizations or agencies providing before or after school programs at cost, no cost or donation only. 	<ul style="list-style-type: none"> • must have an adult (age of 18 or older) in attendance; • permit application for school use is required;
	<p>2. Non-Profit Community Sports</p> <ul style="list-style-type: none"> • non-profit recognized youth sport and recreation service providers; and • unorganized/amateur athletic and sports groups, this includes staff and student groups not directly related to school and student programming. 	<ul style="list-style-type: none"> • insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event - may be purchased with OSBIE at the school when submitting permit application; and
	<p>3. Non-Profit Community Recreation</p> <ul style="list-style-type: none"> • non-profit recreational or social groups/clubs or activities, this includes staff and student groups not directly related to school and student programming; • non-profit community theatre, dance or musical productions; • school reunions; and • birthday parties, baby/bridal showers and staff parties. 	<ul style="list-style-type: none"> • in circumstances where custodian is required beyond normal working hours, the hours will be approved by the principal and cost charged against "Community Use of Schools".
	<p>4. Non-Profit Community Associations and Organizations</p> <ul style="list-style-type: none"> • non-profit local community associations and municipalities holding meeting or public information sessions; and • Board union and federation meetings and information sessions. 	
	<p>5. Charity Organizations</p> <ul style="list-style-type: none"> • groups where money collected is used for community club or charitable purposes and not for personal gain. 	

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

Group	User Classification	Conditions
	<p data-bbox="321 331 993 365">6. Partnerships and Reciprocal Agreement Groups</p> <ul data-bbox="370 394 993 709" style="list-style-type: none"> <li data-bbox="370 394 915 457">• City of Thunder Bay Parks and Recreation Department Programs; <li data-bbox="370 459 886 522">• Coterminous Boards physical education program; <li data-bbox="370 525 675 556">• Indigenous programs; <li data-bbox="370 558 821 590">• Lappe Local Area Services Board; <li data-bbox="370 592 732 623">• LU Education Department; <li data-bbox="370 625 993 657">• additional Qualification Courses (OISE, LU); and <li data-bbox="370 659 967 709">• individuals providing music/piano instruction to students at LDSB rural schools. <p data-bbox="321 741 513 774">7. Day Cares</p> <ul data-bbox="370 804 915 835" style="list-style-type: none"> <li data-bbox="370 804 915 835">• Providing before or after school programs. 	

Appendix A to 8011 Use of School Buildings, Facilities and Grounds Procedures

Group	User Classification	Conditions
C	<p>1. Private or Corporate Commercial Groups</p> <ul style="list-style-type: none"> activities for private, corporate, and/or other organizations or individuals that yield a profit 	<ul style="list-style-type: none"> consultation with Community Use of Schools outreach coordinator; must have an adult (age of 18 or older) in attendance; commercial permit application for school use is required; insurance required; proof and copy of general and comprehensive public liability insurance must be presented prior to event - may be purchased with OSBIE when submitting permit application; and rental cost and additional custodial hours will be charged to the group.

RENTAL RATE:

The rental rate will be based on the number of hours of the permit and the current custodial rate. Additional costs may be added for any extraordinary expenses (e.g., extended hours, holidays, special activities, etc.). If clean-up is required, all costs will be assumed by the user.

Note: H.S.T. is charged on rental fees and additional costs.

REGULATIONS AND CONDITIONS

1. This application may be accepted or rejected by Lakehead District School Board (LDSB). Should this application be accepted, it shall constitute a binding contract.
2. The general term of yearly permits shall be from September 15 to June 15 in the current year of issue, with exception of winter break and spring break. Certain schools may be available throughout the year. The general term of summer permits shall be from July 1 to two weeks before schools starts for school buildings and until one week before school starts for school grounds.
3. Application for the use of school facilities must be completed on the appropriate form no later than 14 days prior to the scheduled activity. Application for the use of school playing fields in the summer must be completed before June 15. The application/permit will not be granted until all terms are met.
4. Permits must be issued for the community use of any part of a school building during or after school hours. Permits will not be issued when such use interferes with regular school use as determined by the principal.
5. First priority for the use of facilities will be given to those groups which have an influence on the total education of our youth: school council activities, student and teacher activities, parent activities, school board activities, and community activities. Established users shall have priority over occasional users.
6. No applicant shall be granted a permit to use any building, facility or field unless the individual has reached the age of 18.
7. Applicants shall be responsible for the conduct and supervision of all persons admitted into the school and shall ensure that all requirements of the permit are met. An individual of 18 years of age or older will be in attendance for the duration of the time specified on the rental contract.
8. Sub-letting of space is not permitted. Any use or attempted use by one group in the name of another may result in the immediate cancellation of the permit.
9. The permit holder shall provide a certificate of comprehensive (general public) liability insurance in the minimum amount of \$2,000,000 naming Lakehead District School Board as additionally insured. The insurance shall cover the Board from and against any and all risks that may arise out of the permit use or activity. Failure to file such certificate shall result in cancellation of the permit. Applicants may access the Facility User Group Insurance Program offered by Ontario School Boards' Insurance Exchange (OSBIE). Applications are available at the school and may be submitted with the fee at the same time as the permit application for school use.
10. Applicants must ensure that all activities adhere to prevailing laws and that all necessary licenses, permits, etc., are obtained.
11. The consumption and/or sale of alcoholic beverages on school premises is prohibited.
12. Smoking in school buildings or on school property is prohibited.
13. The use of inflatable products e.g. jumpers, slides, houses, castles, is not permitted on school property.
14. Applicants require approval if food or beverages will be brought into and/or consumed in the facilities. Adherence to Thunder Bay District Health Unit Environmental Health Department's regulations for Special Events and Food in Schools is required.
15. For the health and safety of young children, elementary schools provide a nut-free environment. The applicant must ensure the same for any food or snacks provided at, or brought into the school. Secondary schools do not have this restriction.
16. Exits must be kept free from obstruction in case of fire.
17. Parking is only permitted in designated areas. Fire routes and driveways shall not be blocked. Failure to comply may result in ticketing and/or towing.
18. All costs for damage attributable to the group's use of space shall be charged to the permit holder.

Appendix B to 8011 Use of School Buildings, Facilities and Grounds Procedures

19. Applicants will be responsible for all charges incurred by the Board as a result of improper use of fire or security alarms.
20. Applicants shall be responsible for ensuring that the premises are vacated promptly at the time specified on the permit or they will be charged for additional custodial time.
21. Applicants shall exercise the utmost care in the use of the facility and property and will be responsible for and make good, any damage to Board property and equipment as determined by the school principal.
22. The Board will not be responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.
23. A fee of \$25.00 shall be charged for NSF cheques and may result in the cancellation and/or denial of further use of Board facilities. This fee is subject to review and update periodically.

From: [Simona Serrao](#)
To: ["Alina Cameron"](#); [Anne Antenucci](#); [Branden Robb](#); ["Carey Murphy"](#); [Eryn Genno](#); [Kelly Stewart Doromko](#); [Leah Vanderwey](#); ["Liz Tod"](#); [Maggie Fredrickson](#); [mbjihh@gmail.com](#); ["Michelle Blackburn"](#); [Michelle Probizanski](#); [Patricia Johansen](#); ["rosemarie.maclean@optionsnorthwest.com"](#); ["Sarah Niles"](#); ["Scott McBean"](#); [Sherri-Lynne Pharand](#); [Simona Serrao](#); ["Suzanne Posthumus"](#); ["Suzanne Posthumus"](#); [tara.ingram](#); [Trudy Tuchenhausen](#); [Wendy Carroll](#)
Subject: Request for One SEAC Volunteer: SEAC Booth at Superior CVI Grade 8 Open House – February 11, 2026, 7 p.m.
- Response (if interested) Due by Jan 16, 2025
Date: Thursday, January 8, 2026 12:13:20 PM
Attachments: [image001.png](#)

Good Afternoon,

We are seeking **one SEAC member** to volunteer alongside SEAC Chair, Suzanne Posthumus at the SEAC booth during the **Superior CVI Grade 8 Open House on February 11, 2026**, 7 p.m.

This will be a great opportunity to share information about SEAC and its role in supporting students and families.

If you are available to assist, please reply to this email **by January 16th, 2025**. **The first member to respond will fill this spot.** Once we have secured a volunteer, I will send out another email to inform the group.

Thank you for your continued commitment to promoting awareness and engagement with SEAC.

Best regards,

Simona Serrao

***Assistant to Kirsti Alaksa, Superintendent of Business; and
Michelle Probizanski, Superintendent of Education***

Office of the Superintendents



Lakehead District School Board
Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, Ontario, P7E 5T2
Telephone # 625-5126
simona_serrao@lakeheadschoools.ca
www.lakeheadschoools.ca

From: [Simona Serrao](#)
To: ["Alina Cameron"](#); [Anne Antenucci](#); [Branden Robb](#); ["Carey Murphy"](#); [Eryn Genno](#); [Kelly Stewart Doromko](#); [Leah Vanderwey](#); ["Liz Tod"](#); [Maggie Fredrickson](#); [mbjihh@gmail.com](#); ["Michelle Blackburn"](#); [Michelle Probizanski](#); [Patricia Johansen](#); ["rosemarie.maclean@optionsnorthwest.com"](#); ["Sarah Niles"](#); ["Scott McBean"](#); [Sherri-Lynne Pharand](#); [Simona Serrao](#); ["Suzanne Posthumus"](#); ["Suzanne Posthumus"](#); [tara.ingram](#); [Trudy Tuchenhausen](#); [Wendy Carroll](#)
Subject: Opportunity/Request for 2 SEAC Volunteers: SEAC Booth at Hammarskjold High School Grade 8 Open House – February 12 2026, 6:00 p.m.
Date: Friday, January 9, 2026 3:02:29 PM
Attachments: [image001.png](#)

Good Afternoon,

We are seeking **two SEAC member** to volunteer at the SEAC booth during the **Grade 8 Open House at Hammarskjold High School, on February 12, 2026**, 6 p.m.

This will be a great opportunity to share information about SEAC and its role in supporting students and families.

If you are available to assist, please reply to this email **by January 16th, 2025**. **The first two members to respond will fill this spot.** Once we have secured volunteers to fill in the two spots, I will send out another email to inform the group.

Thank you for your continued commitment to promoting awareness and engagement with SEAC.

Best regards,

Simona Serrao
***Assistant to Kirsti Alaksa, Superintendent of Business; and
Michelle Probizanski, Superintendent of Education***
Office of the Superintendents



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