Lakehead Public Schools

Office of the Chief Executive Officer
Jim McCuaig Education Centre
2135 Sills Street, Thunder Bay, ON, P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

BOARD ADVISORY COMMITTEE MEETING

Tuesday, September 8, 2026
Jim McCuaig Education Centre

Sherri-Lynne Pharand
Chief Executive Officer

Ron Oikonen
Chair

AGENDA

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

		Resource Person	Pages
1.	CALL TO ORDER	R. Oikonen	Verbal
2.	DISCLOSURE OF CONFLICT OF INTEREST		
3.	APPROVAL OF THE AGENDA	R. Oikonen	Verbal
4.	RESOLVE INTO BOARD ADVISORY COMMITTEE – CLOSED SESSION		
5.	**BOARD ADVISORY COMMITTEE – CLOSED SESSION – Time 7:00 p.m. (See Attached Agenda)**		
6.	LAND ACKNOWLEDGEMENT	E. Chambers	Verbal
7.	DELEGATIONS/PRESENTATIONS		
	7.1 Declaration of the 2026-2028 Indigenous Student Trustee	C. Price	Verbal
	7.2 Introduction of Newly Appointed Leaders	S. Pharand/ Superintendents	Verbal

- Zelka Black, Principal, Nor'wester View Public School
- Nicky Barrett, Principal, St. James Public School
- Jouni Kuokkanen, Vice Principal, Kingsway Park Public School
- Madeline Moran, Vice Principal, Westmount Public School
- Lauren Ozerkevich, Vice Principal, Woodcrest Public School
- Mike Judge, Vice Principal, Hammarskjold High School
- Jennifer Mikus, Student Success Lead, Program Department
- Sara Curtis, System Principal - Special Education
- John Loovere, Manager, Information Technology and Corporate Planning
- Maggie Fredrickson, Superintendent of Education

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		Resource Person	Pages
8.	CONFIRMATION OF MINUTES – PUBLIC SESSION		
8.1	Board Advisory Committee Meeting - June 9, 2026	D. LeBlanc	1-5
9.	REPORTS		
9.1	Chief Executive Officer's/Administrative Reports		
9.1.1	Belong – N/A		
9.1.2	Succeed		
9.1.2.1	Report on Activities of the 2025-2026 Supervised Alternative Learning Committee (083-26)	M. Fredrickson	6-8
9.1.2.2	2026-2027 Board Priorities (082-26)	S. Pharand	9-21
9.1.3	Reconcile – N/A		
9.1.4	Other		
9.1.4.1	Policy Review – 2010 Governance Policy Development and Review (090-26)	S. Pharand	22-26
9.1.4.2	Compliance Audit Committee (091-26)	S. Pharand	27
9.1.4.3	2026 Municipal Election – Honoraria for Board Members 2026-2030 (086-26)	K. Alaksa	28-29
9.2	Chair's Reports		
9.2.1	Lakehead District School Board Governing Bylaws (088-26)	E. Chambers	30-65
9.2.2	2026-2027 Board Advisory Committee and Regular Board Meeting Schedule (084-26)	R. Oikonen	66-68
9.3	Standing Committee Reports – N/A		

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		Resource Person	Pages
9.4	Other Reports (member, student trustee/Indigenous student trustee, external board or agency representation reports.)		
	9.4.1 Chief Executive Officer Performance Appraisal Committee (087-26)	S. Pharand	69
10.	REPORTS OF SPECIAL (AD HOC) COMMITTEES – N/A		
11.	SPECIAL ORDERS – N/A		
12.	UNFINISHED BUSINESS AND GENERAL ORDERS – N/A		
13.	NOTICE OF MOTIONS – N/A		
14.	ANNOUNCEMENTS	R. Oikonen	Verbal
15.	ADJOURNMENT	R. Oikonen	Verbal

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BOARD ADVISORY COMMITTEE MEETING

Tuesday, September 8, 2026
Jim McCuaig Education Centre

Sherri-Lynne Pharand
Chief Executive Officer

Ron Oikonen
Chair

AGENDA

CLOSED SESSION
7:00 p.m. – Sibley Room/Microsoft Teams

		Resource Person	Pages
5.1	Approval of Board Advisory Committee – Closed session minutes		
	5.1.1 Board Advisory Committee Meeting – Minutes – June 9, 2026	R. Oikonen	1-2
5.2	Consideration of Reports		
	5.2.1 Personnel Matters	S. Pharand	Verbal
5.3	Information and Inquires		
5.4	Rise and Report Progress	R. Oikonen	Verbal

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD ADVISORY COMMITTEE MEETING

Board Room/Microsoft Teams 2026 JUN 09
Jim McCuaig Education Centre 7:30 p.m.

TRUSTEES PRESENT:

Donica LeBlanc (Chair)	Ryan Sitch
Ellen Chambers	Trudy Tuchenhagen
Pat Johansen	Eryn Genno (Indigenous Student Trustee)
Ron Oikonen	Breanna Bruce (Student Trustee)

ABSENT WITH REGRETS – N/A

Scottie Wemigwans (Indigenous Trustee)
George Saarinen (regrets for public session)

SENIOR ADMINISTRATION:

Sherri-Lynne Pharand, Chief Executive Officer (CEO)
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
Kirsti Alaksa, Superintendent of Business

PUBLIC SESSION:

1. Call to Order

Meeting called to order by Chair LeBlanc at 7:03 p.m.

2. Disclosure of Conflict of Interest

None

3. Approval of Agenda

Moved by Trustee Tuchenhagen Seconded by Trustee Chambers

"THAT the Agenda for Board Advisory Committee Meeting, June 9, 2026, be approved."

CARRIED

4. Resolve into Board Advisory Committee – Closed Session

Moved by Trustee Sitch Seconded by Trustee Oikonen

"THAT we resolve into Board Advisory Committee – Closed Session with Trustee LeBlanc in the chair to consider the following:

- Confirmation of Board Advisory Committee – Closed Session Minutes
- Board Advisory Committee Meeting
- May 12, 2026;
- Property Matters;
- Legal Matter; and
- Personnel Matter

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended."

CARRIED

BOARD ADVISORY COMMITTEE – CLOSED SESSION – 7:00 p.m.

5. Board Advisory Committee – Closed Session

PUBLIC SESSION – 7:30 p.m.:

6. Report of Board Advisory Committee – Closed Session

Moved by Trustee Johansen Seconded by Trustee Tuchenhagen

"THAT the Report of the Board Advisory Committee – Closed Session be adopted with the following recommendations therein:

1. *THAT Lakehead District School Board approve the Board Advisory Committee– Closed Session Minutes – May 12, 2026;*

2. *and that all items of Board Advisory Committee – Closed Session were delt with in their entirety."*

CARRIED

7. Land Acknowledgement

Trustee Chambers read the Land Acknowledgement.

8. Delegations/ Presentations

8.1 Trustee Character Award – Hammarskjold High School Curling Coaches
Trustee Chambers presented Liane Fossum and Larry Stroud with the Trustees' Character Award for volunteering their time and efforts coaching curling at Hammarskjold High School

8.2 Trustee Oikonen Presented the Trustees' Character Award to the Ontario Federation of School Athletic Associations (OFSAA) Curling Championship Organizing Committee Members. Sherri-Lynne Pharand, CEO, thanked the organizers of the 2025-2026 OFSAA Curling Championship.

*Chair LeBlanc asked for a brief pause for photos to be taken of the award recipients and the presenters.

9. Confirmation of Minutes

Moved by Trustee Oikonen	Seconded by Trustee Johansen

"THAT Lakehead District School Board Advisory Committee confirm the minutes of the Board Advisory Committee Meeting, May 12, 2026."

CARRIED

10. Reports

10.1 CEO's/Administration Reports

10.1.1 Belong

10.1.1.1 Safe Schools Report (063-26)

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

10.1.2 Succeed

10.1.2.1 2025-2029 Strategic Plan Report (069-26)

Sherri-Lynne Pharand, CEO, invited Superintendents Probizanski, Lower, Harris, Alaksa and Pesola-Brunton to presented the report with her. All trustees' questions were addressed.

10.1.3 Reconcile – N/A

10.1.4 Other

10.1.4.1 Health and Safety Semi-Annual Report (067-26)

Kirsti Alaksa, Superintendent of Business, introduced Kyle Ulvang, Health and Safety Officer, who presented the report. All trustees' questions were addressed.

10.1.4.2 2026-2031 Governance Policy Review Schedule (072-26)

Moved by Trustee Tuchenhagen	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 2026 to 2031 Governance Policy Review Schedule, Appendix A to Report No. 072-26".

CARRIED

10.1.4.3 2026-2027 Order of Governance Policies for Review Schedule (034-26)

Sherri-Lynne Pharand, CEO, presented the report. All trustees' questions were addressed.

10.2 Standing Committee Reports

10.2.1 Miiniwewinan: Indigenous Education Advisory Committee Minutes – April 9, 2026

Heather Harris, Superintendent of Education, presented the minutes. There were no questions from trustees.

10.2.2 Approval of Appointments to the Supervised Alternative Learning Committee 2026-2027 (066-26)

Moved by Trustee Sitch 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 the following appointments to the Supervised Alternative Learning (SAL) Committee for the 2026-2027 school year:

Trustee Tuchenhagen moved to amend the motion, Trustee Chambers seconded the motion to read as follows:

"That Lakehead District School Board approve the following appointments to the Supervised Alternative Learning (SAL) Committee for the 2026-2027 school year, note that the current trustee members are appointed until the Municipal Election on October 26, 2026:

- Donica Leblanc, Trustee;
- Trudy Tuchenhagen, Trustee (Alternate);
- Jane Lower, Superintendent of Education;
- Jennifer Mikus, Student Success Lead, SAL Committee Chair;
- Lorna Hunda, Executive Director, Youth Employment Services (YES);
- Stacy-Ann Dyer-McNish, Service Delivery Manager, YES;
- Tom Nesti, Program Supervisor, YES; and
- Darshpreet Singh, Acting Program Supervisor, YES."

CARRIED

10.3 Other Reports – N/A

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

12. Unfinished Business – N/A

13. Notices of Motion – N/A

14. Announcements

14.1 Chair LeBlanc informed the Board that the following events were attended by trustees and Senior Administration:

- June 1, 2026 – Pride Flag raising event at Superior Collegiate and Vocational Institute.;
- June 4, 2026 – Virtual Grade 8 Reach-Ahead Class;
- June 8, 2026 – Lakehead District School Board’s Retirement Celebration; and
- May 29, 2026 - Crestview Public School Assembly - Kindness Award.

15. Adjournment

Chair LeBlanc declared the meeting adjourned at 8:41 p.m.

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 083-26

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

RE: REPORT ON THE ACTIVITIES OF THE 2025-2026 SUPERVISED ALTERNATIVE LEARNING COMMITTEE

1. Background

1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) committee.

1.2 The role of the SAL committee is to accept and consider applications from parents/guardians/caregivers of compulsory secondary school age children, who are at least 14 years of age and who wish to be excused from either full-time or part-time attendance at school. Where such applications are approved, the SAL committee, in consultation with a representative(s) from the student's home school and the student's parent/guardian/caregiver, determines an alternative learning program directed towards the student's needs and interests.

1.3 During the 2025-2026 school year, members of the committee included:

- Donica Leblanc, Trustee;
- Trudy Tuchenhagen, Trustee (Alternate);
- Jane Lower, Superintendent of Education;
- Kathleen Andrews, Student Success Lead, SAL Committee Chair;
- Lorna Hunda, Executive Director, Youth Employment Services (YES);
- Stacy-Ann Dyer-McNish, Service Delivery Manager, YES;
- Tom Nesti, Program Supervisor, YES; and
- Darshpreet Singh, Acting Program Supervisor, YES.

2. Situation

2.1 Eight SAL meetings were held during the 2025-2026 school year. Forty applications were considered and approved.

2.2 In June 2026, the SAL committee chair met with each school team to consider SAL placements for the 2026-2027 school start up. At that meeting, plans for students presently enrolled in SAL were considered, and appropriate recommendations for students' success were made. For most students, the recommended placement involved either a return to regular day school or referral to an alternative program (LAPS) for September 2026.

2.3 Eight applications were received for 14 and 15 year old students (seven female and one male). Thirteen applications were received for 16 and 17 year old students (two females, eleven males).

2025-2026 Academic Year

Gender		14 & 15 Year Old Students	16 & 17 Year Old Students
Female	9	7	2
Male	12	1	11
Non-Binary			1
Total	21	8	13

Snapshot of previous years for considered SAL applications:

Year	**Applications**
24/25	40
23/24	18
22/23	20
21/22	11
20/21	13
19/20	16
18/19	43
17/18	36
16/17	45
15/16	75
14/15	94
13/14	88
12/13	112
11/12	77
10/11	65

2.4 SAL Specifics (21 students)

Working on Credits	Employment PT	Volunteer	Counselling	Certifications / Workshops
21	4	0	5	0

3. Report on Activities Conclusion

Lakehead District School Board's SAL committee will continue to monitor and seek to understand students' needs for alternative learning experiences and counselling, while ensuring that students are placed in a program which will afford them success during this transitional period of their lives. Connection to the home school is vital during a student's enrolment in the SAL program.

Respectfully submitted,

JENNIFER MIKUS
Student Success Lead

MAGGIE FREDRICKSON
Superintendent of Education

SHERRI-LYNNE PHARAND
Chief Executive Officer

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 082-26

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

RE: 2026-2027 BOARD PRIORITIES

1. Background

1.1 Following the presentation of the 2025-2029 Strategic Plan at the Board Advisory Committee Meeting on April 8, 2025, and its approval at the April 22, 2025, Regular Board Meeting, the Chief Executive Officer (CEO) annually develops the Board Priorities for the school year.

1.2 The attached document, Appendix A to Report No. 082-26, articulates the commitment of the CEO to system leadership actions.

2. Situation

Attached is the 2026-2027 Board Priorities for your review as Appendix A.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Chief Executive Officer

Lakehead Public Schools – Board Priorities 2026-2027

CEO's Name: Sherri-Lynne Pharand

Date of Plan Development: June 15, 2026

Date(s) Plan was updated: August 19, 2026, September 1, 2026

SUCCEED					
Alignment with board and ministry priorities:	Core academics • EQAO Language 3, 6 • EQAO Math 3, 6, 9 • Ontario Secondary School Literacy Test (OSSLT) Pathways • Job Skills • Enrollment in STEM • Prepared for Future				
Director's Goals	**Actions**	**Measures of Progress**	**Anticipated Outcomes**	**January 2027 Progress**	**June 2027 Progress**
LITERACY Increase the percentage of students reading at or above the provincial standard by 3% through the implementation of targeted reading interventions, data-informed instruction, and ongoing educator professional development. Increase the percentage of full-time equivalent (FTE) student success of the OSSLT provincial assessment by 3% through the implementation of targeted reading interventions, data-informed instruction, and ongoing	Provide training to strengthen Tier 1 instruction using research-based instructional strategies. (e.g., early reading screening, diagnostic assessment, UDL, direct instruction, small group instruction, feedback, moderated marking). Progress will be measured using classroom-based assessments and EQAO reading scores to ensure consistent monitoring and evaluation. Provide training to increase consistency across the system for curriculum standards and assessment practices in grade 9/10 English (literacy) and Math courses. Provide training to increase knowledge and provide	Educator and administrator surveys (KPI) in literacy. Student reading results as measured in progress monitoring/other class assessments. EQAO results OSSLT results Evidence of well-developed and implemented IEPs for students with special education needs citing assessment data that drive the goals which drive the instruction and assessment strategies. Students meeting the writing continuum benchmarks.	Teachers will report increased confidence using reading instruction pathways in Year 2 Kindergarten to Grade 6 https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:27377df9-77eb-4429-b8f9-15b8c039be52 . Students in kindergarten will show increased engagement and participation in their learning. Increased educator confidence in teaching and assessing reading. An increased number of students will achieve L3/L4 in ENL1W1. OSSLT results for FTE will increase m 80% (24-25) to 83% in 25-26. Increased educator confidence in developing and implementing IEPs (Individual Education Program) which will lead to increased success for students with special education needs as shown in qualitative and quantitative data.		

SUCCEED					
Alignment with board and ministry priorities:	Core academics • EQAO Language 3, 6 • EQAO Math 3, 6, 9 • Ontario Secondary School Literacy Test (OSSLT) Pathways • Job Skills • Enrollment in STEM • Prepared for Future				
Director's Goals	**Actions**	**Measures of Progress**	**Anticipated Outcomes**	**January 2027 Progress**	**June 2027 Progress**
educator professional development. **LITERACY** Increase the percentage of students writing at or above the provincial standard by 3% through the implementation of consistent resources and instructional strategies and ongoing educator professional development.	consistency in the development and implementation of IEPs for students with special education needs. Implement Releasing Writers resource in primary, Junior and intermediate grades.				
	Intentional planning for targeted interventions for students who require additional support in literacy.	Acadience screening and progress monitoring data. Classroom assessments	More students are screened in reading during the middle and end of year assessment windows. Tier 2 and tier 3 interventions have a positive impact on student skill acquisition in reading. Improved reading outcomes for students in Year 2 Kindergarten to Grade 8.		
	Aggregate special education and FNMI data to inform planning, professional development and classroom instruction. Where appropriate, unpack the stories behind the data and implement plans to support learners.	Evidence from student progress, diagnostics, progress monitoring that students are moving from r and level 1 to L2, 3, 4 as they are supported by LEIT (Literacy Engagement and Intervention Teacher) and classroom teachers. Monitor Skill development and credit accumulation.	Teachers use progress monitoring to assess student progress and adjust instruction/intervention as needed. Increased number of students with special education needs and students who identify as First Nation, Metis and Inuit achieving L3/L4 in core academic subjects/credits Decrease in achievement discrepancies evident in disaggregated data – students who identify as First Nation, Metis, Inuit vs. students who do not identify as First Nation, Metis, Inuit; students who are on an IEP vs. students who are not on an IEP; MLL.		

<table>
<tr><th colspan="6">SUCCEED</th></tr>
<tr><td>Alignment with board and ministry priorities:</td><td colspan="5">Core academics
EQAO Language 3, 6
EQAO Math 3, 6, 9
Ontario Secondary School Literacy Test (OSSLT)
Pathways
Job Skills
Enrollment in STEM
Prepared for Future</td></tr>
<tr><th>Director’s Goals</th><th>Actions</th><th>Measures of Progress</th><th>Anticipated Outcomes</th><th>January 2027 Progress</th><th>June 2027 Progress</th></tr>
<tr><td></td><td>Provide support and training for administrators to lead the instructional program and improve instruction and student outcomes.

Provide instructional leadership mentoring and development opportunities to administrators.

Ensure timely distribution of PA day plans and materials so that admin and school improvement teams are prepared and can tailor them where necessary to suit school priorities.

Continue to provide opportunities for admin to participate in PD with staff.

Continue to provide opportunities for staff to lead PD where appropriate.</td><td>Specific instructional leadership goals identified in administrator growth plans.

Progress towards goals updated twice per year during meetings with SO.

More staff will report that PD is effective and relevant to their roles.</td><td>Administrators will report increased confidence in instructional leadership.

Time for classroom visits is purposefully scheduled by admin.

Administrators will use data to monitor and track student progress.

Admin will use data to inform instructional decisions and resource allocation.

Feedback surveys distributed after PD will show an increase in the number of staff reporting relevance and usefulness of PD to their roles. Feedback will be used to inform PD planning.</td><td></td><td></td></tr>
<tr><td><u>MATHEMATICS</u>

By the end of the current academic year, we will increase the percentage of students achieving at or</td><td>Provide training to strengthen Tier 1 instruction using research-based instructional strategies.

Provide training to increase knowledge and provide</td><td>Educator and administrator surveys (KPI)

Formative assessment data beginning, middle, and end of year assessment data</td><td>Teachers using consistent assessments and assessment data - diagnostic data; classroom assessments to assess student progress and adjust instruction/intervention as needed.

Improvement in math performance for all students.</td><td></td><td></td></tr>
</table>

SUCCEED					
Alignment with board and ministry priorities:	Core academics • EQAO Language 3, 6 • EQAO Math 3, 6, 9 • Ontario Secondary School Literacy Test (OSSLT) Pathways • Job Skills • Enrollment in STEM • Prepared for Future				
Director's Goals	**Actions**	**Measures of Progress**	**Anticipated Outcomes**	**January 2027 Progress**	**June 2027 Progress**
above standard in math by 3% in grade 3, 5% in grade 6 and 3% in grade 9, with a focus on improving assessment practices and teacher use of the assessments to be responsive to student needs as measured by classroom data and EQAO assessments.	consistency in the development and implementation of IEPs for students with special education needs.	2025-26 EQAO results 2026-27 RC Data Evidence of well-developed and implemented IEPs for students with special education needs citing assessment data that drive the goals which drive the instruction and assessment strategies.	Improvement in # of students in MTH1W1 who achieve L3/L4. Increased educator confidence in developing and implementing IEPs which will lead to increased success for students with special education needs as shown in qualitative and quantitative data.		
	Intentional planning for targeted interventions for students who require additional support in mathematics.	Program Placement assessment data Progress monitoring 25-26 EQAO Data 26-27 RC Data	Increase in teacher capacity in high impact math instruction. Increase in teacher capacity in Tier 2 intervention implementation and delivery. Reduction in the numbers of students requiring intervention in Mathematics. Decrease in achievement discrepancies evident in disaggregated data – students who identify as First Nation, Metis, Inuit vs. students who do not identify as First Nation, Metis, Inuit; students who are on an IEP vs. students who are not on an IEP; MLL.		

SUCCEED					
Alignment with board and ministry priorities:	Core academics • EQAO Language 3, 6 • EQAO Math 3, 6, 9 • Ontario Secondary School Literacy Test (OSSLT) Pathways • Job Skills • Enrollment in STEM • Prepared for Future				
Director's Goals	**Actions**	**Measures of Progress**	**Anticipated Outcomes**	**January 2027 Progress**	**June 2027 Progress**
	Aggregate special education and FNMI data to inform planning, professional development and classroom instruction. Gather admin voice re: focus of regular data sessions. Monitor progress of students who are not achieving at standard.	Number of training sessions offered with special education and FNMI pieces. 25-26 EQAO Data RC Data Student level data – diagnostic, formative assessments, intervention progress monitoring (Elementary).	Improved math performance for self-identified FNMI students and students with special education needs. Increased number of students registered in academic and advanced placement math courses in grade 9 and 10 math courses. Increased number of students will achieve L3/L4 in Grade 9 and 10 math courses.		
	Provide support and training for administrators to lead the instructional program and improve instruction and student outcomes. Emphasis on monitoring the instructional program through data collection, analysis, monitoring (Tier 1, intervention) Provide instructional leadership mentoring and development opportunities to administrators. Ensure timely distribution of PA day plans and materials so that admin and school improvement teams are prepared and can	MAAP KPI Administrator Surveys Number of training sessions offered on instructional Leadership and data tracking in Math. Inclusion of learning around progress monitoring in data sessions and data meetings. More staff will report that PD is effective and relevant to their roles.	Increased Administrator capacity in math instruction classroom observation and feedback – increased ability to identify teacher training/learning needs and student learning needs. Increased Administrator capacity in data collection, analysis, and decision making. Increase administrator capacity in instructional leadership to improve instruction and as a result, student outcomes. Feedback surveys distributed after PD will show an increase in the number of staff reporting relevance and usefulness of PD to their roles. Feedback will be used to inform PD planning.		

<table>
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• EQAO Math 3, 6, 9
• Ontario Secondary School Literacy Test (OSSLT)

Pathways
• Job Skills
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• Prepared for Future</td></tr>
<tr><th>Director's Goals</th><th>Actions</th><th>Measures of Progress</th><th>Anticipated Outcomes</th><th>January 2027 Progress</th><th>June 2027 Progress</th></tr>
<tr><td></td><td>tailor them where necessary to suit school priorities.

Provide opportunities for admin to participate in PD with staff.

Continue to provide opportunities for staff to lead PD where appropriate.

Continue to provide special education training for administrators embedded into already planned training in addition to stand alone training.</td><td></td><td>Build a larger leadership pool.

Admin will be better equipped to respond to challenges and opportunities in special education.</td><td></td><td></td></tr>
<tr><td></td><td>Provide training to improve consistency across the system for curriculum standards and assessment practices in grade 9 core academic courses.</td><td>2026-27 Semester 1 and 2 RC Data

25-26 EQAO Data</td><td>Increased success rates for students in grade 9 and 10 math courses.

Increased percentage of students achieving level 3 or 4 in grade 9 and into10 math courses.</td><td></td><td></td></tr>
<tr><td><u>GRADUATION RATES</u>

We will increase the number of students who graduate from secondary school within 5 years to 78% and ensure that they have the skills and competencies to be successful in future</td><td>100% of grades 7-12 students will have the opportunity to set goals for future education, career / life plans with support from staff.

Provide increased opportunities for students to participate in experiential learning as a means to explore education, career</td><td>% of students who update their IPP by June 2026

Credit Accumulation

Attendance Rates</td><td>Increase the percentage of students who believe their learning has prepared them for the next steps and for future success.

Higher graduation rates for 4- and 5-year grads
20 21 cohort 4/5-year grad rate.</td><td></td><td></td></tr>
</table>

SUCCEED					
Alignment with board and ministry priorities:	Core academics • EQAO Language 3, 6 • EQAO Math 3, 6, 9 • Ontario Secondary School Literacy Test (OSSLT) Pathways • Job Skills • Enrollment in STEM • Prepared for Future				
Director's Goals	**Actions**	**Measures of Progress**	**Anticipated Outcomes**	**January 2027 Progress**	**June 2027 Progress**
education and career /life plans.	pathways and set goals to pursue future aspirations (IPP, LDCC and workplace courses, coop for students with spec ed needs).	Credit accumulation: 16 credits earned by age 16 (16/16) Grad rates	75% of students will achieve 16 credits by the end of their grade 10 year. Narrow the gap for Credit Accumulation in Grade 9 and 10 for cohorts of students.		
CENTRAL BUSINESS AND DEPARTMENT SUPPORT Improve efficiency and responsiveness of support services to schools.	Set measurable departmental goals that support the Strategic Plan and board priorities while seeking to improve efficiency, communication, and responsiveness to stakeholders. Focus on opportunities to build relationships amongst staff. Provide opportunities and pathways for advancement and growth. Continue to address staff shortages at all levels and in all employee groups and update with data consistently to admin group. Leverage AI to support business functions. Support the use of approved tools in schools and departments.	Identify and track measurable KPI's in each department. Survey of school administrators and other identified staff regarding responsiveness. Admin will report a decrease in the impact that staffing shortages have on program delivery and operations. User data of approved tools.	Improvement in departmental efficiencies, reduction in manual work and errors, improvement in communication and responsiveness.		

BELONG					
Alignment with board and ministry priorities:	Student Engagement and Well Being Indicator – Grades 1-8 Attendance Student engagement and well-being Indicator – Suspension rates Grades 4-8 and Grades 9-12 Truth and Reconciliation Equity Health & Safety Mental Health Ontario Equity Action Plan Ontario's Human Rights Code Employment Standards Act Ontario curriculum				
Director's Goals	**Actions**	**Measures of Progress**	**Anticipated Outcomes**	**January 2027 Progress**	**June 2027 Progress**
By June 2027, increase the student daily attendance rate by 5% in all designated Priority Schools by implementing targeted, equity-informed strategies that address barriers to attendance, including enhanced family engagement, culturally responsive supports, and community partnerships.	Implement the new regulation related to grade 9 – 12 attendance and engagement. Maintain the attendance steering committee to inform strategy implementation and continue the partnership with the TBDHU. Implement best practices from steering committee across all elementary schools to track, monitor and improve attendance. Monitor elementary and secondary attendance at data sessions as well as discuss in family of schools for smooth transitions.	Weekly check ins for unexplained absences from student services attendance list (warm demanders). Credit accumulation data to ensure credits are not being lost due to attendance. All 3 secondary schools have an attendance strategy based on best practices and student attendance data. All elementary schools have an attendance strategy based on best practices and student attendance data.	Increased student attendance and participation. Fewer credits lost due to non-attendance. Students and families are supported.		
	Provide professional learning for parents to develop resilience in childhood/adolescence.	PIC provides			

	Establish a comprehensive attendance communication plan.	Communications department is actively involved in the attendance committee. Communications design, develop and follow up with program and schools. Number of posts to families and schools and information packages . Track engagement with messaging from families and schools.	Increased attendance across the system .		
By June 2027, we will decrease the number of staff sick days lost to an average of 13 days through effective implementation of the Attendance Support Program, including monitoring, support, and targeted interventions, as tracked by monthly attendance records.	Continue implementation of attendance support plan – introduce mental health and resilience training as part of implementation.	Evidence of feedback from students, families and community partners indicate that students feel supported and confident in LPS schools. Monthly reports will show a gradual decrease in the use of staff sick days.	Consistency in staff will result in better outcomes in all areas of the Board priorities and ultimately student success.		
By June 2027, 100% of school and system administrators will participate in leadership training and capacity building.	Establish a leadership development framework for the SO, P/VP and manager roles including a framework for correlated feedback and success criteria. Establish a new aspiring administrators' program and a new aspiring SO program. Support Ps, VPs and managers in their role of mentoring and developing future leaders. Provide professional development, small group mentoring, and coaching sessions to administrators, supervisors	Steering committee established to co-create framework. CEO to establish an aspiring SO network. Ensure that effective training is in place so that leaders are not assumed to already know procedures.	More staff will be aware of potential pathways for leadership. Increased number of applicants to advertised leadership positions. We will see learning from sessions reflected in leadership growth plans.		

	and aspiring leaders on identified areas of leadership growth. Provide training to administrators, managers, and supervisors at Operations on identified areas of focus.	Number of attendees at professional development sessions. Number of participants in small group sessions. Number of leaders that participate in coaching.			
	Increase the capacity of administrators, managers and supervisors to apply human rights and human resource principles to address arising issues.	Track number of incidents and/or concerns addressed by HREA with regular reporting to senior team .	We will see a reduction in the number of concerns brought forward as they will be addressed before reaching central.		
By June 2027, the Board will implement a consistent communication strategy to enhance family engagement and strengthen staff connectedness across the system and all schools.	Implement quarterly staff meetings for all board office departments to enhance coordinated communication.	Attendance at staff meetings.	Increase in cross-departmental collaboration.		
	Communication supervisor will revisit existing communication strategy, revise as necessary and share with system and school leaders. An intentional focus on internal stories that re-ignite pride in being an employee of Lakehead Schools. Marketing.		Increase in communication between supervisor and system and school leaders to promote and celebrate Lakehead Public Schools.		

RECONCILE					
Alignment with board and ministry priorities:	Student Engagement and Well Being Indicator – Grades 1-8 Attendance Truth and Reconciliation Equity Cultural Safety Cross-curricular and Integrated Learning				
Director's Goals	**Actions**	**Measures of Progress**	**Anticipated Outcomes**	**January 2027 Progress**	**June 2027 Progress**
By June 2027, the Board will implement the short-term strategies identified in the Cultural Safety Strategy—co-developed with Indigenous students, parents, families, staff and communities.	Implement the cultural safety strategy. Create resources for managers and administrators to implement the strategy. Ensure alignment of the 4D program with responsibilities and goals focused on graduation.	Compass survey results . Regular cultural safety plan assessment with stakeholders. All 3 high schools have an intentionally focused program on removing student barriers to graduation and meet every 4-6 weeks as a team to review student progress towards graduation.	Cultural Safety Strategy plan will be adjusted as required and remain a living document. Self-identified students and staff will feel an increased sense of cultural safety in schools and workplaces. Consideration of welcoming and culturally appropriate spaces in capital planning and budgets.		
	Use data to align resources to ensure impact on FNMI student achievement.	EQAO results Acadience results Knowledgehook results Gr 9&10 credit accumulation and mark distribution.	Improvement in achievement levels of Indigenous youth.		
Increase land-based and experiential opportunities for students to connect with the natural environment.	Training for teachers to be able to provide land-based learning opportunities. Include assessment strategies for land-based learning in the training.	LPS will focus on priority classes to begin expanding land-based learning in curriculum content. (specifically, SHSM Envt and Science @ Superior CVI as a starting point). Some teachers will have "at the elbow" professional learning on land-based practices and have opportunities to participate in land-based learning along with students.			

By June 2027, each school with students on a Reciprocal Education Agreements in Lakehead Board will establish a connection with the First Nation communities.	Prioritize connections between school/board staff and communities. Include school staff in meetings. Central office will provide a framework and list of community contacts.	Communities identify enhanced communication from schools.	Improved communication and connection with schools.	Regular meetings with senior admin and First Nation's education representatives.	Board staff will participate in August backpack day at Fort William First Nation.
By June 2027, each school with students on a Reciprocal Education Agreements in Lakehead Board will establish a connection with the First Nation communities.	Prioritize connections between school/board staff and communities. Include school staff in meetings. Central office will provide a framework and list of community contacts.	Communities identify enhanced communication from schools.	Improved communication and connection with schools. Schools with students on Reciprocal Education Agreements will increase communication with First Nation communities.		

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 090-26

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

RE: POLICY REVIEW – 2010 GOVERNANCE POLICY DEVELOPMENT AND REVIEW

1. Background

At the March 24, 2026, Regular Board Meeting, the 2010 Governance Policy Development and Review was approved in accordance with the decision to separate Governance and Administrative policies.

2. Situation

Attached as Appendix A, is the updated 2010 Governance Policy Development and Review.

RECOMMENDATION:

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

"That Lakehead District School Board approve the 2010 Governance Policy Development and Review, Appendix A to Report No. 090-26".

Respectfully submitted,

SHERRI-LYNNE PHARAND
Chief Executive Officer

PROCESS FOR POLICY DEVELOPMENT	2000
GOVERNANCE **POLICY DEVELOPMENT AND REVIEW POLICY**	**2010**

1. Rationale

Carefully developed and well-constituted ***governance*** policy statements provide a framework for decision-making for the effective operation of the system. Effective policies ensure decisions reflect the responsibility to promote student achievement and well-being, to ensure effective stewardship of the Board's resources and to deliver effective and appropriate education programs to pupils.

It is the intent of this ***governance*** policy to set out a process of ***governance*** policy development/review which will provide for thoroughness and consistency in approach, formulation, and format. It must be recognized, however, that public policy is highly complex, and the process of ***governance*** policy development must allow for flexibility in recognizing the variables of any situation and relevance to the changing environment.

2. The ***Governance*** Policy

It is the policy of Lakehead District School Board that a ***governance*** policy will be developed/reviewed in accordance with the 2010 ***Governance*** Policy Development and Review Policy.

3. Definitions

3.1 ***Governance*** Policy: A set of organizational statements, values and perspectives, adopted by Lakehead District School Board, to direct a course of action.

3.2 Procedure: Supporting documentation that prescribes specific courses of action necessary to support Lakehead District School Board policies.

3.3 Practice: Recommended actions that guide the handling of routine situations.

3.4 Constituent(s): Groups or individuals including but not limited to committees of the Board, employee groups and public.

3.5 Consultation: The act of consulting or conferring; deliberation of two or more persons on some matter, with a view to a decision.

4. <u>The Model for ***Governance*** Policy Development</u>

The diagram illustrates the major phases of the model.

IDENTIFICATION OF POLICIES REQUIRING DEVELOPMENT AND/OR REVIEW

↓

DEVELOPMENT OF DRAFT ***GOVERNANCE*** POLICY OR REVIEW OF EXISTING ***GOVERNANCE*** POLICY

↓

INPUT AND CONSULTATION

↓

FINAL APPROVAL

↓

IMPLEMENTATION

↓

REVIEW OF ***GOVERNANCE*** POLICY

PROCESS FOR POLICY DEVELOPMENT	2000
***GOVERNANCE* POLICY DEVELOPMENT AND REVIEW POLICY**	**2010**

5. Identification of Policies Requiring Development and/or Review

TRUSTEES	CONSTITUENT(S)	SENIOR ADMINISTRATION	MINISTRY	OTHER GOVERNMENT

↓

SENIOR ADMINISTRATION PREPARES AN ANNUAL PLAN OF ACTION

↓

BOARD ADVISORY COMMITTEE CONFIRMS THE ***GOVERNANCE*** POLICY DEVELOPMENT/ REVIEW PLAN

↓

BOARD ADVISORY COMMITTEE RECOMMENDS PLAN TO BOARD FOR APPROVAL

5.1 The identification of the need for development of a Board ***governance*** policy, or the review or revision of an existing Board ***governance*** policy, may be initiated by the following groups by contacting the ~~director of education~~ ***Chief Executive Officer***/secretary to the Board:

- trustee(s);
- constituent(s);
- senior administration;
- Ministry of Education; and
- other Governments (Federal, Provincial, Municipal).

5.2 All ***governance*** policy initiation requests are received through ~~director of education~~ ***Chief Executive Officer*** /secretary to the Board.

5.3 Senior administration prepares an annual plan of action that outlines the process for managing ***governance*** policies for development and for review.

5.4 The-Board Advisory Committee considers ***governance*** policies annually for development or review.

PROCESS FOR POLICY DEVELOPMENT	2000
***GOVERNANCE* POLICY DEVELOPMENT AND REVIEW POLICY**	**2010**

5.5 The Board Advisory Committee will recommend all ***governance*** policies to be reviewed or developed to the Board for approval.

6. Extenuating Circumstance Clause

Notwithstanding the provisions of this ***governance*** policy, where circumstances arise which, in the opinion of the Board, require immediate action in the best interest of the overall management of the school system, the Board may, with the support of the majority of trustees, alter the details of the ***governance*** policy.

7. Review

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

Cross Reference	Date Approved	Legal Reference
	June 11, 1997 **Date Revised** November 27, 2007 May 24, 2011 May 22, 2018 February 25, 2025 September 8, 2026	

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 091-26

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

RE: COMPLIANCE AUDIT COMMITTEE

1. Background

1.1 Ontario Municipal Elections Act Section 81.1 states that all district school boards and municipalities establish a Compliance Audit Committee that is 'no fewer than three and not more than seven members and shall not include employees or officers of the municipality or local board, members of the council or local board, or any persons who are candidates in the election for which the committee is established."

1.2 The purpose of the committee is to hear and decide on applications for compliance audit of a candidate's expenses.

2. Situation

The City of Thunder Bay has established a Compliance Audit Committee that other local municipalities and district school boards can use should the need arise.

3. Conclusion

Lakehead District School Board must pass a resolution to appoint the members of the City of Thunder Bay Compliance Audit Committee as the school board's committee at the Regular Board Meeting on September 22, 2026.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Chief Executive Officer

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 086-26

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

RE: 2026 MUNICIPAL ELECTION - HONORARIA FOR BOARD MEMBERS 2026 – 2030

1. Background

1.1 Ontario Regulation 357/06 "Honoraria for Board Members" requires boards to set a new level of honoraria for Board members of district school boards by October 15, 2026.

2. Situation

2.1 In accordance with Regulation 357/06, the following components make up trustee honoraria:

2.1.1 Base Amount: On August 24, 2018, the Ministry of Education released memo B14 which keeps the base amount for trustees at $5,900.00.

2.1.2 Attendance Amount: An amount not exceeding the attendance amount limit of $50.00 that is paid to a member for attending any meeting of a committee of the Board that is required to be established by an Act or a regulation made under an Act.

2.1.3 Enrolment Amount: Board average daily enrolment (ADE) for 2026/2027 (est.) multiplied by $1.75 divided by the number of elected trustees (excludes First Nation and student trustees). The enrolment amount is to be calculated anew in each year of a member's term of office.

The following table represents the approximate annual amount a trustee would receive for the period December 1, 2026, to November 30, 2030:

2026/2027 est. ADE	9,039.60

Trustees (excluding chair & vice chair)

Base Amount	$5,900
Enrolment Amount	$1,977
Attendance Amount (24 meetings)	$1,200
Max Amount per Trustee	**$9,077**

2.1.4 Chair and Vice Chair: A maximum amount of $5,000.00 for the chair and $2,500.00 for the vice chair are to be added to the base amounts determined for the trustee honoraria. The chair is also entitled to an extra enrolment amount of five cents multiplied by the ADE (minimum of $500.00), and the vice chair is entitled to an extra enrolment amount of 2.5 cents multiplied by the ADE (minimum of $250.00).

RECOMMENDATION

It is recommended:

“That Lakehead District School Board:

1. Approve the maximum level of honoraria for the new term of office, December 1, 2026 to November 30, 2030, for trustees of Lakehead District School Board.

2. Approve the maximum additional amounts for the new term of office, December 1, 2026 to November 30, 2030, for the chair and vice chair of Lakehead District School Board.

3. Approve a maximum of $50.00 for attending each meeting of a committee of the Board that is required to be established by an Act or a regulation made under an Act for the new term of office, December 1, 2026 to November 30, 2030.”

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Chief Executive Officer

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 088-26

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

RE: LAKEHEAD DISTRICT SCHOOL BOARD GOVERNING BYLAWS

1. Background

1.1 On May 12, 2026, the Board established a Governing Bylaws Ad Hoc Committee comprised of Trustee Chambers, Trustee Johansen, Chief Executive Officer Pharand and the executive secretary. At their first meeting, Trustee Chambers was appointed chair of the Governing Bylaws Ad Hoc Committee.

1.2 The Governing Bylaw Ad Hoc Committee was directed to review the Lakehead District School Board (LDSB) 2025 Governing Bylaws and report its progress to the Board no later than the fall of 2026.

1.3 The Governing Bylaws Ad Hoc Committee agreed to allow trustees time to review the document in its entirety, and to allow for input before the final approval, the draft document would be brought as an information item to the September 8, 2026, Board Advisory Committee meeting

1.4 At the September 8, 2026, Board Advisory Committee Meeting, the Governing Bylaws Ad Hoc Committee will report its proposed amendments.

1.5 Notice of Motion will be brought forward to the September 22, 2026, Regular Board Meeting.

2. Situation

2.1 The Governing Bylaws Ad Hoc Committee has completed its proposed amendments of the LDSB Governing Bylaw and attached the proposed amendments as the Lakehead District School Board Governing Bylaws, Appendix A to Report No. 088-26.

2.2 The amendments, if approved, will replace the 2025 LDSB Governing Bylaws.

3. Recommendations

Lakehead District School Board Governing By-Laws

It is recommended that Lakehead District School Board approve:

1. That the bylaw amendments including conforming amendments, with the proviso attached, as proposed by the Governing Bylaws Ad Hoc Committee, be adopted in gross and if adopted, the changes shall not take effect until the end of the meeting.

2. That amendments to Article I, Article V, Article VI, Article VII, Article VIII, Article IX, Article X, Article XII and Article XIV be adopted in gross, and if adopted, the changes shall not take effect until the end of the meeting.

3. That the executive secretary be authorized to correct article and clause designations, punctuation, cross-references and to make such other technical and conforming changes, as may be necessary to reflect the intent of the Board of Trustees in connection with the Education Act or its Regulations.

Respectfully submitted,

ELLEN CHAMBERS
Chair
Governing Bylaw Ad Hoc Committee

Lakehead District School Board

GOVERNING BYLAWS

Lakehead Public Schools

Committed to the success of *every* student

LAKEHEAD DISTRICT SCHOOL BOARD

GOVERNING BYLAWS

Bylaw No. ~~127~~ 129

~~May 27, 2025~~

September 22, 2026

Lakehead District School Board

Governing Bylaws

Table of Contents

GOVERNING BYLAWS OF

LAKEHEAD DISTRICT SCHOOL BOARD

These Bylaws are used by the Board of Trustees while conducting meetings of the Board and by committee members while conducting meetings of the committees.

Article I – Definitions

Abstention means to not vote at all, either by stating as such or making no response. Lakehead District School Board (LDSB) prescribes that an abstention, excluding that made due to a conflict of interest or excused by Board resolution, shall be counted on the prevailing side.

Act means the *Education Act*, Revised Statutes of Ontario as amended and revised from time to time.

Ad Hoc Committee means a committee struck by the Board, Board Advisory Committee, or other committee, to consider a specific assigned matter and report back to the striking body by a date fixed by the striking body.

Advisory Committee is a standing committee approved by the Board to provide feedback and may make recommendations to the Board in respect of any matter relating to the committee's mandate. The membership shall be approved by the Board or as stipulated by the *Education Act* as it applies.

Agenda means the agenda of a meeting of the Board, or any of its committees, which lists the items of business in the order in which they will be conducted.

Board as it pertains to these Bylaws means ***the Lakehead District School Board as constituted under the Education Act. Where these Bylaws refer to a decision, vote, motion, election, or other action requiring approval by trustees, "Board" means the elected or appointed trustees entitled to vote on the matter, unless the context or applicable legislation provides otherwise.***

Board Advisory Committee means a standing committee, composed of all members of the Board, meeting to consider reports and bring recommendations to the Board.

Chair means chair of the Board, except where otherwise indicated as meaning chair of a committee of the Board.

Committee of the Whole - Closed Session means all members of the Board meeting as a committee, according to the Education *Act,* which is closed to all but those invited to be in attendance.

Committee of the Whole - Closed Session Minutes means the minutes of closed session meetings presented only at another closed session meeting.

Coordinating Committee means a standing committee struck to organize the business of the Board and review dates of meetings and agendas.

Director ***means the director of education appointed under the Education Act. For the purposes of these Bylaws, the director serves as chief executive officer and secretary to the Board and may also be appointed as chief education officer, in accordance with the Education Act and any applicable regulations.***

Ex-Officio means proceeding from office or authority. Lakehead District School Board prescribes an ex-officio member as a non-voting member that does not affect a quorum.

Indigenous Student Trustee means a student trustee as referred to in 3095 Student Trustee Policy.

Indigenous Trustee means a trustee as referred to in Ontario Regulation 462/97 FIRST NATIONS REPRESENTATION ON BOARDS.

Majority vote means more than half of votes cast.

Majority vote of the entire Board mean more than half of the votes of the entire Board, excluding vacancies.

Majority vote of the entire fixed Board means more than half of the votes of the entire Board, including vacancies.

Majority vote of members present means more than half of all members present whether voting or not resulting in an abstention having the effect of a “no” vote.

Member means an elected or appointed trustee, excluding student trustees, except where otherwise indicated as meaning a member of a committee of the Board.

Non-statutory Committee means a standing committee struck by the Board and not required under the *Education Act*.

Parliamentary Authority means the adopted rules that govern the Board in all cases to which they are applicable and not inconsistent with the Bylaws and any special rules of order the Board may adopt.

Prevailing Side means the affirmative if the motion passed and the negative if the motion failed.

Regulations mean the regulations made under the *Education Act.*

Secretary means the recording secretary who provides secretarial support to the Board or committees.

Secretary to the Board is the appointed secretary under the provisions of the *Education Act* and for the purposes of these Bylaws shall always be referred to as the secretary to the Board or director.

Special Committee (Ad hoc) means a committee that performs a specified task and dissolves upon completion of the task. A special committee reports to the striking body.

Special Board Meeting means a separate session of the Board held at a time different from that of any regular meeting and convened to consider only the items specified in the call of the meeting.

Standing Committee means a committee constituted to perform a continuing function and remain in existence. Lakehead District School Board has statutory and non-statutory standing committees.

Statutory Committee means a standing committee specifically required under the Education Act.

Student Trustee means student trustee as referred to in the current Ontario Regulation and Section 55 of the Education Act.

Trustee means publicly elected or appointed member of the Board according to the *Education Act* and *Municipal Elections Act*.

Vice Chair means vice chair of the Board except where otherwise indicated as meaning vice chair of a committee of the Board.

Written Notice of Meetings also referred to as the call of the meeting means advance written or electronic notice informing members of the specific date, time, and place of a meeting.

Legislative Supremacy and Compliance ***means that these Bylaws shall be interpreted and applied in a manner consistent with the Education Act, the Regulations, any other applicable legislation, and any binding Ministry of Education policy, directive, guideline, or requirement. In the event of any conflict or inconsistency, the applicable legislation, regulation, or binding Ministry requirement shall prevail.***

Article II – Name

The name of this organization shall be the Lakehead District School Board, hereinafter referred to as LDSB or the Board.

Article III – Purpose

To provide equitable and inclusive environments where everyone belongs and succeeds.

Article IV – Board of Trustees

4.1 Elected Trustees

Elected trustees are elected at a regular municipal election in accordance with the *Municipal Elections Act, 1996* and the *Education Act*.

4.2 Indigenous Trustee

The Indigenous trustee is appointed by LDSB in accordance with Regulation 462/97 under the *Education Act*.

4.3 Student Trustee

The student trustee is appointed by LDSB in accordance with 3095 Student Trustee Policy and further governed by Regulation 7/07 Student Trustees under the *Education Act*.

4.4 Indigenous Student Trustee

The Indigenous student trustee is appointed by LDSB in accordance with 3095 Student Trustee Policy and further governed by Regulation 7/07 Student Trustees under the *Education Act.*

Article V – Executive

5.1 The Executive Members of the Board

The executive members of LDSB shall be the chair and vice-chair.

5.2 Term of Office

The executive members shall serve for a term of one year and until their successors are elected in accordance with the *Education Act*. In a municipal election year, the end of term shall be in accordance with the *Education Act* and the *Municipal Elections Act.*

5.3 Duties of the Executive Members

5.3.1 Duties of the Chair

The chair shall perform the duties prescribed by **the *Education Act* or *Regulations*, and any other governing documents the Board may adopt or be bound by.** ***The chair's duties shall be carried out in accordance with the Education Act, Regulations, these Bylaws, Board policies, and any binding Ministry of Education policy, directive, guideline, or requirement, including any applicable requirements related to public communications.*** **In addition to the duties under the *Education Act* or *Regulations*,** the following shall be the duties of the chair:

a. ensure the efficient organization of regular Board agenda packages for trustees;
b. follow up on Board direction given to the chair;
c. represent the majority opinion of the Board when communicating and acting in the capacity of the chair;
d. act as ex-officio member of all committees involving trustees;
e. liaise on behalf of the Board with local municipalities, organizations, Members of Provincial Parliament, and other institutions and officials where appropriate;
f. have signing authority of Board approved contracts*, **subject to compliance with the Education Act, Regulations, Board policies, approved administrative processes, and any required prior approval, consent, confirmation, or direction of the Minister of Education, including with respect to capital projects, land acquisitions or dispositions, alterations, additions, improvements, repairs, borrowing, financing, or other matters for which Ministerial approval or statutory authorization is required;***
g. make available to all trustees, copies of all correspondence received and sent;
h. chair the Coordinating Committee;
i. meet regularly with the director and vice chair; and
j. in consultation with the Coordinating Committee, schedule any information meetings, informal discussions or workshops considered to be of interest to trustees.

5.3.2 Duties of the Vice-Chair

The vice-chair shall perform the duties prescribed by the *Education Act* or *Regulations*, and any other governing documents the Board may adopt or be bound by. ***The vice-chair's duties shall be carried out in accordance with the Education Act, Regulations, these Bylaws, Board policies, and any binding Ministry of Education policy, directive, guideline, or requirement, including any applicable requirements related to trustee expenses, honoraria, professional development, memberships, and use of Board resources.*** In addition to the duties under the *Education Act* or *Regulations*, the following shall be the duties of the vice-chair:

a. preside in the absence of the chair;
b. preside at the Board Advisory Committee meetings;
c. ensure the efficient organization of Board Advisory Committee agenda packages for trustees;
d. meet regularly with the chair and director;
e. serve as a member of the Coordinating Committee;
f. endeavour to assist the chair in the performance of the chair's duties;
g. have signing authority in the absence of the chair*, **subject to compliance with the Education Act, Regulations, Board policies, approved administrative processes, and any required prior approval, consent, confirmation, or direction of the Minister of Education, including with respect to capital projects, land acquisitions or dispositions, alterations, additions, improvements, repairs, borrowing, financing, or other matters for which Ministerial approval or statutory authorization is required;***
h. ***review trustee budget matters in accordance with Board policy, applicable Ministry requirements, and Board-approved processes, and make recommendations to the Board where required;***
i. ***review trustee expenditures only in accordance with the approved trustee budget, Board policy, applicable Ministry requirements, and established administrative processes. The vice-chair shall notify the chair and director immediately if any discrepancies or irregularities are noticed. The chair, in consultation with the director, shall address any discrepancies or irregularities and follow up with the trustee(s), as appropriate.***

5.3.3 Absence of Chair and Vice-Chair

If both the chair and vice-chair are absent, the secretary to the Board or designate shall call the meeting to order and a temporary chair shall be chosen by the members of the Board present.

Article VI – Trustee Requests for Information

6.1 Requests Through the Director

Trustees may request information required to fulfill their governance role through the Director. Trustees shall not direct staff work or seek to assign operational tasks to staff except through Board direction or an established Board process.

6.2 Significant Requests

Where a trustee request would require significant staff time, the creation of a new report, system-wide analysis, legal or financial review, or information beyond what is reasonably available in the ordinary course, the request shall be brought forward for Board consideration and direction.

6.3 Sharing of Information

Information provided in response to a trustee request that relates to the governance work of the Board shall, where appropriate, be shared with all trustees to support informed, transparent, and consistent decision-making.

Article VII – Trustee Resources and Election/Campaign Use

7.1 Use of Board Resources

Board resources provided or made available to trustees are for the purpose of carrying out trustee duties and Board business in accordance with the Education Act, Regulations, Board policies, and any applicable Ministry of Education policy, directive, guideline, or requirement. Board resources shall not be used for personal, private, partisan, campaign, or election-related purposes.

7.2 Staff Resources

Trustees shall not request or use staff time, staff expertise, student information, parent or community contact information, Board records, Board communication channels, or Board materials for partisan, campaign, election-related, personal, or private purposes. Staff may not be asked to prepare or distribute campaign materials, campaign-related correspondence, partisan communications, social media content, speeches, greetings, brochures, photographs, videos, or other materials unrelated to Board business.

7.3 Board Branding, Technology, and Communication Tools

Trustees shall not use the Board name, logo, branding, email system, telephone system, voicemail, website, social media accounts, meeting platforms, office space, equipment, or other Board-issued resources for campaign, partisan, personal, or private purposes. Any trustee communication using Board resources shall relate to Board business and shall comply with Board policy and any applicable Ministry requirements.

7.4 Campaign Periods and Election-Related Activities

During any municipal, provincial, federal, or by-election campaign period, trustees who are candidates may continue to perform their trustee duties but shall not use Board resources, Board events, school-related events, staff support, students, parents, or Board communication channels to promote or oppose any candidate, party, campaign, or election position. Trustees shall ensure that campaign activities are separate from their trustee role and are conducted using personal resources.

7.5 School and Board Events During Campaign Periods

Trustees may attend school or Board events in their official capacity where appropriate and in accordance with Board policy. Trustees shall not campaign, distribute campaign materials, solicit support, display campaign materials, or conduct themselves in a manner that could reasonably be perceived as campaigning at school, Board, or school-related events.

7.6 Compliance

Trustees are responsible for ensuring that their use of Board resources and their conduct during campaign periods comply with the Education Act, the Municipal Elections Act, 1996, other applicable legislation, Board policies, and any applicable Ministry of Education policy, directive, guideline, or requirement.

Article VIII – Communications

8.1 Spokesperson for the Board

The chair shall act as the official spokesperson for the Board unless otherwise determined by the Board. Where the position of the Board is unclear, the chair shall seek Board direction before speaking publicly on behalf of the Board.

8.2 Individual Trustee Communications

Trustees may express individual views but shall not state or imply that they speak on behalf of the Board unless expressly authorized by the Board or by the chair in accordance with the Education Act, Regulations, these Bylaws, Board policies, and any applicable Ministry of Education policy, directive, guideline, or requirement. When expressing individual views, trustees shall make clear that they are not speaking on behalf of the Board. Once a majority vote has occurred, trustees are expected to support the position of the Board.

8.3 Correspondence on Behalf of the Board

Correspondence issued by or on behalf of the Board, or by the chair in their capacity as spokesperson for the Board, shall be consistent with Board direction and shall be shared with all members of the Board, including the Director in their capacity as chief executive officer and secretary to the Board. Correspondence that establishes or communicates a Board position shall be authorized by Board motion, Board direction, or another approved Board process.

8.4 Public Communications and Ministry Requirements

All public communications made by trustees, officers, employees, or representatives of the Board in an official capacity shall comply with the Education Act, Regulations, these Bylaws, Board policies, and any applicable Ministry of Education policy, directive, guideline, or requirement. The Board shall review and update related communication practices or policies as required to comply with any binding Ministry direction.

8.5 Social Media and Public Statements

Trustee social media use and public statements shall respect confidentiality, the Trustee Code of Conduct, Board decisions, the role of the chair as spokesperson, and the operational role of the Director and staff. Trustees shall not use social media or public statements to undermine the implementation of Board decisions, disclose confidential information, direct staff, or create the impression that they are speaking on behalf of the Board without authorization.

Article IX – Public Concerns and Delegations

9.1 Role of Trustees in Public Concerns

Trustees may assist parents, caregivers, students, staff, and members of the public by explaining the Board's established processes for bringing forward concerns and by referring individuals to the appropriate process, policy, procedure, or staff contact. Trustees shall act in a facilitative role and shall not investigate, adjudicate, direct staff, intervene in operational matters, or act as an appeal body except where expressly authorized by legislation, Board policy, or Board direction.

9.2 Referral Through Established Processes

Concerns related to schools, programs, transportation, student matters, staffing, operations, or other administrative matters shall be directed through the appropriate Board process and through the Director in their capacity as chief executive officer and secretary to the Board. Trustees shall not direct individual staff members to take action on a concern outside an approved Board process.

9.3 Delegations

Delegations to the Board shall be received and considered in accordance with these Bylaws, Appendix F, Board policy, and any applicable legislation or Ministry requirement. Delegations are intended to provide information or perspective to the Board and do not replace established complaint, review, appeal, or administrative processes.

9.4 Confidential, Personal, or Operational Matters

Matters involving confidential information, identifiable students, personnel issues, legal matters, labour relations, procurement, individual staff performance, or operational decision-making shall be addressed only through the appropriate confidential, administrative, statutory, or legal process and shall not be determined through individual trustee intervention or public delegation.

Article X – Trustee Code of Conduct

10.1 Compliance with Trustee Code of Conduct

Trustees shall comply with the Education Act, Regulations, these Bylaws, Board policies, the LDSB Trustee Code of Conduct, and any applicable Ministry of Education policy, directive, guideline, or requirement. The Trustee Code of Conduct is maintained as a separate Board document and shall be read together with these Bylaws.

10.2 Consistency with Code of Conduct Requirements

In the event that a provision of these Bylaws relates to trustee conduct, confidentiality, conflicts of interest, use of Board resources, public communications, relationships with staff, or other matters addressed in the Trustee Code of Conduct, the provision shall be interpreted in a manner consistent with the Trustee Code of Conduct and applicable legislation.

Article XI – Meetings of the Board

11.1 Regular Meetings

Regular meetings of the Board shall be held on the fourth Tuesday five times per year at 7:30 p.m. in Public Session in the Board Room of the Jim McCuaig Education Centre, except July and August, when the Board shall meet at the call of the chair in consultation with the CEO. If a closed session is required, the Board meeting may start at a specified time and upon the call to order, shall move immediately into closed session. The Board may, by Board resolution, cancel a Regular Board Meeting in any month. In special or emergency circumstances, the chair may, in consultation with the CEO, alter the site.

11.2 Inaugural Meetings

11.2.1 First Meeting

The Inaugural Meeting shall be held in an election year within seven days of the election as outlined in the Education Act. It shall be held at 6:00 p.m. in the Board Room of the Jim McCuaig Education Centre unless changed by majority vote at a preceding Regular Board Meeting. The Inaugural Meeting shall be held for the purpose of:

a. reading the returns certifying the election of the trustees;
b. reading the names of those trustees who have made or taken and subscribed the Declaration of Office and Oath of Allegiance under Section 209 of the Act;
c. declaring the Board legally constituted;
d. electing officers and members of the Coordinating Committee; and
e. for any other business that may properly come before the Board.

11.2.2 End of Term Decisions

In the year of a municipal election, from October first until the municipal election is complete is complete and the Board is organized at the Inaugural Meeting, the Board may limit consideration of recommendations strictly to those proposed by standing committees or through the director or a by a two-thirds vote of the entire Board to agree to consider the recommendation.

11.3 Annual Meetings

The Annual Meeting shall be held in non-election years on the first Tuesday in *November* at 6:00 p.m. in the Board Room of the Jim McCuaig Education Centre unless changed by majority vote at a preceding Regular Board Meeting. The Annual Meeting shall be held for the purpose of:

a. electing officers, and members of the Coordinating Committee;
b. receiving reports; and
c. for any other business that may properly come before the Board.

11.4 Special Meetings

Special meetings of the Board may be held at the call of the chair, in consultation with the director, or on the written request of the majority of the Trustees of the Board.

11.5 Notice to Trustees

11.5.1 Notice of Regular, Inaugural, Annual, and Board Advisory Committee meetings, together with the agenda and supporting materials, shall be provided to trustees electronically, or by request in paper format, no later than seventy-two hours prior to the meeting.

11.5.2 Notice of Special Board Meetings together with the agenda and supporting materials, shall be provided electronically, or by request, in paper format, no later than forty-eight hours prior to the Special Board Meeting and shall state all business to be considered with the agenda and supporting materials included. No other business shall be considered.

11.5.3 In cases of emergency the chair, in consultation with the director, may waive written notice and the notice period, and notify the Board orally. If quorum can be achieved, an emergency meeting can be held. As soon as possible, the chair shall make every effort to ensure all members and student trustees (as appropriate) are informed of the reason for and any decisions made regarding the emergency meeting.

11.6 Notice to the public, media, and stakeholder groups

11.6.1 Notice of all meetings of the Board and the Board Advisory Committee, including the agenda and supporting public session reports and information, shall be made available electronically to the public, including the media, and other stakeholder groups and placed on the website no later than twenty-four hours prior to the meeting. Under exceptional circumstances, the chair, in consultation with the director, may decide to withhold a report until the meeting.

11.6.2 In the case of a Special Board Meeting, the notice and supporting public session reports and information to the public, media, and other stakeholder groups may be delayed no later than twelve hours prior to the meeting.

11.6.3 In the case of an emergency meeting, notification will be provided as soon as possible and supporting public session reports and information to the public, media, and other stakeholder groups may be made available at the meeting.

11.6.4 Notice of any change to the meetings of the Board or the Board Advisory Committee will be given to members of the Board, the public, the media, and other stakeholder groups.

11.6.5 The agendas and supporting public session reports and information will not be circulated or provided publicly prior to the notice requirements.

11.7 Member Attendance

11.7.1 Board and Committee of the Whole, Member Attendance

Attendance of members at every regular meeting of the Board, including every regular meeting of a committee of the whole Board, shall be in accordance with the *Education Act*, *Regulations*, and 3094 Electronic Meetings Policy.

11.7.2 Committee Meeting, Member Attendance

Attendance of members who are chair of a committee of the Board or their designate, shall be in accordance with the *Education Act*, *Regulations*, and 3094 Electronic Meetings Policy.

11.8 Electronic Meetings

11.8.1 Board and Committee of the Whole, Electronic Attendance by Members

A member of the Board may participate electronically in a regular meeting of the Board, including a regular meeting of a committee of the whole Board as prescribed in the *Education Act* and 3094 Electronic Meetings Policy.

11.8.2 Committee Meeting, Electronic Attendance by Members

A member of the Board, if the chair of the committee or their designate, may participate in a meeting of the committee of the Board as prescribed in the Education Act, Regulations and 3094 Electronic Meetings Policy.

11.8.3 It is the responsibility of the trustee and committee members to ensure their electronic equipment is up to date and working properly. Any technical difficulties during a meeting shall not invalidate any decisions made so long as quorum is maintained.

11.9 Digital Voting

11.9.1 Voting shall normally be by show of hands, voice vote, or using one of the available features of the digital meeting platform.

11.9.2 Voting during elections shall be held by secret ballot. Notwithstanding the above, a member attending by electronic/digital means in accordance with the Education Act, Regulations and 3094 Electronic Meetings Policy, and wishing to vote during an election, may cast their ballot by contacting the scrutineer via email or text, who shall then cast the ballot on their behalf. In doing so, the member is agreeing to waive secrecy of their vote in part, recognizing scrutineers are bound by confidentiality. Proxy voting is prohibited. The email or text shall be deleted as soon as possible once the vote for destroying the ballots is adopted.

11.10 Electronic Recording of Meetings

11.10.1 The secretary may electronically record the Public Session of the Board, and Board Advisory Committee, meetings.

11.10.2 Committee of the Whole - Closed Sessions of the Board and Closed Sessions of the Board Advisory Committee meetings shall not be electronically recorded.

11.11 Adjournment

Meetings of the Board shall adjourn no later than 10:00 p.m. unless, by resolution, the meeting time is extended.

11.12 Quorum

11.12.1 Quorum shall be a majority of the entire Board, excluding vacancies. The secretary shall advise the chair prior to the meeting in all cases where notified absences make it possible that a quorum may not be achieved.

11.12.2 Lack of Quorum

If there is no quorum present within fifteen minutes after the time fixed for the start of the meeting, the secretary shall record the names of the trustees then present and the meeting shall not convene until the next regularly scheduled meeting, unless a Special meeting is called.

11.12.3 Loss of Quorum

The Board or Board Advisory Committee meeting shall adjourn whenever a quorum is no longer present after ten minutes has elapsed attempting to regain a quorum. The secretary shall then record the time of adjournment and the names of the members then present.

Article XII – Committees

12.1 The Board shall establish statutory standing committees and may establish non-statutory standing, and ad hoc committees. Board members may be appointed to sit on external committees.

12.2 Statutory Standing Committees

The following are legislated Statutory Standing Committees of the Board:

- Audit Committee;
- Director's Performance Appraisal Committee (DPA);
- Parent Involvement Committee (PIC);
- Special Education Advisory Committee (SEAC);
- Supervised Alternative Learning Committee (SAL); and
- Suspension Appeal Hearing/Expulsion Hearing Committee.

12.3 Non-Statutory Standing Committees

The following are Non-Statutory Standing Committees of the Board:

- Board Advisory Committee;
- ~~Communications Committee;~~
- Coordinating Committee (Internal);
- Equity and Inclusive Education Committee;
- Finance Committee;
- ~~Lakehead Public Schools International Board of Directors;~~
- Miiniwewinan: Indigenous Education Advisory Committee (IEAC); and
- ~~Ontario Public School Boards' Association (OPSBA) Awards Selection Committee~~;
- OPSBA Director Liaison Committee.
- ~~School Year Calendar Committee.~~

12.4 External Board or Agency Representation

- Ontario Public School Board's Association (OPSBA); and
- Student Transportation Service of Thunder Bay Committee (STSTB).

Article XIII - Parliamentary Authority

13.1 The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern LDSB in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, Special Rules of Order, or other governing documents the LDSB may adopt or is bound by.

13.2 Matters not specifically described in these Bylaws, Special Rules of Order, Robert's Rules of Order Newly Revised, or the *Education Act*, shall be conducted in a manner established by the chair, without objection. If there is an objection, a majority vote shall confirm the procedure.

Article XIV – Amending Bylaws

14.1 These Bylaws may be amended at any regular or special meetings of the Board by a two-thirds vote provided notice and the specific proposed amendment(s) have been submitted in writing at the previous Regular Meeting of the Board

14.2 Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential bylaw amendments forthcoming. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report to the next regular or special meetings of the Board where the amendment(s) will then be considered for adoption.

14.3 These Bylaws shall come into force at the conclusion of the Board meeting at which it is amended, and such passing will not invalidate decisions made prior to its coming into force.

14.4 During the third year of a Board's term, an ad hoc Bylaw Review Committee shall be struck to review the Governing Bylaws including the appendices and shall bring to the Board for adoption any proposed amendments on or before the June Regular Board Meeting of the fourth term in accordance with section 9.2 of these bylaws.

14.5 These Bylaws may be reviewed at any time where legislation changes, regulations are filed, Ministry of Education directives or guidelines are issued, legal counsel recommends amendments, or the chair and Director, in their capacity as chief executive officer and secretary to the Board, identify a governance risk.

Article XV – Amending or Suspending Appendices to the Bylaws

The appendices to these Bylaws are attached for reference and are not to be considered the Bylaws. The Bylaws do, however, prescribe for the amending and suspending of those appendices under the control of the Board of Trustees.

15.1 Amending Appendices

15.1.1 Appendices to these Bylaws, under the control of the Board of Trustees, excluding Special Rules of Order, may be amended at any regular meeting of the Board by a majority vote provided notice and the specific proposed amendment has been submitted, in writing, at the previous regular meeting of the Board.

15.1.2 Special Rules of Order may be amended at any regular meeting of the Board by a two-thirds vote provided notice and the specific proposed amendment has been submitted, in writing, at the previous regular meeting of the Board.

15.1.3 Notwithstanding the above, the striking of an ad hoc Bylaw Review Committee shall be considered notice by the Board of potential bylaw amendments forthcoming. Any proposed amendments may then be brought by the Bylaw Review Committee to the Board Advisory Committee as a preliminary report to the next regular or special meetings of the Board where the amendment(s) will then be considered for adoption.

10.1.4 These Bylaws shall come into force at the conclusion of the Board meeting at which it is amended, and such passing will not invalidate decisions made prior to its coming into force.

15.2 Suspending Appendices

Items in the appendices under the control of the Board of Trustees, including the Special Rules of Order, may be suspended by a two-thirds vote with such suspension in effect only for the intended purpose specified and only for that meeting.

ENACTED AND MADE AS OF THE 22nd DAY OF September, 2026.

__________________________________ ____________________________________

Chair of the Board **Director/Secretary to the Board**

With the consent of a two-thirds vote of the Trustees of the Board, read, and passed this

22nd day of September, 2026.

Special Rules of Order

These special rules can be suspended with a two-thirds vote with such suspension in effect only for the intended purpose specified and only for that meeting.

1 Ex-officio

The chair shall act as ex-officio member of all committees but shall be a non-voting member and shall not affect quorum.

2 Recorded Vote

On the demand of an individual trustee, a recorded vote in Public Session on any question can be made provided the demand is made prior to the vote being called by the chair. The members shall announce their vote when their names are called by the director or designate, and it shall be the duty of the director to record the same in the minutes. The director shall announce the results of the recorded vote.

3 Speaking Time

Members may speak twice, for up to two minutes, on a debatable motion. Any member may clarify a material part of that member's speech which has been misinterpreted, but such member shall not introduce any new matter and may not debate the motion during the clarification. Such clarification will not be counted as one of the speaking times so long as the member does not debate.

Without objection or by two-thirds vote, the speaking time may be limited or extended using the motion *Extend or Limit Debate*.

4 Voting

4.1 When a motion is put, every member present, including the chair, shall vote thereon and an abstention from voting shall be considered as a vote on the prevailing side unless due to one of the allowable exceptions.

4.2 Abstentions are subject to the following exceptions:

a) a member need not vote if excused by a resolution of the Board; and

b) a member shall not vote when prohibited by law from voting (conflict of interest).

4.3 On a recorded vote an abstention will be recorded as follows:

- abstention due to a): abstention (by resolution);
- abstention due to b): abstention (conflict of interest); or
- abstention not due to a) or b): abstention (prevailing side).

5 Motion Once Decided

5.1 Any motion **adopted** by the Board at a Regular or Special Board Meeting, shall not be rescinded or amended for a period of four months or shall require notice at the preceding meeting that the motion will be introduced with a two-thirds vote of the entire membership to rescind or amend.

5.2 Any motion **defeated** by the Board at a Regular or Special Board Meeting, shall not be renewed for a period of four months or shall require notice at the preceding meeting that the motion will be introduced and at that subsequent meeting, a two-thirds vote of the entire membership will be required to consider the motion once again.

5.3 Beyond the four-month restriction, the motions to rescind or amend something previously adopted as well as renewing of a previously defeated motion, shall default to the procedures in the most current edition of Robert's Rules of Order Newly Revised.

6 Adjournment

Meetings of the Board and Board Advisory Committee shall adjourn no later than 10:00 p.m. unless the Board or Board Advisory Committee, by resolution, extends the time of the meeting.

Regular Meeting Order of Business

The order of business for regular meetings of the Board shall be as follows:

1 Call to Order
2 Disclosure of Conflict of Interest
3 Approval of the Agenda
4 Resolve into Committee of the Whole – Closed Session (as required)
5 Committee of the Whole – Closed Session (as required)
 5.1 Approval of Committee of the Whole – Closed Session Minutes
 5.2 Consideration of Reports
 5.3 Information and Inquiries
 5.4 Rise and Report Progress
6 Report of Committee of the Whole – Closed Session (as required)
7 Land Acknowledgement (if no Closed Session, will be placed prior to approval of agenda)
8 Consent Agenda (list items to be included)
 8.1 Approval of Minutes
 8.2 ___________________
 8.3 ___________________
9 Delegations/Presentations
10 Reports
 10.1 Director's Reports
 10.2 Chair's Reports
 10.3 Student/Indigenous Student Trustee Reports
 10.4 Reports of Standing Committees
 10.5 Reports of External Board or Agency Representation
11 Reports of Special (Ad Hoc) Committees
12 Special Orders
13 Unfinished Business and General Orders
14 Notice of Motions
15 Announcements
16 Adjournment

<u>Detailed Procedures at the Regular Meeting</u>

All meetings of the Board shall be open to the public, except matters considered in Committee of the Whole – Closed Session (Section 207 (2) of the *Education Act*).

1 Call to Order – The chair will call the meeting to order at the scheduled time once a quorum is present. Quorum shall be a majority of the entire Board of Trustees (excluding vacancies).

1.1 If there is no quorum present within fifteen minutes after the time fixed for the start of the meeting, the secretary shall record the names of the trustees then present and the meeting shall not convene until the next regularly scheduled meeting, unless a Special Board Meeting is called.

1.2 The Regular Board meeting or Board Advisory Committee meeting shall adjourn whenever a quorum is no longer present after ten minutes has elapsed attempting to regain a quorum. The secretary shall then record the time of adjournment and the names of the members then present.

2 Disclosure of Conflict of Interest – The chair shall call for those trustees present to disclose any conflict of interest in any matter which is to be subject of consideration at the meeting. When a conflict of interest is declared in relation to a Public Session agenda item, the reason for the conflict of interest shall be stated in the Public Session minutes. When a conflict of interest is declared in relation to a Committee of the Whole - Closed Session agenda item, the general nature of that interest will not be disclosed in the Public Session minutes.

3 Approval of the Agenda – The agenda shall be approved or amended <u>prior to final approval</u>, by a majority vote at a meeting of the Board at which there is a quorum. <u>Once approved, the agenda may be changed without objection or by two-thirds vote.</u>

4 Resolve into Committee of the Whole – Closed Session - When there are confidential agenda items to be addressed pursuant to Section 207(2) of the *Education Act*, that portion of the meeting shall be closed to the public.

5 Committee of the Whole – Closed Session (as required)

5.1 **Approval of Committee of the Whole – Closed Session Minutes** – These minutes shall be considered by trustees only with reference to the accuracy of the minutes as recorded.

5.2 **Consideration of Reports -** Committee of the Whole - Closed Session reports may be formal written reports with or without recommendations or may be verbal reports from either administration or trustees. The content of these reports shall comply with Section 207(2) of the *Education Act*.

5.3 **Information and Inquiries -** Trustees may raise questions or provide information under this section. Items raised shall respect the confidentiality of individuals and other matters pursuant to Section 207(2) of the *Education Act*. Trustees should notify the chair prior to the meeting of the nature of items to be raised under this section. The director of education may provide pertinent or timely information as per Section 207(2) of the *Education Act*. Trustees may ask questions of clarification and there shall be no debate.

5.4 **Rise and Report Progress –** At the conclusion of a meeting of the Committee of the Whole - Closed Session preceding a Regular or Special Board meeting, the Board will rise and report in Public Session.

6 Report of Committee of the Whole – Closed Session

6.1 Decisions concerning matters considered in the Committee of the Whole - Closed Session shall be presented in public by the Committee of the Whole chair without amendment or debate, except as cited in 6.2.

6.2 Decisions which must be kept confidential for a longer period may be reported only in the Committee of the Whole – Closed Session Minutes provided that a resolution in Closed Session so orders by a majority vote. Such a resolution shall specify that the decision be kept confidential for a specified period of time, or until a certain action is completed.

6.3 It shall be the responsibility of the secretary to bring forward decisions kept in the Committee of the Whole – Closed Session Minutes on public agendas of the Board in accordance with the resolution as detailed in Section 6.2.

6.4 The secretary shall make available to any member of the public who requests it, copies of any Public Session agenda with supporting reports and information of any public meeting of the Regular Board or Board Advisory Committee.

6.5 Under exceptional circumstances the chair and the director may withhold a report until the meeting.

7 Land Acknowledgement – If no Closed Session the Land Acknowledgement is placed prior to approval of agenda.

8 Consent Agenda – Normally includes minutes, or reports containing recommendations which would not elicit any controversy or debate. **Note:** It should be clearly understood that when approving a consent agenda that contains reports, the Board is normally not approving the report, but rather approving any motions contained in the report.

9 Delegations/Presentation – See Appendix F Delegation/Presentation Process

9.1 Members of the public desiring to appear before the Board as a delegation may be permitted to do so in accordance with Appendix F.

9.2 Presentations to the Board may be requested by the Coordinating Committee from various individuals or organizations on matters of interest around public education. Coordinating Committee may also approve presentation of awards to students and staff of Lakehead Public Schools.

10 Reports of director/administrative, chair, student trustee, Indigenous student trustee, standing committees and external boards and agency representation.

11 Reports of Special (Ad Hoc) Committees – The chair or designate of an ad hoc or special committee shall present its report to the striking body.

12 Special Orders – Items that are made a special order. These can be made a timed item at any time within the agenda.

13 Unfinished Business and General Orders – 1) Questions that were pending when the previous meeting adjourned. 2) Unfinished business not reached when the previous meeting adjourned. 3) General orders that were not reached when the previous meeting adjourned.

General orders are questions that were postponed from the previous meeting. Unfinished Business and General Orders remain from meeting to meeting until they are disposed of or after a municipal election a new Board is in place the items under this category “fall to the ground” meaning they no longer exist and would need to be reintroduced as desired.

14 Notices of Motion

14.1 Written Notices of Motion shall be presented to the chair. The chair shall read the presented Notice of Motion but no discussion or voting relative to the motion shall be permitted at the same meeting**.**

14.2 Notices of Motion shall be considered at the next regular meeting of the Board as a General Order. The noticed motion shall be printed on the agenda and require a second prior to being considered.

15 Announcements – Trustees may provide information regarding upcoming events or prior events they have attended, or any information they feel is pertinent to the work of the Board.

16 Adjournment

Inaugural Meeting Order of Business

The order of Business for the Inaugural Meeting shall be as follows

1 Call to Order (director or designate)
2 Land Acknowledgement
3 Notation of Municipal Clerk's Certificates of Election or Acclamation
4 Declarations of Office and Oath of Allegiance
5 Election of Chair
6 Election of Vice-chair
7 Election of Member and Alternate of the Coordinating Committee
8 Trustee Appointments to Board Committees
9 Committee Reports
  9.1 Miiniwewinan: Indigenous Education Advisory Committee Annual Report
  9.2 Parent Involvement Committee Annual Report
  9.3 Special Education Advisory Committee Report
10 Director's Annual Report
11 Adjournment

Detailed Procedures at the Inaugural meeting

1 **Call to Order** – The director or their designate shall assume the chair until the election of the chair calling the meeting to order.
2 **Land Acknowledgement** – The director shall read the Land Acknowledgement.
3 **Notation of Municipal Clerk's Certificates of Election or Acclamation** – The director shall read the returns of the clerks of the municipalities certifying to the election of the members.
4 **Declarations of Office and Oath of Allegiance**
  4.1 The director shall administer the Declaration of Office and Oath of Allegiance according to Section 209 of the *Education Act*; and
  4.2 Declare the Board to be legally constituted when all members present have taken the Declaration and Oath and constitute a majority of all the members of the Board.
5 **Election of Chair –** The director shall conduct the election of the chair as follows:
  5.1 Have ballots prepared on which the names of candidates for each office are written.
  5.2 Designate one staff member to count the ballots, and a second staff member to act as scrutineer.
  5.3 The director shall then conduct the annual election for the office of chair by calling for nominations and each nominee shall indicate whether the nomination is accepted. If a nominee is absent, they must have declared in writing to the director or designate, their willingness to accept the nomination and stand for the position if elected, by noon on the day of the election.
  5.4 If only one trustee accepts a nomination, that trustee shall be declared elected by acclamation.
  5.5 Where more than one nominee stands for election, a vote shall be taken by secret ballot and the nominee receiving a majority of the votes cast shall be declared elected.
  5.6 If a member attends electronically in accordance with the *Education Act* and *Regulations* and 3094 Electronic Meetings Policy, that member may vote in accordance with subsection 6.9.2 of the Governing Bylaws.

5.7 If there is more than one trustee nominated, they will be given the opportunity to speak for up to two minutes. No debate shall take place after the nominees have spoken.

5.8 Where more than two nominees stand for election and a majority of votes cast is not reached on the first ballot, the nominee receiving the fewest votes cast shall be removed from the ballot. Voting shall continue in a second or subsequent ballot until a nominee receives a majority of votes cast.

5.9 The presiding officer shall announce the results of the ballot but shall not declare the count.

5.10 In the case of an equality of votes with respect to the election of two or more nominees, the presiding officer shall provide for drawing lots to determine which of the candidates is elected.

5.11 Process for Drawing Lots

5.11.1 Ballots shall be prepared.

5.11.2 The number of ballots shall equal the number of nominees being considered.

5.11.3 One ballot shall have written on it the name of the position to be filled; the other(s) shall be blank. The ballots shall be identical pieces of paper. The ballots shall be folded once in half and then in half once again.

5.11.4 The presiding officer shall ask each nominee to pick one ballot from the container.

5.11.5 If a nominee is absent or attending electronically, the presiding officer shall ask a member who is not a nominee to pick a ballot on the nominee's behalf.

5.11.6 The presiding officer shall instruct the nominees to open and show their ballot.

5.11.7 The successful nominee shall be the one who picked the ballot with the position written on it.

5.11.8 The presiding officer shall officially announce the result.

5.12 Upon the election, the chair shall assume the chair.

6. **Election of Vice Chair –** The chair shall conduct the election for vice-chair in the same manner as for the election of chair.
7. **Election of a Trustee and one Alternate to the Coordinating Committee –** The chair shall conduct the election of a trustee and one Alternate to the Coordinating Committee.
8. **Trustee Appointments to Board Committees**
9. **Committee Reports**
10. **Director's Annual Report**
11. **Adjournment**

Annual Meeting Order of Business

The order of Business for the Annual Meeting

1 Call to Order (director or designate)
2 Land Acknowledgement
3 Election of Chair
4 Election of Vice-chair
5 Election of Member and Alternate of the Coordinating Committee
6 Trustee Appointments to Board Committees
7 Committee Reports
  7.1 Miiniwewinan: Indigenous Education Advisory Committee Annual Report
  7.2 Parent Involvement Committee Annual Report
  7.3 Special Education Advisory Committee Report
8 Director's Annual Report
9 Adjournment

<u>Detailed Procedures at the Annual meeting</u>

1 **Call to Order** – The director or their designate shall assume the chair, until the election of the chair, calling the meeting to order.
2 **Land Acknowledgement** – The director shall read the Land Acknowledgement.
3 **Election of Chair –** The director shall conduct the election of the chair as follows:
  3.1 Have ballots prepared on which the names of candidates for each office are written.
  3.2 Designate one staff member to count the ballots, and a second staff member to act as scrutineer.
  3.3 The director shall then conduct the annual election for the office of chair by calling for nominations and each nominee shall indicate whether the nomination is accepted. If a nominee is absent, they must have declared in writing to the director or designate, their willingness to accept the nomination and if elected, to stand for the position, by noon on the day of the election.
  3.4 If only one trustee accepts a nomination, that trustee shall be declared elected by acclamation.
  3.5 Where more than one nominee stands for election, a vote shall be taken by secret ballot and the nominee receiving a majority of the votes cast shall be declared elected.
  3.6 If a member attends electronically in accordance with the *Education Act* and *Regulations* and 3094 Electronic Meetings Policy, that member may vote in accordance with subsection 6.9.2 of the Governing Bylaws.
  3.7 If there is more than one trustee nominated, they will be given the opportunity to speak for up to two minutes. No debate shall take place after the nominees have spoken.
  3.8 Where more than two nominees stand for election and a majority of votes cast is not reached on the first ballot, the nominee receiving the fewest votes cast shall be removed from the ballot. Voting shall continue in a second or subsequent ballot until a nominee receives a majority of votes cast.
  3.9 The presiding officer shall announce the results of the ballot but shall not declare the count.

3.10 In the case of an equality of votes with respect to the election of two or more nominees, the presiding officer shall provide for drawing lots to determine which of the candidates is elected.

3.11 Process for Drawing Lots

3.11.1 Ballots shall be prepared.

3.11.2 The number of ballots shall equal the number of nominees being considered.

3.11.3 One ballot shall have written on it the name of the position to be filled; the other(s) shall be blank. The ballots shall be identical pieces of paper. The ballots shall be folded once in half and then in half once again.

3.11.4 The presiding officer shall ask each nominee to pick one ballot from the container.

3.11.5 If a nominee is absent or attending electronically, the presiding officer shall ask a member who is not a nominee to pick a ballot on the nominee’s behalf.

3.11.6 The presiding officer shall instruct the nominees to open and show their ballot.

3.11.7 The successful nominee shall be the one who picked the ballot with the position written on it.

3.11.8 The presiding officer shall officially announce the result.

3.12 Upon election, the chair shall assume the chair.

4 Election of Vice Chair – The chair shall conduct the election for vice-chair in the same manner as for the election of chair.

5 Election of a Member and one Alternate to the Coordinating Committee – The chair shall conduct the election of a trustee and one alternate to the Coordinating Committee.

6 Trustee Appointments to Board Committees

7 Committee Reports

8 Director’s Annual Report

9 Adjournment

Board Advisory Committee Order of Business

The order of Business for the Board Advisory Committee shall be as follows:

Note: The Board Advisory Committee is not the Board and will not make final decisions but rather will make recommendations for the Board to consider at the next Board meeting.

1 Call to Order
2 Disclosure of Conflict of Interest
3 Approval of the Agenda
4 Resolve into Closed Session (as required)
5 Closed Session (as required)
- **5.1** Confirmation of Closed Session Minutes
- **5.2** Consideration of Reports
- **5.3** Information and Inquiries
- **5.4** Adjourn Closed Session

6 Land Acknowledgement (If no Closed Session, placed prior to approval of agenda)
7 Delegations/Presentations
8 Confirmation of Minutes – Public Session
9 Reports
- **9.1** Director's/Administrative Reports
  - **9.1.1**
  - **9.1.2**
  - **9.1.3**
- **9.2** Chair's Reports
  - **9.2.1**
  - **9.2.2**
  - **9.2.3**
- **9.3** Standing Committee Reports
  - **9.3.1**
  - **9.3.2**
  - **9.3.3**
- **9.4**. Other reports (member, student/Indigenous student trustee, external board or agency representation)

10 Reports of Special (Ad Hoc) Committees
11 Special Orders
12 Unfinished Business and General Orders
13 Notice of Motions
14 Announcements
15 Adjournment

Detailed Procedures at the Board Advisory Committee Meeting

The vice-chair shall chair the Board Advisory Committee Meeting.

1 Call to Order – The committee chair will call the meeting to order at the scheduled time once a quorum is present. Quorum shall be a majority of the entire Board of Trustees (excluding vacancies).

1.1 If there is no quorum present within fifteen minutes after the time fixed for the start of the meeting, the secretary shall record the names of the trustees then present and the meeting shall not convene until the next regularly scheduled meeting, unless a Special meeting is called.

1.2 The Board Advisory Committee shall adjourn whenever a quorum is no longer present after ten minutes has elapsed attempting to regain a quorum. The secretary shall then record the time of adjournment and the names of the members then present.

2 Disclosure of Conflict of Interest – The chair shall call for those trustees present to disclose any conflict of interest in any matter which is to be subject of consideration at the meeting. When a conflict of interest is declared in relation to a Public Session agenda item, the reason for the conflict of interest shall be stated in the Public Session minutes. When a conflict of interest is declared in relation to a Closed Session agenda item, the general nature of that interest will not be disclosed in the Public Session minutes.

3 Approval of the Agenda – The agenda shall be approved or amended by a majority vote at a meeting of the Board at which there is a quorum.

4 Resolve into Closed Session - When there are confidential agenda items to be addressed pursuant to Section 207(2) of the *Education Act*, that portion of the meeting shall be closed to the public.

5 Closed Session (as required)

5.1 **Confirmation of Closed Session Minutes** – These minutes shall be considered by trustees only with reference to the accuracy of the minutes as recorded.

5.2 **Consideration of Reports –** Closed Session reports may be formal written reports with or without recommendations or may be verbal reports from either administration or trustees. The content of these reports shall comply with Section 207(2) of the *Education Act*.

5.3 **Information and Inquiries –** Trustees may raise questions or provide information under this section. The items raised shall respect the confidentiality of individuals and other matters pursuant to Section 207(2) of the *Education Act*. Trustees should notify the committee chair prior to the meeting of the nature of items to be raised under this section. The director of education may provide pertinent or timely information as per Section 207(2) of the *Education Act*. Trustees may ask questions of clarification and there shall be no debate.

5.4 **Adjourn Closed Session –** At the conclusion of a meeting of the Closed Session the committee shall adjourn. All decisions made in Closed Session of the Board Advisory Committee shall be reported in Committee of the Whole – Closed Session of the next Regular Board meeting.

6 Land Acknowledgement – If no Closed Session, placed prior to approval of agenda.

7 Delegations/Presentation – See Appendix F Delegation/Presentation Process

7.1 Members of the public desiring to appear before the Board as a delegation may be permitted to do so in accordance with Appendix F.

7.2 Presentations to the Board may be requested by the Coordinating Committee from various individuals or organizations on matters of interest around public education. Coordinating Committee may also approve presentation of awards to students and staff of Lakehead Public Schools.

8 Confirmation of Minutes – Public Session

8.1 These minutes shall be considered by trustees only with reference to the accuracy of the minutes as recorded.

9 Reports – Director/Administrative, Standing committees, Other Reports (including member reports, student/Indigenous student trustees, or trustee representatives of external Board or agency representatives reports). Each report shall clearly indicate if it is for information only or if a recommendation is included.

10 Reports of Special (Ad Hoc) Committees

11 Special Orders – Items that are made a special order. These can be made a timed item at any time within the agenda.

12 Unfinished Business and General Orders – 1) Questions that were pending when the previous meeting adjourned. 2) Unfinished business not reached when the previous meeting adjourned. 3) General orders that were not reached when the previous meeting adjourned. **General orders** are questions that were postponed from the previous meeting. Unfinished Business and General Orders remain from meeting to meeting until they are disposed of. The Board Advisory Committee is a Standing Committee of the Board and therefore unfinished business, and general orders continue to exist after a municipal election with the committee determining if any motions are to be sent to the newly elected Board for consideration.

13 Notices of Motion

13.1 Written Notices of Motion shall be presented to the chair. The chair shall read the presented Notice of Motion but no discussion or voting relative to the motion shall be permitted at the same meeting**.**

13.2 Notices of Motion shall be considered at the next Regular meeting of the Board as a General Order. The motion to be considered shall be printed on the agenda.

14 Announcements

15 Adjournment

Delegations to the Board

1 The Coordinating Committee may grant requests by members of the public desiring to appear before the Board provided:

1.1 A written request is received by the chair or secretary.

1.2 The request must:

- be in the jurisdiction of the Board and must not involve a personnel matter;
- include the nature of the topic to be addressed; and
- include the name of the spokesperson or presenter for the group.

1.3 The presenters shall provide written materials for the presentation to the secretary to the Board.

2 The request for a delegation and the written materials provided will:

2.1 Be presented to the next scheduled Coordinating Committee.

2.2 Be copied by the Director's Office to be included with the agenda for the Coordinating Committee (up to five pages).

2.3 Be assigned a meeting date at which the delegation will be received, and the requester will be advised accordingly.

3 Presentations shall not appear on the same agenda as a similar item to be discussed by trustees at the same meeting.

4 Requests for delegations by Board employees shall require Coordinating Committee approval.

5 The chair or the secretary, in consultation with the Coordinating Committee, will assign a requested delegation to an appropriate meeting (e.g., Regular Board, Special Board, Board Advisory Committee, Coordinating Committee, Informal Session).

6 When there are requests for more than two delegations of a similar nature, each delegation shall submit written material for the presentation in accordance with the following:

6.1 The chair or the secretary may, in consultation with the Coordinating Committee:

a) Schedule a Special Board Meeting to receive more than two delegations of a similar nature; or

b) Require that the delegations appoint one spokesperson to present a ten-minute executive summary of all the delegation material. A representative from each delegation shall sit at the delegation table.

6.2 Trustees may ask questions of clarifications of the delegates based on the executive summary or the previously provided written presentation material.

7 The secretary shall acknowledge in writing all requests for delegations to the Board, such requests to be copied to all trustees. In cases where a request for delegation is denied, reasons shall be stated.

8 There shall be a maximum of two delegations allowed at anyone meeting. (see #6 for delegations of a similar nature).

9 The delegation will be limited to ten minutes for its verbal presentation.

10 Questions of clarification of the delegation may be asked by trustees following the presentation.

11 No decisions or debate relative to the presentation will be made by the Board at the meeting at which the presentation is made.

12 The Coordinating Committee shall review requests of delegations following their presentation, and shall schedule related reports or responses, where appropriate.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?[1]	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to **adjourn**	No	Yes	No	No	Majority
§20 Take break	I move to **recess** for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a **question of privilege**	Yes	No	No	No	None
§18 Make follow agenda	I call for the **orders of the day**	Yes	No	No	No	None
§17 Lay aside temporarily	I move to **lay** the question **on the table**	No	Yes	No	No	Majority
§16 Close debate	I move the **previous question**	No	Yes	No	No	2/3
§15 **Limit or extend debate**	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 **Postpone to a certain time**	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 **Refer** to committee	I move to refer the motion to …	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to **amend** the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be **postponed indefinitely**	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a **main motion**)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

[1] ***Some more formal requirements, likes seconds to motions, may not apply in smaller boards or any size committee.***

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Side 1

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	**Point of order**	Yes	No	No	No	None
§24 Submit matter to assembly	I **appeal** from the decision of the chair	Yes	Yes	Varies	No	Majority or tie sustains
§25 Suspend rules	I move to **suspend the rules** which …	No	Yes	No	No	2/3
§26 Avoid main motion altogether	**I object to the consideration** of the question	Yes	No	No	No	2/3 against consideration
§27 Divide motion	I move to **divide the question**	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a **division**	Yes	No	No	No	None
§33 Parliamentary law question	**Parliamentary inquiry**	Yes (if urgent)	No	No	No	None
§33 Request information	**Request for information**	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to **take from the table** …	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to **rescind/ amend something previously adopted**...	No	Yes	Yes	Yes	Varies
§37 Reconsider motion	I move to **reconsider** the vote ...	No	Yes	Varies	No	Majority

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LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 084-26

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

RE: 2026-2027 BOARD ADVISORY COMMITTEE AND REGULAR BOARD MEETING SCHEDULE

1. Background

1.1 Section 6.1 of the 2026 Lakehead District School Board Governing Bylaws require regular meetings of the Board shall be held on the fourth Tuesday five times per year at 7:30 p.m. in Public Session in the Board Room of the Jim McCuaig Education Centre, except for July and August, when the Board shall meet at the call of the chair in consultation with the Chief Executive Officer (CEO). If a closed session is required, the Board meeting may start at a specified time and upon the call to order, shall move immediately into closed session. The Board may, by Board resolution, cancel a Regular Board Meeting in any month. In special or emergency circumstances, the chair may, in consultation with the CEO, alter the site.

1.2 The Board Advisory Committee meetings will be held on the first Tuesday after the Inaugural Board Meeting and on the fourth Tuesday of five times per year 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 6.2 of the 2026 Governing Bylaws requires that the Inaugural Meeting shall be held in an election year on the first Tuesday in November at 6:00 p.m., in the Board Room of the Jim McCuaig Education Centre. The Inaugural Meeting will be held on Tuesday, November 3, 2026.

RECOMMENDATION

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

“That Lakehead District School Board approve the 2026–2027 Board Advisory Committee and Regular Board Meeting Schedule, as set out in Appendix A to Report No. 084-26.”

Respectfully submitted,

R. OIKONEN
Chair

Lakehead Public Schools

Appendix A to Report No. 084-26
Sherri-Lynne Pharand - Chief Executive Officer

Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, Ontario P7E 5T2
Tel: (807) 625-5131 Fax: (807) 622-0961

Lakehead District School Board
2026-2027 Board Meeting Schedule

Public Board Meetings commence at 7:30 p.m.
Inaugural Board Meeting commences at 6:00 p.m.

Dates	Meetings of the Board
September 8	Board Advisory Committee Meeting
September 22	Regular Board Meeting
November 3	Inaugural Board Meeting
November 10	Board Advisory Committee Meeting
November 24	Regular Board Meeting
January 26	Board Advisory Committee Meeting
February 23	Regular Board Meeting
March 23	Board Advisory Committee Meeting
April 27	Regular Board Meeting
May 25	Board Advisory Committee Meeting
June 22	Regular Board Meeting

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE CHIEF EXECUTIVE OFFICER

2026 SEP 08
Report No. 087-26

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

RE: CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL AD HOC COMMITTEE

1. Background

1.1 Lakehead District School Board (LDSB) has had a strong performance appraisal policy for the chief executive officer since February 2022 and has annually reviewed the performance of the chief executive officer.

1.2 In March 2024, the Ministry of Education passed legislation regarding the chief executive officer performance review process.

1.3 In June 2024, LDSB updated its policy for the Chief Executive Officer Performance Appraisal (CPA) to align with the Ministry legislation.

2. Situation

2.1 Lakehead District School Board is required to establish a committee of no fewer than three and no more than seven members, plus the LDSB chair and vice chair, to conduct the annual performance appraisal for the chief executive officer.

2.2 One member shall be elected by the majority of the committee to act as its chair and one as vice-chair.

Recommendations:

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

1. That the establishment of the Chief Executive Officer Performance Appraisal Ad Hoc Committee be deferred to the Board Advisory Committee Meeting November 10, 2026.

2. The deferral is being requested due to Lakehead District School Board's Inaugural Board Meeting being held on November 3, 2026.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Chief Executive Officer