

PRESENT:

- Trustees: Chair Jane Bryce, Vice-Chair Scott McKinlay, Randy Campbell, Dave Douglas, Jack Fletcher, Elizabeth Hudie, Tom McGregor, Bob Murphy, Shannon Sasseville, First Nation Trustee Alternate Christy Bressette
- Student Trustee Cole Anderson
- Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Joy Badder, Dave Doey, Mike Gilfoyle, Gary Girardi and Taf Lounsbury
- Regrets: Trustees Ruth Ann Dodman, Lareina Rising, Student Trustee Brittany McLaren and Superintendent Phil Warner
- Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer
- Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. An In Memoriam for Student Zachary Chipperfield was read and a moment of silence was observed.
- #2016-27
Approval of the Agenda
Jan/26/2016
Moved by Jack Fletcher, seconded by Elizabeth Hudie,
"That the Agenda for the Regular Board Meeting Public Session of January 26, 2016 be approved."
CARRIED.
- Declaration of Conflict of Interest: No declarations of conflict of interest were issued.
- #2016-28
Approval of Minutes
Jan/12/2016
Moved by Elizabeth Hudie, seconded by Jack Fletcher,
"That the Board approve the Minutes of the Regular Board Meeting of January 12, 2016 as amended."
CARRIED.
- #2016-29
Action of the Regular Board Private Session be the Action of the Board
Moved by Scott McKinlay, seconded by Tom McGregor,
"That the Action of the Board in Private Session be the Action of the Board."
CARRIED.
- Presentations
Superintendent Gilfoyle introduced Paul Wiersma, Principal of St. Clair Secondary School (SCSS) in Sarnia and explained that SCSS staff applied for Ministry funding in 2014 to support St. Clair Secondary School's Healthy Eating Grant Project. They received \$50,000 to spend over two years. Principal Wiersma introduced Secondary Teacher Ann Oreskovich who worked with a team of nine teachers to develop their innovative proposal. Ann advised that it was as collaborative effort. She commented on the creation of a garden behind the school. She explained that the intent of the Ministry's grant was to help transform the food culture in a secondary school and build sustainable partnerships. The title of the SCSS project is *Garden To Table Promoting Colts Eating Healthy*. The project increased nutrition awareness for the students and strengthened SCSS's partnership with Community Living. Students participated in the projects over two summers. She outlined what the \$50,000 covered and shared information on crops grown and recipes created from the crops. Alexander Mackenzie Secondary School Teacher Tim Allen, created a beautiful mural in the cafeteria as part of the project. They felt it was a successful collaborative, cross curricular project involving many subjects, staff and students. Ann Oreskovich explained that they are currently growing crops in the greenhouses in preparation for spring planting. Chair Bryce thanked the presenters for sharing their information and congratulated them on the

success of their project.

Policy on *Criminal
Background Checks and
Offence(s) Declaration*
Report B-16-20

Director Costello explained that the policy on *Criminal Background Checks and Offence(s) Declaration* has been reviewed as part of the LKDSB cyclical review. The policy has been revised to include trustees and volunteers. Previously the Ontario Education Services Corporation processed criminal background checks for trustees but they have discontinued this service. The detailed process for volunteers and volunteer drivers is outlined in the LKDSB policies and regulations on *Volunteers* and *Volunteer Drivers*. Reports on these documents are part of the January 26, 2016 Board Agenda. A committee of elementary and secondary principals provided input into the proposed revisions to the policy and regulations. There is a detailed LKDSB Administrative Procedure to support the *Criminal Background Checks and Offence Declarations* Policy. He noted that there is strong support from LKDSB Parent Involvement Committee members to require all volunteers to obtain a Vulnerable Sector Criminal Background Check (C.B.C.).

#2016-30
Policy on *Criminal
Background Checks and
Offence(s) Declaration*

Moved by Tom McGregor, seconded by Elizabeth Hudie,

That the Board approve the revised policy on Criminal Background Checks and Offence(s) Declaration.

Trustee McGregor commented on the importance of the policy applying to volunteers. In response to Trustee McGregor's questions Director Costello explained that employee documentation is kept in personnel files in the Human Resources Department. Volunteer information would be secured in Principals' offices. Staff and Trustees will complete annual Offence Declarations electronically. Volunteers will complete a paper copy, check box form, and it will be secured in the Principals' offices. Appropriate action would be taken based on the nature of an offence. Incidents involving children would require definite action to be taken. The Board's lawyer would be consulted when appropriate. He confirmed that the corresponding LKDSB administrative procedures would be updated to reflect approved changes to the policy. It was agreed that service providers that come into close contact with students would be added to the Offence(s) Declaration policy statement. It was confirmed that contractors working on roof projects are required to obtain checks on all their staff as are contract custodians, lawn care workers, etc. Superintendent McKay confirmed that documentation on contractors and sub-contractors is kept on file.

CARRIED.

Policy and Regulations on
Volunteers
Report B-16-21

Director Costello advised that the policy and regulations on *Volunteers* have been reviewed as part of the LKDSB cyclical review. A committee of elementary and secondary principals provided input into the proposed revisions to the policy and regulations. The title of the policy and regulations has been revised to read *Volunteers*. A minor word change is proposed for the policy. Changes have been made to the definition portion of the regulations to provide further clarity. The screening process for volunteers has been revised. The criteria that determines whether or not a volunteer is required to obtain a criminal background check has been changed. It is no longer based on a risk level chart. It has been replaced with a list of types of volunteers that are required to obtain vulnerable sector criminal background checks. Input was obtained from the Board's insurance provider and other school boards. The proposed changes are aimed at protecting students. Under the proposed changes, volunteers would be required to obtain an initial Vulnerable Sector Criminal Background Check (C.B.C.) as well as every five years and undergo the formal school screening process. Principals on the review committee proposed the five year cycle. Volunteers would also have to

provide an annual Offence Declaration. A detailed LKDSB administrative procedure accompanies the policy and regulations. The proposed changes to the policy and regulations on *Volunteers* are also reflected in the proposed changes to the LKDSB policy and regulations on *Volunteer Drivers*.

It is proposed that the requirements be implemented for the 2016/2017 school year to provide principals time to communicate the changes and work with the volunteers to implement the requirements. The Parent Involvement Committee members strongly support all volunteers be required to provide a C.B.C. Director Costello acknowledged that these requirements may make it difficult in some small schools to retain volunteers. The changes are aimed at mitigating risk for students. It was noted that the documents are as current as the time issued and not a guarantee.

Director Costello outlined the details of the regulations. Superintendent Lounsbury explained that the *statement LKDSB Co-op students, Student Teachers and Co-op students from other institutions are not defined as volunteers at the site of their placement* was included to delineate for principals the difference between a volunteer and LKDSB Co-op students and students coming from other institutions. The students coming from other institutions are required to obtain a C.B.C. through their institution. They provide the school principal with a card from their institution confirming they have obtained the required documentation.

Moved by Scott McKinlay, seconded by Elizabeth Hudie

#2016-31
Policy and Regulations on
Volunteers Revised

“That the Board approve the revised policy and regulations on *Volunteers*.”

It was agreed to add the words *bi-weekly and monthly* to regulation 19 a).

It was agreed to remove regulation 19. d) because it is covered in 19 a).

It was agreed to change the word *athletes* to *students* in regulation 14.

It was agreed to change the words *him/her* and *his/her* to *them* in regulation 16.

It was agreed to revise the definition statement to read *When not specifically stated, LKDSB Co-op students, Student Teachers and Co-op students from other institutions are not defined as volunteers and are required to obtain a C.B.C. from their home organizations.*

Trustees shared their opinions on whether or not all volunteers should be required to obtain a C.B.C. for overnight trips or just volunteers on elementary trips, regulation 19 c). The need to protect all students was noted. Liability concerns were expressed. The need to provide principals with some latitude in emergency situations was expressed. The requirements of other agencies and organizations for all volunteers to obtain C.B.C.s were shared.

#2016-32
Amendment to the Original
Motion Approved

Moved Tom McGregor, seconded by Jack Fletcher,

“That the words *approved by the Superintendent on the recommendation of the principal* be added to item 19 c).”

AMENDMENT CARRIED.

MOTION AS AMENDED CARRIED.

Policy and Regulations on
Volunteer Drivers
Report B-16-22

The corresponding LKDSB administrative procedures will be revised to reflect the approved changes.

Director Costello explained that the policy and regulations on *Volunteer Drivers* have been reviewed as part of the LKDSB cyclical review. A committee of elementary and secondary principals provided input into the proposed revisions to the policy and regulations. Policy changes are not proposed. Changes have been made to the regulations to reflect the current Ontario Driver's Licence requirements. Under the proposed changes, all volunteer drivers would be required to obtain an initial Vulnerable Sector Criminal Background Check (C.B.C.) as well as every five years and undergo the formal school screening process. Principals on the review committee proposed the five year cycle. Volunteers would also have to provide an annual Offence Declaration. The proposed changes are aimed at protecting students. Input was obtained from the Board's insurance company. A detailed LKDSB administrative procedure accompanies the policy and regulations. The proposed changes to the policy and regulations on *Volunteer Drivers* are also reflected in the proposed changes to the LKDSB policy and regulations on *Volunteers*. A report on these documents is part of the January 26, 2016 Board Agenda as well. It is proposed that the requirements be implemented for the 2016/2017 school year to provide principals time to communicate the changes and work with the volunteers to implement the requirements. Director Costello outlined the changes to the Volunteer Drivers regulations. Superintendent Gilfoyle explained that the exception outlined in regulation 11 applies to LKDSB Co-op student placements or students taking Dual Credit courses at the Colleges.

#2016-33
Review of Policy and
Revised Regulations on
Volunteer Drivers
Approved.

Moved by Bob Murphy, seconded Jack Fletcher,

"That the Board approve the review of the policy and the revised regulations on *Volunteer Drivers*."

It was confirmed that it could apply to Student Trustees as well with appropriate approval.

The definition of the words *family member* in regulation 3 was discussed.

#2016-34
Amendment to original
Motion Approved

Moved by Scott McKinlay, seconded by Elizabeth Hudie,

"That the regulation 3 be amended to read *A volunteer driver should be a parent/guardian, community member or Board employee, subject to the approval of the principal. Volunteer drivers must be 21 years of age or older or meet the conditions of #11 of this Regulation.*"

It was agreed that the definitions in the Volunteers regulation will be included in the Volunteer Drivers regulations.

It was noted that principals want to be the person contacted if there is an accident when students are being transported (regulation 8).

AMENDMENT CARRIED.

MOTION AS AMENDED CARRIED.

Director Costello thanked Trustees for their input. The changes will be implemented in September 2016 to provide principals time to communicate the

changes and work with the volunteers to implement the requirements. He acknowledged that there will be concerns at the school level.

It was noted that this policy and regulation do not apply to drivers picking up students after school.

Special Education Advisory
Committee (SEAC) Report
Report B-16-23

Trustee Hudie reported on the Special Education Advisory Committee (SEAC) meetings held on January 14, 2016 via video-conference between the Sarnia Education Centre and the Chatham Regional Education Centre. Rose Gallaway was re-elected to the position of Chair and Elizabeth Hudie agreed to continue as the Vice-Chair. SEAC agreed to amend the presentation schedule to include an additional offering from Sarnia Lambton Community Living. SEAC members reviewed sections of the LKDSB Special Education Plan. Ellie Fraser, Mental Health Lead for the LKDSB, provided an update on mental health initiatives that have taken place, and highlighted plans for the future. The various training opportunities available to staff were outlined. The Association Representatives on SEAC provided updates. It was confirmed that suicide prevention is a LKDSB protocol. Arrangements will be made for Mental Health Lead Ellie Fraser to provide a workshop for Trustees.

Accommodation Review
Committee Updates

Superintendent Girardi reported on the first Sarnia South Secondary Schools ARC meeting that was held on January 13, 2016 at St. Clair Secondary School (SCSS). The meeting began at 6:30 p.m. and was scheduled to conclude at 8:30 p.m. The ARC members had agreed at the Orientation Session on January 6, 2016 to extend the ARC meeting past 8:30 p.m. if necessary. The ARC meeting concluded at 10:27 p.m. at which time there were no further questions or comments from the ARC members or the public. Superintendent Girardi explained that the first half of the meeting was organized around providing information for the context of the recommendation including the mandate of the ARC, an overview of the Orientation Session provided to the ARC members, the LKDSB regulations and the Ministry changes, an outline of the communication plan for the ARC, a presentation of the Pupil Accommodation Report and the Initial Staff Report and School Information Profiles (SIP). The second half of the meeting included input and questions from the ARC members and presentations and questions from the public. There were approximately 95 people in attendance. Much concern and passion was expressed over the consolidation of the two schools. The surrounding community of Sarnia Collegiate Institute & Technical School (SCITS) voiced concern over what the loss will mean for residents and business as well as the loss of the institution itself. He noted that the Mayor of Sarnia forwarded a letter to Council asking for an investigation into an economic analysis of what will occur should either school close. As a result, City staff has contacted Superintendent Girardi. Superintendent Girardi advised that he will also be meeting with the Sarnia Heritage Committee representatives. Senior Administration will continue to meet with LKDSB union representatives to ensure transparency with the process for their members. Tours of SCSS and SCITS are being arranged for ARC members. He advised that that the question and answer section on the LKDSB website has been updated and the Minutes/Record of Action from the ARC meeting is posted. Superintendent Girardi drew Trustees' attention to one of the questions and corresponding answer on the website. The question reads *The LKDSB states it will apply to the Ministry for \$14 million capital funding for upgrades to SCSS to include the addition of an auditorium/theatre and community centre. It is our conclusion that the auditorium/theatre and community centre will not be built as there is not a community partner at the table, and that you were fully aware of this when the Pupil Accommodation Report was prepared.* The corresponding answer reads *Senior Administration Staff have followed up with*

Ministry of Education Capital Planning staff regarding the above statement. On January 20, 2016, Senior LKDSB staff spoke with two Ministry Senior Capital Analysts. Both of those Ministry staff have confirmed that It is not a required element that all Capital requests to construct auditoriums/theatres on school sites be done in partnership with another party. The following quotation is from one of the Ministry's Senior Capital Analysts for your perusal: The Ministry provides funding for new school construction based upon space and cost benchmarks established by an expert panel of school board officials. The Ministry's benchmarks do not include funding specifically for auditoria or theatres. However, school boards have the flexibility to include these spaces in their designs as long as their total design remains within the allocated benchmark amounts. Alternatively, boards may include additional funding from a 3rd party partner (municipality, local theatre group, fundraising) as a means to support the construction costs of including an auditorium or theatre in their design. This fact was also confirmed on January 20, 2016 by a conversation between the LKDSB Director of Education and the Ministry's Assistant Deputy Minister of Finance. Community partners are always viewed favourably by the Ministry when making grant applications. If the school consolidation is approved by the Board, Senior Administration will be directed to explore partnership opportunities with the Board's First Nations Metis and Inuit partners for the proposed Aamjwinaang First Nation Centre in SCSS. Additional community partnership opportunities may be pursued for the possible auditorium addition. Regardless, the Board would have several options to consider regarding the funding source for a proposed Auditorium as regular Grants for Student Needs dollars are available to be utilized, as are specific Capital and School Consolidation Grants. If approved by Board, a Transition Committee would be struck and one of their tasks would be to help link the Board to community partners.

The next Sarnia South Secondary Schools ARC Meeting will be held on March 8, 2016 at SCITS.

Superintendent Girardi reported on the first Wyoming Area Schools ARC Meeting that took place on January 19, 2016 at Wyoming Public School. The meeting began at 6:30 p.m. and was scheduled to conclude at 8:30 p.m. The ARC members had agreed at the Orientation Session held on January 7, 2016 to extend the meeting if necessary. The ARC meeting concluded at 9:17 p.m. at which time there were no further questions or comments from the ARC members or the public. Superintendent Girardi explained that the first half of the ARC meeting was organized around providing information for the context of the recommendation including the mandate of the ARC, an overview of the Orientation Session, LKDSB regulations and Ministry changes, an outline of ARC communication plans, a presentation of the Pupil Accommodation Report and the Initial Staff Report and School Profiles (SIPs). The second half of the meeting included input and questions from the ARC members and presentations and questions from the public. There were approximately 35 people in attendance. Concern was expressed over the timeline of the consolidation of the two schools. There was some concern over the loss of South Plympton should the ARC recommendation pass but more concern was voiced over how the students from both schools would be accommodated in the process especially if funding from the Ministry could not be applied for prior to the vote by the Trustees to proceed with the recommendation presented to the ARC members. The next Wyoming Area Schools Committee Meeting open to the Public will be held on March 23, 2016 at South-Plympton.

In response to Trustee Fletcher's question regarding what other options Administration considered prior to making the recommendation to close SCITS and refurbish SCSS, Director Costello explained that Senior Administration had been deliberating for three or four years over the declining enrolment. The release of the FCI data from the Ministry and the Ministry's change in the funding formula provided more information to consider. The Ministry has stated that school boards need to close schools because school boards are losing money. The Ministry does not support funding empty pupil places. Trustees supported the development of a multiyear plan during the 2015/2016 budget development phase. He noted the difference between the City of Sarnia situation and the rural communities. SCSS and SCITS are located 3 km apart. Each building is half full and can accommodate all the students. Closing SCITS would provide the LKDSB with one of the biggest financial saving opportunities (\$1M). SCITS contains a great deal of asbestos that would need to be abated if any renovations were to be done to the building which would be costly. He stated that Senior Administration recognizes the history of both schools. Senior Administration believes it is the right approach to consolidate the two schools at SCSS and obtain money to enhance SCSS. The Ministry provided schools boards funding to address pupil accommodation issues. The LKDSB used the funding to create Superintendent Girardi's position. Senior Administration has considered the Grade 7 to 12 school model for Sarnia but did not feel it would address the needs. SCITS and SCSS would still only have approximately 500 students in Grades 9 to 12. Combining the two schools would create one school of approximately 1,000 students which would provide more program opportunities and greater equity for students. As well, two Grade 7 to 12 schools in the City of Sarnia would negatively impact the students attending Alexander Mackenzie Secondary School (AMSS). The Grade 7 to 12 school model works well in single secondary school communities. He explained that Senior Administration did not include AMSS in the ARC because the model at AMSS provides specialized programs for students at the school.

Superintendent McKay explained that Senior Administration did consider converting SCSS into an elementary school with all the secondary students at SCITS but it was felt that this would be a disservice to elementary students. The option of constructing a new elementary school in the Sherwood area was better for the elementary students rather than fitting elementary students in a secondary school. Locating elementary students at SCSS would require major renovations. He advised that Senior Administration feels that the LKDSB has developed a very solid case for a new school elementary in Sarnia. Senior Administration looked at all the pupil accommodation phases together and developed the best solutions for LKDSB students for the next 50 years. He explained that the Ministry looks at the Ministry developed FCI for schools to see if school boards are applying for funds for the higher or lower FCI school. Ministry representatives are very aware that the FCI is higher at SCITS than SCSS. An application to consolidate at SCITS would not carry the same weight at an application for to consolidate at SCSS. Superintendent McKay continues to seek clarification from the Ministry to ensure that the LKDSB application meets the Ministry's funding matrix.

Trustees Fletcher referred to Susan MacKenzie's emails regarding the proposed funding request for an auditorium and expressed appreciation for the Board's response provided. He expressed concern that the Board has to vote on the matter prior to receiving funding approval from the Ministry. Superintendent McKay commented that the Director has spoken to Ministry representatives and advised that it would be helpful if the LKDSB could have a funding commitment from the Ministry before Trustees have to vote on the issue. The Ministry has confirmed that this is not possible. Funding applications can only be submitted to the Ministry following Board approval. Senior Administration has been working very

closely with the Ministry Capital Planning representative to ensure the funding application will be successful. Senior Administration believes the \$14M application is more attainable rather than a new school build that the Ministry will not fund. He confirmed that funding is not guaranteed. Senior Administration will continue their efforts. They met with a number of Ministry representatives last week and this week. LKDSB understands that it needs to close schools and needs Ministry funding to move forward. Chair Bryce expressed appreciation for all the work being done by Administration with the Ministry representatives.

It was suggested that the funding application process information be restated at the next Sarnia South Secondary Schools ARC Meeting. Superintendent McKay explained that if the LKDSB was not successful on the first funding application for capital grant funding, the LKDSB would then apply for the third phase of the consolidation funding. Superintendent Girardi clarified that all the students will be attending SCITS prior to the LKDSB being notified by the Ministry if the funding application was successful or not. The relocation of students would take place prior to the Ministry funding decision. If the students are not consolidated into one site, the LKDSB will be forced to make funding cuts elsewhere, like program. Vice-Chair McKinlay commented on the need to address the pupil accommodation issues facing the LKDSB and the need to education students in the most economically efficient manner.

Financial Statements –
Expenditures to November
30, 2015
Report B-16-24

Superintendent McKay provided a summary of the Board's first quarter expenditures for the period from September 1 to November 30, 2015. The revised budget estimates were filed with the Ministry on December 15, 2015. The Ministry has provided the Board with additional project funding outside of the Grants. These project amounts are administered through individual contract agreements with the Ministry and are not included in this report. Overall, at this early stage of the budget year, the aggregated expenditures are tracking satisfactory to the overall budget. The Occasional/Supply Teachers budget category is currently running over the benchmark for the first quarter of fiscal 2015/16. This is the same experience as last year. Superintendent McKay in meeting with Elementary Principals to determine how to address the budget concerns in future years.

Correspondence

Chair Bryce commented on the email Trustees received January 26, 2016 from Susan MacKenzie regarding the Sarnia South Secondary School ARC. Chair Bryce forwarded the email to Director Costello, Superintendents Girardi, McKay, and Gilfoyle and Executive Assistant Johnston. She explained that all the alternative proposals, including this submission, will be addressed in the Community Consultation section of the Final Staff Report. Director Costello advised that the Final Staff Report will be presented to Board for information as per Board Regulations. There will be an opportunity for individuals to make delegations to the Board at the following Board Meeting. Administration may choose to revise the Final Staff Report based on community input. The Final Staff Report will be presented to Trustees for approval at the Board Meeting following the delegations. This is expected to occur at the April 26, 2016 Regular Board Meeting.

Trustee Questions

In response to Trustee McKinlay's question, Director Costello confirmed that the LKDSB Capital Plan was presented to Trustees at a Special Board Meeting on October 6 2015. The LKDSB Pupil Accommodation Report for 2015/2016, that contains the eight phase school consolidation plan, was presented to Board at the November 24, 2015 Regular Board Meeting.

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- Trustee Question In response to Trustee Fletcher's question, Director Costello confirmed that the Board does approve the LKDSB school year calendar. Superintendent Lounsbury is responsible for developing the LKDSB school year calendar in consultation with stakeholder groups. He advised that most school boards are planning to submit a modified school year calendar for the 2016/217 school year that would have December 23 as the last day of school before the December break rather than the Ministry's proposed date of December 16. The LKDSB 2016/2017 school year calendar will be brought to Board in February for approval.
- First Nation Trustee Alternate Bressette explained that it was brought to Trustee Rising's attention at the recent Native Advisory Committee Meeting that one of the First Nation Schools covered by an Education Services Agreement clause that First Nation Representatives shall be consulted on administrative changes had a change in administration without consultation. Director Costello confirmed that the Vice-Principal change North Lambton Secondary School occurred without consultation with the First Nation. He acknowledged that it was an oversight and advised that it would not happen again. Superintendent Doey confirmed that the Board has a commitment to ongoing dialogue on items of mutual interest and will be mindful of this going forward.
- Announcements The next Regular Board Meeting will be held on Tuesday, February 9, 2016, 7:00 p.m. at the Sarnia Education Centre.
- Adjournment There being no further business, Chair Bryce declared the meeting adjourned at 9:50 p.m.

Chair of the Board

Director of Education and Secretary of the Board