

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, AUGUST 30, 2016
7:00 p.m.

Board Room
Sarnia Education Centre
200 Wellington Street, Sarnia

A

	Page Reference
1. Call to Order	
2. In Memoriam	1
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Approval of the Minutes from June 28, 2016 Regular Board Meeting	2
6. Business Arising from the Minutes	
7. Motions Emanating from the Regular Board Private Session	
8. Motion that the Actions of the Regular Board Private Session be the Action of the Board.	
9. Presentations:	
10. Delegations:	
11. Questions from the Public	
12. Reports for Board Action	
a) Report of the Ad Hoc Naming Committee for the Consolidated St. Clair Secondary School and Sarnia Collegiate Institute and Technical School <u>Recommendation</u> "That the Board name the consolidated St. Clair Secondary School and Sarnia Collegiate Institute and Technical School the <i>Great Lakes Secondary School</i> ."	Trustee Douglas Report B-16-92 6
b) Policy – <i>Conflict of Interest – Employees and Volunteers</i> <u>Recommendation</u> "That the Board approve the new policy on <i>Conflict of Interest – Employees and Volunteers</i> ."	Director Costello Report B-16-93 8
c) Revised Regulations on <i>Pupil Accommodation</i> <u>Recommendation</u> "That the Board approve the revised regulations on <i>Pupil Accommodation</i> ."	Director Costello Report B-16-94 13
d) Revised Regulations on <i>Community Planning and Partnerships</i> <u>Recommendation</u> "That the Board approve the revised regulations on <i>Community Planning And Partnerships</i> ."	Director Costello Report B-16-95 21

- e) Request from Errol Village School to name the Library *The Nancy Swanstrom Learning Commons*.
Recommendation
 "That the Board approve the request from Errol Village Public School, to name the Library *The Nancy Swanstrom Learning Commons*." Superintendent Warner Report B-16-96 26
13. Reports for Board Information
- a) Ontario Public School Boards' Association Report Trustee Fletcher Oral Report
- b) Transition Update on the Consolidation of the St. Clair Secondary School and Sarnia Collegiate Institute and Technical School Superintendent Girardi Oral Report
- c) Financial Report 2015/2016 School Year Expenditures to May 31, 2016 Superintendent McKay Report B-16-97 28
14. Correspondence
15. New Business
16. Trustee Question Period
17. Notices of Motion
 Director Costello served Notice of Motion to revise Section 3.14 and 3.15 of the LKDSB Procedural By-laws:
- 3.14 Any person from the community or community group wishing to address the Board shall give ~~six four~~ working days notice in writing to the Secretary of the Board and shall indicate the matter or issue they wish to speak to ~~and provide a copy of their presentation with their request.~~ ~~Individuals or groups requesting permission to appear and speak before the Board or a Committee of the Board shall be requested to present their materials in writing to the Secretary of the Board at least four working days prior to the meeting.~~ ~~The Chair, Vice-Chair and Director of Education will review all requests at the Agenda Review Meeting prior to the Board Meeting and determine if the request will be placed on the Board Agenda.~~
- 3.15 ~~Approved requests from community members or groups person or group giving four days written notice~~ shall have ten minutes to address the Board. If more than ~~eight six~~ presentations are requested, the Chair ~~may will~~ schedule a Special Board Meeting to hear the presentations/delegations.
18. Future Agenda Items
19. Announcements
- a) The next Board Meeting will be held on September 13, 2016 at the Chatham Education Centre, 7:00 p.m.
20. Adjournment

In Memoriam

Stephanie Shaw

Stephanie Shaw passed away August 6, 2016 at the age of 16.

Stephanie would have been a Grade 12 student at Northern Secondary School. She will be missed by staff, students and all who knew her.

May God bless her family at this time of sorrow.

August 30, 2016

Lambton Kent District School Board

Minutes of the Regular Board Meeting of June 28, 2016 held at the Sarnia Education Centre

Present:

Trustees: Chair Jane Bryce, Vice-Chair Scott McKinlay, Randy Campbell, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Elizabeth Hudie, Tom McGregor, Bob Murphy, Shannon Sasseville

Student Trustee Cole Anderson and Brittany McLaren

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Joy Badder, Dave Doey, Mike Gilfoyle, Gary Girardi, Taf Lounsbury and Phil Warner, System Coordinator Student Achievement Secondary Mark Sherman

Regrets: Trustee Lareina Rising

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. and introduced Mark Sherman. As of August 1, 2016, he will be the Superintendent of Education-Program: Student Success/Secondary. He is replacing Superintendent Gilfoyle who is retiring July 31, 2016. On behalf of the Trustees, Chair Bryce thanked Superintendent Gilfoyle for his services to students of the LKDSB.

#2016-120
Approval of the Agenda
June/28/2016
Moved by Jack Fletcher, seconded by Tom McGregor,
"That the Agenda for the Regular Board Meeting Public Session of June 28, 2016 be approved."
CARRIED.

Declaration of Conflict of Interest: No declarations of conflict of interest were issued.

#2016-121
Approval of Minutes
June/14/2016
Moved by Ruth Ann Dodman, seconded by Randy Campbell,
"That the Board approve the Minutes of the Regular Board Meeting of June 14, 2016."
CARRIED.

#2016-122
Action of the Regular
Board Private Session be
the Action of the Board
Moved by Scott McKinlay, seconded by Jack Fletcher,
"That the Action of the Regular Board in Private Session be the Action of the Board."
CARRIED.

Presentations
Recognition of the
2015/2016 Student
Trustees
On behalf of the Trustees and Senior Administration, Chair Bryce thanked Student Trustees Brittany McLaren and Cole Anderson for their contributions at the Board Table. She congratulated the students on the scholarships that they received to help with their post-secondary education costs. Student Trustee McLaren will be attending Queen's University and Student Trustee Anderson will be attending the University of Western Ontario. They both will be studying kinesiology. Chair Bryce presented them with a token of appreciation from the Board.

Secondary Student Art
Sarnia Lambton
Trustee Hudie commented on her positive experience participating in the selection of secondary student art for Sarnia Lambton. She explained that art shows were held at the Gallery in the Grove and the Lawrence House. She thanked the students for allowing their pieces to be leased by the Board for one year. Northern student Joseph Iaccino advised that his painting was called Blue Tree. He explained that he was inspired by nature. Northern student Michelle Yao advised that her charcoal work was a self-portrait. Northern students Jacoba Plommer and Anita Voropajev were unable to attend but their pieces of art were displayed. Jacoba Plommer's painting was

called Homage to Georgia and Anita Voropajev's was a charcoal piece. Director Costello commented on the enthusiastic demonstration of student achievement. He thanked the students, parents and staff for attending.

Questions from the Public

Chair Bryce referred to the LKDSB Procedural By-laws Section 3.16 and 3:17, In addition to the foregoing, persons or groups may pose questions to the Board in accordance with the following procedure:

- a) the questioner shall submit the question either orally or in writing to the Chair of the Board;
- b) the Chair or his/her designate shall answer the questions if the information is immediately available or send a written reply following the meeting; and
- c) the questioner may ask a follow-up question for clarification. The Board may limit the number of questioners as it sees fit.

Chair Bryce requested that the individuals state their name and provide their email address so an answer could be provided if a follow-up reply was needed.

Susan MacKenzie asked when the school consolidation capital application for funding would be made available to the public. Superintendent McKay advised that it was a Capital Priorities Grant application that Administration submitted to the Ministry electronically. Information will be made available when the Ministry announces the awards. Director Costello explained that the application is generated electronically and submitted on line. Superintendent McKay explained that Administration posts everything right onto the Ministry website. The site is password protected. To the best of Administration's knowledge the Ministry does not share the information. Chair Bryce confirmed that Trustees do not see the application as it is submitted on-line.

Report from the Ad Hoc Naming Committee for the Consolidated Sarnia Collegiate Institute and Technical School (SCITS) and St. Clair Secondary School (SCSS)
Report B-16-87

Trustee Murphy reported on the June 20, 2016 Meeting of the Ad Hoc Naming Committee for the Consolidated Sarnia Collegiate Institute and Technical School (SCITS) and St. Clair Secondary School (SCSS). There was good attendance at the Meeting. The School Council representative for SCITS has had to step down so a replacement is being arranged. Committee members reviewed the LKDSB Regulations which contain some criteria for names. Trustee Murphy explained that the Committee Members felt that the new name should stay away from the names of the existing schools in their entirety. They did not support the new name reflecting SCSS or SCITS short forms either.

Trustee Murphy explained the two phase process for input from all stakeholder groups. Phase one involves the option of submitting a suggestion electronically. Under the ARC – Sarnia South Secondary School section of the LKDSB website, an electronic form will be available for stakeholders to submit proposed names for the renamed school with accompanying rationale. The option of printing off the form and submitting a hardcopy by mail or drop off will also be available. Hard copies may be placed in drop boxes at SCITS, SCSS and both LKDSB Board Offices. Electronic submission and hard copy submissions will be accepted from July 6 to July 27, 2016.

He explained that Phase 2 involves the Committee Members developing a short list of names between 4 to 5 to post on the LKDSB website for further stakeholder input. This phase will be open between August 3 and 17. Committee members will then meet on August 18, 2016 to review the data and come up with a recommendation by August 23 to be included on the August 30, 2016 Board Agenda. Committee Members wanted to move the process along through the summer so a name could be in place for September to allow the Transition Committee to proceed with selecting a mascot and logo for the consolidated school.

Chair Bryce congratulated Trustees Murphy and Douglas for serving on the Committee and the Committee Members' willingness to work over the summer for the benefit of the students. Trustee Murphy clarified that the Committee Members agreed that it will not be a voting process to select the name and the outcome would not be bound by any hierarchy of process. The idea behind posting a shortlist was for people to provide input who may not have originally submitted a name.

Special Education
Advisory Committee
Report (SEAC)
Report B-16-88

Trustee Hudie reported on the SEAC meeting held on June 16, 2016 at Wallaceburg District Secondary School. An overview of the initiatives that the Special Education Department and its Itinerant Teams were involved in during the 2015/2016 school year was provided as well as some of the initiatives planned for the 2016/2017 school year. The 2016/2017 Special Education funding has been reduced by approximately \$500,000 and student needs are on the increase. As a result, the Special Education Team has been working to build staff capacity and offer differentiated supports to schools. It was noted that a Transitional Pool of Educational Assistants was created to respond to student needs. The projected Special Education staffing complement for 2016/2017 was shared. The Association Representatives on SEAC provided updates. Trustee Hudie noted that the Ministry made a recent announcement that students formerly not entitled to funding for Intensive Behaviour Intervention (IBI) will now receive the services they need.

Consolidated St. Clair
Secondary School and
Sarnia Collegiate
Institute and Technical
School Transition
Process
Update

Superintendent Girardi advised that the SCSS/SCITS Transition Committee met on June 22. They were advised that the School Administration will be comprised of Principal Paul Wiersma and Vice-Principals Caroline White and Jeremy Gower. Building services staff are moving items from SCSS to the SCITS site. Year-end wrap up meetings are taking place as well as planning for September. Both principals continue to meet with IT building services staff to ensure a smooth start up for September. He shared the plans for Grade 9 registration/orientation on August 29, 2016. He advised that the record of action from the Transition Committee meetings is posted on the LKDSB website. Transition Sub-committees are being formed. The next meeting is scheduled for October 4, 2016 at the Consolidated School site.

Superintendent Girardi explained that Administration is in the process of gathering the names of individuals interested in sitting on the Ad Hoc Naming Committee for the Wyoming Area Schools. There is an opportunity on the LKDSB website for individuals to submit their name. The schools sent information home to parents. Names are being accepted until June 30, 2016.

New Business

Trustee Sasseville received concerns from parents about inconsistency amongst schools on how children are prepared for the first day of school for the new school year. Some students find out who their September teacher will be now and others do not receive any information. From a mental health aspect this is a concern. Some students suffer anxiety over the summer waiting to know. She questioned if there could be a more consistent approach for next year. Director Costello explained that as a parent of elementary students he is very empathetic to the question. He commented on a past practice of posting lists on schools doors which is no longer permissible. He explained that some principals are reluctant to inform students about who their teacher will be in September in case it changes because students relocate over the summer. People get upset if they do not get the promised teacher. Some schools have students spend a couple of hours in their September classroom with the new teacher on the last day of school in June. Director Costello supported taking action to reduce anxiety for students and possibly their parents. Superintendent Lounsbury explained that school staff do a good job transitioning kindergarten students into school and the Grade 8 students

moving to Grade 9. She confirmed that transitions are important to alleviate anxiety for students and parents. She explained that they have been sharing best practices among principals with the end goal of developing a plan for Grade 1 to 7 transitions moving forward. They are looking at ways to address the problem in the event a classroom assignment changes. In the fall the Program Staff will gather data and feedback and then look at developing consistent practices for September 2017. Trustee Sasseville thanked Administration for considering the issue and for putting together possible solutions. She feels the parents will be thrilled that they were heard and that Administration has taken steps to reduce the stress for the students and manage the transitions.

Trustee Question

Trustee Fletcher referred to Trustee McGregor's OPSBA report from the June 14, 2016 Board Meeting regarding the LKDSB hosting the November 5, 2016 Western Region Meeting and the suggestion from Trustee Rising for a First Nation partner to host the meeting. Trustee Fletcher asked Trustees to let him know if they support hosting a meeting and if they support it being hosted by one of the LKDSB's First Nation partners.

Announcements

The August 30, 2016 Regular Board Meeting will be held at the Sarnia Education Centre, 7:00 p.m.

Adjournment
7:50 p.m.

There being no further business, Chair Bryce declared the meeting adjourned at 7:50 p.m.

Chair of the Board

Director of Education and Secretary of the Board

REGULAR BOARD, PUBLIC SESSION

Report B-16-92

Report to the Board

From: Bob Murphy, Trustee
Chair of the Ad Hoc Committee to Name the Consolidated St. Clair Secondary School and Sarnia Collegiate Institute and Technical School

Date: August 30, 2016

Subject: Report of the Ad Hoc Naming Committee for the Consolidated St. Clair Secondary School and Sarnia Collegiate Institute & Technical School

At the May 10, 2016 Regular Board Meeting, the Board passed the following Motion to form an Ad Hoc Committee to recommend to the Board a name for the consolidated secondary schools in Sarnia.

“That the Board approve the establishment of an Ad Hoc Naming Committee effective June 1, 2016 to October 31, 2016 to recommend to the Board a name for the consolidated St. Clair Secondary School and Sarnia Collegiate Institute & Technical School and provide a progress report to the Board at the August 30, 2016 Regular Board Meeting. The Board will appointment of two Trustees to serve on the Naming Committee.”

The Committee was comprised of:

Administration

Trustee Bob Murphy
Trustee Dave Douglas
Superintendent Mark Sherman
First Nation Representative Vicki Ware

Sarnia Collegiate Institute and Technical School (SCITS)

Staff Representative	Matt Godfrey
Staff Representative	Bill Cornell
School Council Representative	Sherry Gould
Community Representative	Todd Monaghan

St. Clair Secondary School

Principal	Paul Wiersma
Staff Representative	Diane Vienneau
Staff Representative	Jerome de Schiffert
School Council Representative	Kristen Schrie
Community Representative	Andy Mackay

The Ad Hoc Committee met on June 20, 2016, August 2 and August 18, 2016.

Submission Process:

- Phase 1 – July 6 to July 27, 2016 – Community Brainstorming Phase
 - Suggested school names with accompanying rationale were submitted electronically via the LKDSB website or in in hard copy at SCITS or SCSS or one of the Board Offices. A total of 145 possible name submissions were received.
- Phase 2 – August 3 to August 17, 2016 – Stakeholder input sought on ‘Shortlisted’ proposed school names.
 - Great Lakes Secondary School
 - Sarnia Clearwater Collegiate
 - Bluewater Collegiate
 - Input was submitted electronically via the LKDSB website or as a hard copy in a drop box at SCITS or one of the Board Offices. The deadline for submissions was Friday, January 7th, 4:00 p.m. A total of 293 submissions were received.

The Ad Hoc Naming Committee met on August 18, 2016 to consider the input and select a name to recommend to the Board.

Members came to consensus on the name *Great Lakes Secondary School*.

The rationale behind the selection of the name *Great Lakes Secondary School* is as follows.

Committee members agreed on the geographic relevance of referencing the Great Lakes for a local school and that the Great Lakes exude an image of power and confidence. Over 50% of Phase 2 respondents supported the shortlisted name *Great Lakes Secondary School* and that support was representative of all stakeholder groups: students, staff, community members and alumni.

Recommendation:

“That the Board name the consolidated St. Clair Secondary School and Sarnia Collegiate Institute and Technical School the *Great Lakes Secondary School*.”

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: August 30, 2016

SUBJECT: *POLICY CONFLICT OF INTEREST – EMPLOYEES AND VOLUNTEERS*

Executive Council members identified the need to develop a policy and corresponding administrative procedure on conflict of interest for employees and volunteers to increase awareness. Incidents have occurred over the years which could have been avoided with advanced education. The intent of this policy is to inform staff and volunteers of situations which could pose potential conflicts of interest according to the Education Act, Ontario College of Teachers, and/or the Ontario Teachers Federation Policies - Professional Ethics.

Trustees are covered under the Municipal Conflict of Interest Act and the LKDSB Procedural By-laws.

Representatives from the local unions, federations, Lambton-Kent Ontario Principals' Council and LKDSB Non-Union Staff have all reviewed the documents.

The corresponding Administrative Procedure is attached for information. Executive Council approves Administrative Procedures.

Recommendation:

“That the Board approve the new policy on *Conflict of Interest – Employees and Volunteers.*”



POLICY

SUBJECT: Conflict of Interest – Employees and Volunteers

It is the policy of the Lambton Kent District School Board to commit to safeguarding the public interest and trust in public education by identifying and acting on potential and perceived conflicts of interest for employees and volunteers.

DRAFT

Implementation Date:

Reference: Education Act, R.S.O. 1990, c E.2, s 217(1-4)
Ontario College of Teachers Act, S.O. 2009, c 33, Reg 437/97, s 26
Ontario Teachers Federation Policies, Professional Ethics
LKDSB Administrative Procedure

ADMINISTRATIVE PROCEDURES

SUBJECT: CONFLICT OF INTEREST - EMPLOYEES AND VOLUNTEERS

Definitions

A *conflict of interest* encompasses when one's personal or business interests conflict, or appear to conflict, with the interests of the Board.

For the purpose of this Administrative Procedure, the term *employee* will include individuals who volunteer with the Board.

Circumstances in which a conflict of interest could or might be deemed to exist include, but are not limited to the following:

1) Financial

- a. Participation in a decision, or influencing a decision for a purchase or transaction
- b. Ownership or interest in a supplier, contractor, or other entity which has business with the Board
- c. Ownership or interest in a property or business which could be affected by an action of the Board
- d. Using students, staff, or Board resources or facilities to the benefit of an employee
- e. Offering of services which would be included in the normal scope of a job for financial gain (ex. Paid private tutoring of a student from one's own class)
- f. Please also see Administrative Policy and Regulation regarding Prohibition of Entrepreneurial Activities by Employees (R-AD-120-15).

2) Supervisorial

- a. Involvement in hiring of a family member or someone with whom there is a close personal relationship
- b. Supervision or management of a family member or someone with whom there is a close personal relationship

Duty to Disclose

Individuals must report any actual, possible, or perceived conflicts of interest they may have to their immediate supervisor with the Board, as soon as they become aware of the conflict.

The supervisor will consult with the Superintendent of Business (for potential financial conflicts of interest) or with the Superintendent of Human Resources (for potential supervisory conflicts of interest) to determine course of action, if required.

Failure to report a conflict of interest to a supervisor may result in disciplinary action.

References

It is imperative that employees be viewed as acting in the best interests of the public and that they do not compromise themselves in the discharge of their duties. The following legislative reference and professional standards govern the conduct of the employees of the board:

Excerpts from the *Education Act*, R.S.O. 1990, CHAPTER E.2

Section 217. (1) **Promotion or sale of books, etc., by employees of board or Ministry to board, pupil, etc., prohibited.**--No teacher, supervisory officer or other employee of the board or of the Ministry shall, for compensation of any kind other than his or her salary as such employee, promote, offer for sale, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teachers' college, or to any pupil enrolled therein.

(2) **Exception for authors.**--Subsection 1 does not apply to a teacher, supervisory officer or other employee of the board in respect of a book or other teaching or learning materials of which he or she is an author where the only compensation that he or she receives in respect thereof is a fee or royalty thereon.

(3) **Employment of employee of board or Ministry to promote sale of books, etc, to board, pupil, etc., prohibited.**--No person or organization or agent thereof shall employ a teacher, supervisory officer or other employee of the board or of the Ministry to promote, offer for sale or sell, directly or indirectly any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teachers' college, or to any pupil enrolled therein, or directly or indirectly give or pay compensation to any such teacher, supervisory officer or employee for such purpose.

(4) **Penalty.**--Every person who contravenes any provision of subsection (1) or (3) is guilty of an offense and on conviction is liable to a fine of not more than \$1,000. Section 286 (4) **Full-time position.**--Except as otherwise provided by this Act or the regulations, a supervisory officer shall not, without the approval of the Minister, hold any other office, have any other employment or follow any other profession or calling, during his tenure as a supervisory officer.

Policies of the Ontario Teachers' Federation

Section II, PROFESSIONAL ETHICS

It is the policy of the Ontario Teachers' Federation:

A. Tutoring

1. That any member tutoring a pupil consult with the teacher of the pupil concerned.
2. That no member shall accept remuneration for tutoring the member's own pupils unless exceptional circumstances prevail.

Implementation Date: July, 2016 Revised:
Reviewed:

Reference: Education Act R.S.O 1990, c E.2, s 217(1-4), 286(4)
Ontario College of Teachers Act, S.O. 2009, c 33, Reg 437/97, s 26 Ontario Teacher Federation
Policies, Professional Ethics
LKDSB Policy

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: August 30, 2016

SUBJECT: REGULATIONS – PUPIL ACCOMMODATION

Based on the recent pupil accommodation review experience and stakeholder feedback, Executive Council members identified the need to revise the LKDSB Pupil Accommodation Regulation.

The changes made to the Pupil Accommodation Regulation reflect how the process evolved during the pupil accommodation reviews.

Summary of the Changes:

- Differentiation between Pupil Accommodation Report and Initial Staff Report
- Inclusion of ARC Working Meetings
- Individuals wishing to delegate at a Public Accommodation Review Meeting must submit their request in writing seven days prior to the meeting.
- A facilitator will conduct the Public Accommodation Review Meetings
- Public input on the Final Staff Report will be presented to Board as an Addendum to the Final Staff Report
- Delegations related to the pupil accommodation review which is being voted upon at a specific Board Meeting will not be received at that same Board Meeting.
- Public input on boundary revisions will be part of the pupil accommodation process and not a separate process.
- Terms of Reference for the Accommodation Review Committee include working meetings.

Recommendation:

“That the Board approve the revised regulations on *Pupil Accommodation*.”



REGULATIONS **DRAFT**

Subject: Pupil Accommodation

INTRODUCTION

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics and program needs while ensuring continued student achievement and well-being, and the financial viability/sustainability of the school board.

School boards are responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of their elementary and secondary programs. These decisions are made by school board trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources. In some cases, to address changing student populations, this requires school boards to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures.

1. Annually the Director of Education will present a Pupil Accommodation Report to the Board (~~Initial Staff Report~~). The report and all supporting documents will be posted on the Board's website.
2. The Pupil Accommodation Report should include such items as:
 - (a) the current and projected enrolments in each school;
 - (b) the relationship of current and projected enrolments to school capacities;
 - (c) the number of out-of-area students in attendance at each school;
 - (d) the location of and enrolment in special programs which attract students from other parts of the system;
 - (e) the status of the physical plants and the identification of current and future use including capital projects and potential partnerships;
 - (f) the number and location of portable or temporary classrooms;
 - (g) financial data including the costs of capital work and replacement costs of the LKDSB schools ~~the economic viability of each school in accordance with the funding formulae~~;
 - (h) information from the Annual Community Planning and Partnership Meeting;
 - (i) other information that the Director of Education may deem to be relevant.
3. ~~The Director may decide to present~~ an Initial Staff Report(s) ~~will identify, if necessary, the need~~ **outlining the need** to conduct an accommodation review of one or more schools and the establishment of an Accommodation Review Committee. This report will also include options to address the accommodation issue(s) and supporting rationale. This ~~portion of the report~~ will include the following:
 - o summary of accommodation issue(s) for the school(s) under review;
 - o where students would be accommodated;
 - o if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
 - o identify any program changes as a result of the proposed option;
 - o how student transportation would be affected if changes take place;
 - o if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
 - o any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space;
 - o each recommended option will include a timeline for implementation.

4. Following the date of the Board's approval to conduct a pupil accommodation review, Administration will notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
5. Following the Board's approval to undertake a pupil accommodation review, Administration will provide written notice of the Board's decision within 5 business days to each of the affected single, lower and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board's Initial Staff Report.
6. The Accommodation Review Committee (ARC) will function according to the Terms of Reference outlined in this Regulation.
7. ~~Once after~~ the Board announces its intention to conduct an accommodation review ~~of a school or schools~~, Senior Administration will hold two public **accommodation review** meetings.
 - a) ~~There can be no fewer than thirty~~ **business** days notice prior to the first public **accommodation review** meeting.
 - b) ~~There can be no fewer than 40 business days between the first and final public accommodation review meetings. Beginning with the first public meeting the consultation period must be no fewer than forty days. The ARC must hold two meetings which are open to the public.~~
8. The first **public accommodation review** meeting must include the following:
 - a) an overview of the ARC orientation session, ~~which will be held prior to the first public ARC meeting;~~
 - b) **a presentation of the** Initial Staff Report with recommended option(s);
 - c) a presentation of the School Information Profile(s). ~~School holidays are not considered part of the thirty or forty day time period.~~
9. ~~Individuals may apply to present at the public accommodation review meetings by completing the attached request form. Approved presenters will be provided 5 minutes. Request forms must be received electronically or hard copy at the Sarnia or Chatham Education Centre by 4:00 p.m. seven days prior to the public accommodation review meeting.~~
10. ~~Additionally, individuals may pose questions in accordance with the following procedure:~~
 - a) ~~the questioner shall submit the question either orally or in writing to the Facilitator,~~
 - d) ~~the Facilitator or a member of Senior Administration shall answer the question if the information is immediately available~~
 - e) ~~the questioner may ask a follow-up question for clarification.~~

~~The meeting Facilitator may limit the number of questioners as he/she deems appropriate.~~
12. ~~The ARC shall hold at least two working meetings within the timeframe outlined in #7. Members of the public will be allowed to attend working meetings as observers.~~
13. Administration will provide ARC members with School Information Profiles (SIP) for the school(s) involved in the ARC **at the orientation session.**

14. The affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their input **in regard to the Initial Staff Report** in writing to the Director of Education on the recommended option(s) in the school board's Initial Staff Report before the final public meeting. School boards must provide them with advance notice of when the final public meeting is scheduled to take place.
15. School boards must document their efforts to meet with the affected single, lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the Final Staff Report to the Board of Trustees.
16. At the conclusion of the pupil accommodation review process, the Director will submit a Final Staff Report to the Board which **must will** be available to the public and posted on the Board's website. The Final Staff Report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review. Board staff may choose to amend their proposed option(s) included in the Initial Staff Report. The recommended option(s) must also include a proposed accommodation plan which contains a timeline for implementation.

The Final Staff Report **must will** be publicly posted no fewer than 10 business days after the final ARC public meeting.

17. Once the Director submits the Final Staff Report to the Board, the Board will allow members of the public to provide feedback on the Final Staff Report through public delegations to the Board at a **regular** Board Meeting as per Board By-Laws. From the posting of the Final Staff Report, there must be no fewer than 10 business days before the public delegations. Following the public delegations to Board, LKDSB staff will compile information presented by the public delegations which will be presented to the Board **as an Addendum to the** Final Staff Report.
18. The Board will be provided with the Final Staff Report and **the Addendum** including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review. The Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.

There will be an opportunity for members of the public to delegate to the Board no fewer than 10 business days **between public delegations and prior to** the final decision of the Board of Trustees. **Delegations related to the pupil accommodation review which is being voted upon at a specific Board Meeting will not be received at that same Board Meeting.**
19. If the Board passes a motion to close a school, Administration will outline clear timelines around when the school(s) will be closed and provide opportunity for public input on boundary revisions **as part of the pupil accommodation process.** (~~Administrative Procedure~~).
20. The Board will establish a Transition Committee to address the transition of students and staff.
21. The naming of a new school or consolidated school will be done in accordance with the Board's policy and regulations on *Naming and Renaming of Board Facilities*.
22. The approved changes will be implemented by the Director of Education, in accordance with Ministry Regulations/Guidelines and the Board Administrative Procedures, prior to the commencement of the next school year or at a time approved by the Board.

23. The following outlines circumstances where school boards are not obligated to undertake an accommodation review in accordance with the Ministry of Education's Pupil Accommodation Review Guidelines.
- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board's policy;
 - where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board's policy;
 - when a lease for the school is terminated;
 - when a school board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
 - when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
 - where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
 - where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, the Director will inform school communities about proposed accommodation plans for students before a decision is made by the Board. The Board will also provide written notice to each of the affected single, lower and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division, no fewer than 5 business days after the decision to proceed with an exemption.

Accommodation Review Committee (ARC) Terms of Reference

Mandate:

The Accommodation Review Committee (ARC) represents the school(s) under review and acts as the official conduit for information shared between the school board and the school communities. The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report. The ARC may provide other accommodation options than those included in the Initial Staff Report; however, it must include supporting rationale for any such option.

Process:

1. The Accommodation Review Committee (ARC) membership includes the following from each affected school: 1 to 3 students and an equal number of parents/guardians, a school administrator, and a community representative as well as a First Nations representative if appropriate. The Director or designate facilitates and chairs ARC meetings. Trustees are encouraged to attend as observers.
2. The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.
3. Once ~~After~~ the Board has announced its intention to conduct an accommodation review of a school or schools, the ARC shall hold at least two working meetings. ~~There can be must be no less than thirty business days notice prior to the first public ARC meeting. There can be no fewer than 40 business days between the first and final public meeting. Beginning with the first public meeting the consultation period must be no fewer than forty days.~~ Members of the public will be allowed to attend working meetings as observers.
4. Administrative staff will complete a School Information Profile (SIP) for each school under review and provide it to the ARC ~~for review~~. The ARC may request clarification about information provided in the SIP; however, it is not the role of the ARC to approve the SIP.
5. Each working ARC meeting agenda will be posted on the Board's website.
6. A secretary ~~will is provided to~~ keep minutes/~~Record of Action~~ of the meetings which will be posted on the Board's website. ~~that reflect the full range of opinions expressed. Minutes/Record of Action are posted on the Board's website.~~

School Information Profile (SIP)

Each school under review will have a SIP completed at the same point-in-time. ~~for comparison purposes.~~ School board staff are required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include *the* specific school(s) in a Pupil Accommodation Review. The SIP provides an understanding of and familiarity with the facilities under review.

The SIP is expected to include data for each of the following two considerations about the school(s) under review:

- value to the student; and
- value to the school board.

Pupil Accommodation Review Timelines

Item		Timeline
A	Pupil Accommodation Report/Initial Staff Report Board Establishes ARC(s)	Annually at a Board Meeting
B	Notify Municipal partners and invite them to meet/discuss Initial Staff Report with staff	Within 5 business days of the Board establishing an ARC (Item A)
C	ARC Orientation Session	To be determined prior to the first public ARC Meeting
D	From the Announcement of the ARC to the first public ARC Meeting.	Not less than 30 business days after the Board establishes an ARC (Item A)
E	From the first public ARC Meeting to the final public ARC Meeting	Not less than 40 business days
F	Final Staff Report to be presented to Board and posted on Board website (may include information from the municipalities and/or ARC)	Not less than 10 business days after the Final Public ARC Meeting (Item E)
G	Public delegations to a Board Meeting	Not less than 10 business days after the Final Staff Report is presented to Board (Item F)
H	Final Staff Report with possible amendments presented to Trustees at a Board Meeting for final decision	Not less than 10 business days after public delegations to a Board Meeting (Item G)

Implementation Date: May 13, 1998 (original)
 Revised: October 8, 2002, March 27, 2007, September 15, 2009, March 27, 2012
 June 23, 2015

Reference: Board Policy Pupil Accommodation
 Board Policy & Regulations Community Planning and Partnerships
 Board Policy & Regulations Naming and Renaming of Board Facilities
 Ministry of Education Pupil Accommodation Review Guideline
 Ministry of Education Community and Planning Partnership Guideline

Request to Delegate at a Public Pupil Accommodation Review Meeting

Applicant's Name: _____

Contact Information: _____

Organization/Affiliation: _____

Names of those making delegation: _____

Topic of Delegation and Outline: _____

NOTE:

Delegations will be limited to five minutes in length and a copy of the presentation must be provided to the Facilitator of the Meeting.

Requests to delegate at a Public Pupil Accommodation Review Meeting must be received electronically or in hard copy at the Sarnia or Chatham Education Centre by 4:00 p.m. seven days prior to the public accommodation review meeting.

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: August 30, 2016

SUBJECT: REGULATIONS – *COMMUNITY PLANNING AND PARTNERSHIPS*

Based on the experience with the Capital Planning Process this past year, Executive Council is recommending that the Annual LKDSB Capital Plan be presented at a Regular Board Meeting rather than a Special Board Meeting. This is acceptable under the Ministry of Education Community Planning and Partnerships Guidelines. The LKDSB regulations have been revised to reflect this change.

Recommendation:

“That the Board approve the revised regulation on *Community Planning and Partnerships*.”

REGULATIONS

SUBJECT: Community Planning and Partnerships

BACKGROUND

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics and program needs while ensuring continued student achievement and well-being, and the financial viability/sustainability of the school board.

School boards around Ontario have successful facility partnerships involving coterminous boards and other community partners. The Ministry of Education introduced a new Community Planning and Partnerships (CPP) Guideline (March 2015) to encourage boards and communities to build and maintain successful partnerships.

The intent of the Ministry Community Planning and Partnerships Guideline is to:

- Reduce facility operating costs for school boards and government;
- Improve services and supports available to students;
- Strengthen relationships between schools boards and community partners and the public;
- Maximize the use of public infrastructure through increased flexibility and utilization; and
- Provide a foundation for improved service delivery for communities.

AVAILABLE SPACE

1. In order to maximize the efficiency of operations, the Board will work with interested and approved partners to share unused surplus space in school facilities.
2. The Board will determine available space based on the following criteria:
 - Space needs of educational programming and initiatives,
 - The Board's pupil accommodation strategies including school consolidations,
 - Student achievement and safety goals,
 - Zoning and site use restrictions,
 - Facility condition, configuration of space and other site specific factors,
 - Suitability and long-term availability of surplus space.

CRITERIA FOR SHARING AVAILABLE SURPLUS SPACE

3. Facility partnerships must be appropriate for the school setting, provide value to the student population and must not compromise the student achievement strategy.
4. The health and safety of students must be protected.

5. Facility partnerships must provide a reduction in facility operating costs.
6. Facility partnerships must improve services and supports available to students.
7. Facility partnerships must strengthen relationships between the Board and community partners and the public,
8. Facility partnerships must maximize the use of public infrastructure.
9. Facility partnerships must provide a foundation for improved service delivery for communities.
10. Facility partnerships will not prevent the Board from building, renovating or closing schools or from disposing of surplus assets when required.
11. Entities providing competing education services are not eligible partners.

NOTIFICATION PROCESS

12. The Board will post information on the Board website regarding its intention to build new schools and to undertake significant renovations, and information regarding unused space in open and operating schools and administrative buildings, that is available for facility partnerships.
13. The Board will notify the following entities regarding community planning and/or facility partnerships:
 - Conseil Scolaire Viamonde (116 Cornelius Parkway, Toronto, ON. M6L 2K5)
 - St. Clair Catholic DSB (420 Creek Street, Wallaceburg, ON. N8A 4C4)
 - Conseil Scolaire Catholique Providence (7515, promenade Forest Glade, Windsor, ON. N8T 3P5)
 - St. Clair College
 - Lambton College
 - College Boreal (21, boulevard Lasalle, Sudbury, ON. P3A 6B1)
 - University of Guelph (Ridgetown Campus)
 - University of Western (Research Branch, Sarnia)
 - Crown Right of Ontario - Infrastructure Ontario (One Dundas Street West, Suite 2000, Toronto, ON. M5G2L5)
 - Public Works and Government Services, Real Estate Services (The Crown in right of Canada) (4900 Yonge Street, 10th Floor, Toronto, ON. M2N 6A6)
 - Municipality of Chatham-Kent (Clerk)
 - City of Sarnia (Clerk)
 - Brooke-Alvinston Township (Clerk)
 - Dawn-Euphemia Township (Clerk)
 - Enniskillen Township (Clerk)
 - Municipality of Lambton Shores (Clerk)
 - The Township of St. Clair (Clerk)
 - Village of Oil Springs (Clerk)
 - Town of Petrolia (Clerk)
 - Town of Plympton-Wyoming (Clerk)

- Village of Point Edward (Clerk)
- Township of Warwick (Clerk)
- Warden of Lambton County
- Sarnia Lambton Children's Aid Society
- Erie St. Clair Local Health Integration Network (LHIN)
- Chatham-Kent Public Health Unit
- Lambton Public Health
- Chatham Kent Children's Services
- St. Clair Child and Youth
- Aamjiwnaang First Nation
- Walpole Island First Nation
- Delaware Nation (Moravian of the Thames)
- Kettle and Stony Point First Nation

14. The list of available surplus space for community partnerships will be updated annually and posted on the Board website.

ANNUAL COMMUNITY PLANNING AND PARTNERSHIPS MEETING

15. ~~The Board will annually schedule a Special Board Meeting to discuss potential planning and partnership opportunities.~~
16. The Board will notify both the entities on its notification list and the general public about the ~~annual date of the Board~~ Meeting that potential planning and partnership opportunities will be shared.
17. The Board will request that invited entities on the notification list provide, one month in advance of the meeting, relevant planning information, including but not limited to: population projections, growth plans, community needs, land-use and green space/park requirements.
18. During the ~~annual CPP Board Meeting~~, the ~~school board Administration~~ will ~~provide/~~present the Board's capital plan and details of any schools deemed eligible for facility partnerships. ~~This information will be shared during the public meeting.~~
19. Relevant information shared at the public meeting will be formally documented by the Board staff.

PLANNING PRIOR TO A PUPIL ACCOMMODATION REVIEW

20. In addition to the ~~annual CPP Board Meeting~~, the ~~Board Administration~~ will continue discussions with affected municipalities and other community organizations as they explore options to address underutilized space issues in schools. The Board may request technical information from the local municipality or municipalities where a planned pupil accommodation review will occur.

CO-BUILDING WITH COMMUNITY PARTNERS

21. When considering the construction of new schools, additions and renovations, the Board will look for opportunities to leverage other infrastructure investments by co-building with entities that provide services and programs for children, their families and the broader community.
22. As part of the planning process, when considering building a new school or undertaking a significant addition or renovation, the Board will, whenever possible, notify the entities on their notification list 1 to 3 years prior to the potential construction start date. The Board will provide as much information as possible about the plans and the site to support potential partners in determining the project's suitability for their purposes.
23. The plan shall be supported by a Board Motion. The Board need not have an identified source of funding or Ministry approval when it notifies its partners of the plan or intention to build. Similarly, plans to build may be contingent on Board decisions that have not yet been made.
24. In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space. The Board will build within Ministry space and funding benchmarks for the board portion of the facility.

PARTNERSHIP AGREEMENTS

25. The Board will evaluate expressions of interest. The Board may enter into a license or joint use agreement.
26. Potential partners will be required to enter into a tenant legal agreement with the Board that provides for:
 - Compliance with the Education Act.
 - Payment of fees, on a cost-recovery basis, to the Board to cover the operations, capital costs and administrative costs to the Board for the space occupied by the partner.
 - Other renovation costs that may be required to make the space suitable for use by facility partners and/or to protect student safety.
27. Facility partnership agreements will be reviewed on an annual basis, subject to the needs of the school and the Board.

Implementation Date: June 22, 2010

Revised: June 23, 2015

Reference: Ministry of Education Community Planning and Partnerships Guideline
Ministry of Education Pupil Accommodation Guideline
Board Policy Community Planning and Partnerships
Board Policy and Regulations on Pupil Accommodation



BOARD REPORT
REGULAR BOARD, PUBLIC SESSION

REPORT NO: B-16-96

Memorandum To: Jim Costello, Director of Education

FROM: Phil Warner, Superintendent of Education – Human Resources

DATE: August 30, 2016

SUBJECT: Request from Errol Village School to name the Library *The Nancy Swanstrom Learning Commons*

Section 6 of the Board's regulations "Naming and Renaming of Board Facilities" outlines the steps that a school community must follow to rename section(s) of the school.

In compliance with the regulations, Errol Village School in Chatham formed an In-House Committee to consider naming the school's library after the late Elementary Principal Nancy Swanstrom. Attached is the report outlining their rationale and requesting approval of the Board.

Executive Council supports the Committee's request to name the Library *The Nancy Swanstrom Learning Commons*. This terminology is in keeping with how the Board has named other Learning Commons, libraries, gymnasiums etc.

RECOMMENDATION:

"That the Board approve the request from Errol Village Public School to name the Library *The Nancy Swanstrom Learning Commons*."



Errol Village School
"Where Eagles Soar"
3568 Egremont Road
Camlachie, Ontario N0N 1E0

Mrs. Carole Scott, Principal
Mrs. Terry Hall, Secretary
Tel: 519-869-4861
Fax: 519-869-8261

May 20, 2016

Board of Trustees,

Nancy Swanstrom was the Principal at Errol Village from September 2010 to November 2015. During this time she was known as a passionate educator, always making decisions in the best interest of students. She regularly worked with children in classrooms, in her office, in the library and always challenged them to give their best. Knowing the value of a friendly face, she greeted the buses every morning, often ate lunch with students, walked with others at recess and ran intramural activities to foster a caring and inclusive environment. She led by example and every student and staff felt a personal connection with her. The depth of grief in our small school community truly is an expression of past joy and a tribute to Nancy Swanstrom.

After Nancy's tragic passing in November 2015, the staff and students expressed an interest in renaming our Library, as it transforms into a Learning Commons, to honour her commitment to academics, student success and to recognize the significant impact she made with each and every student. As she was the leading force within the school to redesign this space, and because a Learning Commons exemplifies a commitment to learning, it is fitting that it be named in her memory.

An in-house committee consisting of Carole Scott (Principal), Lise Anic (teacher), Karen Davies (teacher), Bailey Lines (Student Council Co-President), Evan Adey (Student Council Co-President) and Erin Wild-Peck (Parent Council Co-Chair), agreed upon the renaming of the Errol Village Library to "Mrs. Nancy Swanstrom's Learning Commons". The committee feels strongly about the name as 'Mrs. Swanstrom' reflects how the students and parents know and remember her and also received positive feedback on this name when vetting with the broader school community.

The Errol Village community respectfully requests the support, and approval, of the Lambton Kent District School Board, to rename our Library "Mrs. Nancy Swanstrom's Learning Commons".

Sincere Regards,

Carole Scott,
Principal

Lise Anic
Teacher

Karen Davies
Teacher

Carol Peters
Teacher

Bailey Lines
Student Council Co-President

Evan Adey
Student Council Co-President

Erin Wild-Peck
Parent Council Co-Chair

BOARD REPORT
REGULAR BOARD, PUBLIC SESSION

REPORT NO: B-16-97

Memorandum To: Jim Costello, Director of Education
FROM: Brian McKay, Superintendent of Business
DATE: August 30, 2016
SUBJECT: Financial Report 2015-16 School Year Expenditures to May 31, 2016

This financial report summarizes the 3rd quarter expenditures for the period from September 1, 2015 to May 31, 2016.

This period represents about 75% of operating expenses that occur over 12 months, and between 80 – 85% of the salary and benefit portion of the instructional operating expenses that occur over a 10 to 12 month period.

Comments on the Financial Report (Appendix A):

Report Ref. No.	Notes on the following selected Expenditure Categories:
A1	The Occasional/Supply Teachers actual expenditures continue to exceed the budget. This expenditure item is currently 8.2% over its budgeted expenditure level to the end of May, with one month of expenditures remaining. A year end budget variance of approximately \$1,000,000 is expected for this budget area.
A2, A3	Library & Guidance is showing a positive variance (14.2%) to the end of May 2016 and Continuing Education is showing a negative variance (-19.0%) to the end of May 2016. Both of these budget categories represent small items within the salary and wages budget and there is no expected negative impact forecasted for the year end.
A	The Salary section of the budget represents nearly 70% of the Board budget. A negative variance at year end will depend on the final year end result for supply teacher costs.
B, C, D, E, F	These sections as a group are tracking satisfactory during the reporting period.

For this reporting period generally the budget categories are tracking satisfactory, further review and observations will be discussed this evening.

