

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, JANUARY 26, 2106
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 January 12, 2106 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:
 - a) St. Clair Secondary School Healthy Eating Grant Project
 10. Delegations
 11. Questions from the Public
 12. Reports for Board Action:

<ol style="list-style-type: none"> a) Policy on <i>Criminal Background Checks and Offence(s) Declaration</i> <u>Recommendation</u> "That the Board approve the revised policy on <i>Criminal Background Checks and Offence(s) Declaration.</i>" 	Director Costello Report B-16-20	10
<ol style="list-style-type: none"> b) Policy and Regulations on <i>Volunteers</i> <u>Recommendation</u> "That the Board approve the revised policy and regulations On <i>Volunteers.</i>" 	Director Costello Report B-16-21	12
<ol style="list-style-type: none"> c) Policy and Regulations on <i>Volunteer Drivers</i> <u>Recommendation</u> "That the Board approve the review of the policy and Revised regulations on <i>Volunteer Drivers.</i>" 	Director Costello Report B-16-22	18
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| 13. Reports for Board Information: | | |
| a) Special Education Advisory Committee (SEAC) | Trustee Hudie
Report B-16-23 | 22 |
| b) Accommodation Review Committee Updates | Superintendent Girardi
Oral Report | |
| c) Financial Statements – Expenditures to November 30, 2015 | Superintendent McKay
Report B-16-24 | 24 |
| 14. Correspondence | | |
| 15. New Business | | |
| 16. Trustee Question Period | | |
| 17. Notices of Motion | | |
| 18. Future Agenda Items | | |
| 19. Announcements | | |
| a) The next Regular Board Meeting will be held on February 9, 2016 at the Chatham Education Centre, 7:00 p.m. | | |
| 20. Adjournment | | |
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Lambton Kent
District School Board
Student Achievement ✓ *Community Success*

In Memoriam

Zachary Chipperfield

Zachary Chipperfield passed away January 20, 2016 in his 14th year.

He is survived by his parents Lisa and Josh and siblings Danica and Westin.

Zachary was a student at John McGregor Secondary School. He will be missed by staff, students and all who knew him.

May God bless Zachary's family at this time of sorrow.

January 26, 2016

Lambton Kent District School Board

Minutes of the Regular Board Meeting of January 12, 2016 held at the Sarnia Education Centre

PRESENT:

Trustees: Chair Jane Bryce, Vice-Chair Scott McKinlay, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Elizabeth Hudie, Tom McGregor, Bob Murphy, Lareina Rising, 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 and Phil Warner

Regrets: Trustee Randy Campbell and Superintendent Taf Lounsbury

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the meeting to order at 7:00 p.m.

#2016-177
Approval of the Agenda
Jan/12/2016
Moved by Jack Fletcher, seconded by Tom McGregor,
"That the Agenda for the Regular Board Meeting Public Session of
January 12, 2016 be approved."

CARRIED.

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

#2016-178
Approval of Minutes
Nov/24/2015
Moved by Ruth Ann Dodman, seconded by Jack Fletcher,
"That the Board approve the Minutes of the Regular Board Meeting of
November 24, 2016."

CARRIED.

Approval of Organization
Minutes Dec/7/2015
Moved by Dave Douglas, seconded by Scott McKinlay,
"That the Board approve the Minutes of the Organization Meeting held on
December 7, 2015."

CARRIED.

Business Arising From the Minutes
In response to Trustee Fletcher's question regarding the proposed \$14M application for funding for the construction project for the consolidation of Sarnia Collegiate Institute and Technical School (SCITS) and St. Clair Secondary School (SCSS), Superintendent McKay explained that the \$14M would be used to fund the First Nation Centre, auditorium and refreshing SCSS. He explained that the Board's funding application needs to meet the Ministry's terms to place the Board in the most positive position to receive the funding. The proposed \$14M project places the Board well above the requirements that the Ministry would consider. The Board wants to be in the top quarter of applications. The total cost of the project will be greater than \$14M. It will require some of the Board's capital dollars as well. Superintendent McKay confirmed that the majority of the work on the student environment would be done all at once. If approved, while all the students are attending SCITS, all the work that impacts students would be completed at SCSS.

Motions Emanating from
Regular Board Private
Session
Moved by Scott McKinlay , seconded by Elizabeth Hudie,
"That the Board approve the placement of Karyn Byatt-Millington, Jennifer Goodal, Chris Lambkin, Ben Lawton, Janice Morrison, Elsa Natvik, Carrielyn Smith, Elizabeth Townsend and Tracy VanDenBossche in the Principal Pool until June 30, 2019."

CARRIED

Moved by Scott McKinlay, seconded by Ruth Ann Dodman,

“That the Board approve the recommended placement of Marcy Ardis, Nicola Arndt, Karissa Aubertin, Stuart Baillie, Jim Brennan, Kevin Chambers, Calvin DeNure, Todd Grainger, Nathan Jeffrey, Heather McFarland, Marty Passmore, Krzysztof Rakuc, Colin Rankin and Tara Wild to the Vice-Principal Pool until June 30, 2019.”

CARRIED

#2016-179
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:
Certificate of Appreciation
for Past Chair McKinlay

Chair Bryce presented a Certificate of Appreciation to Past Chair McKinlay. Chair Bryce acknowledged the exceptional leadership Trustee McKinlay provided to the Board over the past 3 years. His dedication to public education was apparent in every duty he did for the Board. His open, friendly and inclusive manner with all staff, trustees and members of the public was appreciated. Under his leadership the Board worked as a team. He respected everyone’s opinion. Vice-Chair McKinlay thanked Chair Bryce for her comments and the support of the Trustees. On behalf of Senior Administration, Director Costello thanked Vice-Chair McKinlay for his leadership while he was Chair. The Board was smooth functioning under his leadership, which is not the case in all school boards. Senior Administration is very appreciative of the support of all Trustees.

Presentation to Brian
Aspinall and Myria Mallette
Microsoft, Innovative
Expert Educators
Recipients

Chair Bryce advised that the presentation will be rescheduled to a future Board Meeting due to the weather.

Proposed Change to the
Board’s Procedural By-
laws Section 8
Report B-16-07

Director Costello referred to the Board Report presented at the November 10, 2015 Board Meeting which contained supporting documentation for the changes proposed to the LKDSB Procedural By-laws. He explained that he served Notice of Motion at the November 24, 2015 Regular Board Meeting proposing changes to the LKDSB Procedural By-laws Section 8.1 to remove items j) Principal Vice-Principal Interview Committee and n) Superintendent Interview Committee. On November 10, 2015, Trustees approved revisions to the LKDSB regulations on *Recruitment and Hiring of Superintendents* to comply with Ministry Regulation 177 *Student Achievement and School Board Governance Act, 2009*. This piece of legislation establishes duties and powers for school board trustees while also establishing limits to same. One of the features of the legislation is the provision that school boards employ one individual, the Director of Education, who in turn is responsible for hiring and administration of all school board staff. Trustees were removed from the interview team for Superintendents. For these same reasons, it is proposed that Trustees no longer participate in Principal and Vice-Principal interviews. A motion to approve the revision to the By-laws needs a 2/3 majority vote to pass.

#2016-180
LKDSB Procedural By-
laws Revised - Section 8.1
to remove items j)
Principal Vice-Principal

Moved by Shannon Sasseville, seconded by Bob Murphy,

“That the Board revise the LKDSB Procedural By-laws Section 8.1 to remove items j) Principal Vice-Principal Interview Committee and n) Superintendent Interview Committee.”

Interview Committee and
n) Superintendent
Interview Committee

Trustee Sasseville expressed support for the recommendation noting that the Director is responsible for hiring the appropriate staff. Trustee Fletcher stated that he is against changing 8.1 of the By-laws to exclude Trustees from principal and vice-principal interviews. He feels that there is nothing in the Ministry documents that dictates that Trustees have to be excluded. He feels Trustees owe it to their constituents to have some input into who should be in the principal and vice-principal pools. He stated that Trustees do not make the decision as to who is selected but Trustees do provide feedback which is expected of our constituents. Trustees need to be involved to select the best possible people. He has nothing but respect for the senior leaders but strongly believes there is value added by having an elected representative from the public who can provide feedback, enhance the process and perhaps challenge the administration at the table. Vice-Chair McKinlay commented that Trustees do make the final decision by approving the Board Motion. He noted concerns in other school boards where some trustees participate with a specific agenda to get someone on the list or prevent someone from being promoted. It is an issue of influence. He commented that Trustees are to ensure that the Board selects the best person to lead the school board. Vice-Chair McKinlay does not feel it is right for trustees to influence the selection process. Trustees hire the Director to make the decisions in conjunction with the senior administration. He noted that Trustees are currently a very collaborative group but that may not always be the case. To protect our students let the people who know best make the decisions. Trustee Hudie commented on her involvement with other organizations. All of the organizations hire the director and leave the hiring and firing of all other staff to the director. Trustee Fletcher supported not wanting a trustee to have the influence to compromise the process. He reiterated that he felt that Trustees provide insight from a different view point. He totally believes in administrators making the final decision. Trustee Fletcher advised that there are some school boards that maintain trustee involvement in the selection of principals. Trustee Fletcher commented that the Chair and Vice Chair served on the interview team for the Superintendent of Business which he feels supports his position on the value of Trustee involvement.

Trustee Fletcher requested a recorded vote

Jane Bryce	Yes	
Dave Douglas		No
Ruth Ann Dodman	Yes	
Jack Fletcher		No
Elizabeth Hudie	Yes	
Tom McGregor	Yes	
Scott McKinlay		Yes
Bob Murphy	Yes	
Lareina Rising		No
Shannon Sasseville	Yes	

MOTION CARRIED.

In response to Trustee Dodman's question about possible involvement of Trustees in interviews if needed, Director Costello advised that Administration is considering reformatting the process for the principal interviews. They are looking at a more in depth interview using the pillars of the academic framework so candidates can provide evidence of their understanding. If needed, the Chair could be consulted. Director Costello acknowledged Trustees provide valuable input on how candidates may relate to the local community.

Policy and Regulations on
*Equity and Inclusive
Education*
Report B-16-08

Director Costello explained that this is largely the work of Superintendent Doey as Equity and Inclusive education is part of his portfolio. He advised that the policy and regulations on *Equity and Inclusive Education* have been reviewed as part of the LKDSB cyclical review. The policy and regulations on *Equity and Inclusive Education* are designed to provide a framework and specific action steps to guide the important next steps in ensuring that all students of the Board have a place in our schools they can call their own. The concept of equity is very important to students. These documents are based on templates designed with input from the Ministry of Education, the Ontario Human Rights Commission, as well as legal sources, and are aligned with those being adopted in other provincial districts. Additionally, they reflect the spirit and intent of the Canadian Charter of Rights and Freedoms, and the Ontario Human Rights Code. The documents have been reviewed by the Board's lawyer. Minor wording changes are proposed. The term guardian was added wherever the term parents appeared.

#2016-181
Policy and Regulations on
*Equity and Inclusive
Education*

Moved by Elizabeth Hudie, seconded by Tom McGregor,

"That the Board approve the revised policy and regulations on *Equity and Inclusive Education*."

Trustees expressed support for the inclusion of the term guardians. There are many students in our Board that are not parented by parents. In response to Trustee Rising's question about the use of the word ability rather than disability in the policy, Director Costello explained that ability was used in the policy and disability was used in 1.6 of the regulations. The term ability is a positive term and covers all disabilities or varying abilities. Superintendent Doey commented that the reference links to the belief that all students can learn and that they are afforded every opportunity to learn. It speaks to educators beliefs in a more positive way. Vice-Chair McKinlay noted that the policy speaks in a positive light and that the disabilities term is part of the Human Rights Code and the Board regulations need to be consistent with the Human Rights Code. Director Costello assured Trustees that the term ability is inclusive of mental health issues, diabetes, etc.

CARRIED.

Request from Lambton-
Kent Composite School to
Name Main
Playing Surface at the
Lambton-Kent Sports Field
'The Wilson Pitch'
Report B-16-09

Superintendent Gilfoyle explained that 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, Lambton-Kent Composite School in Dresden formed an In-House Committee to consider naming the Main Playing Surface at the Lambton-Kent Sports Field 'The Wilson Pitch'. Ewan and Beth Wilson began their careers as teachers at LKCS. Ewan returned and served as Principal of LKCS for many years. Ewan founded Dresden Minor Soccer on the LKCS campus. Superintendent Gilfoyle expressed appreciate the years of service Ewan and his family have given to the students.

Moved by Tom McGregor, seconded by Ruth Ann Dodman,

"That the Board approve the request from Lambton-Kent Composite School to name the name main playing surface at the Lambton-Kent Sports Field *The Wilson Pitch*."

Trustee McGregor stated that Ewan Wilson is very well respected in the Dresden community and naming the soccer pitch after him is a great honour.

CARRIED.

#2016-182
LKCS to Name Main
Playing Surface at the
Lambton-Kent Sports Field
'The Wilson Pitch'

2014/2015 Annual Audit
Committee Report
Report B-16-10

Vice-Chair McKinlay presented the Audit Committee Report for the year ending August 31, 2015. Trustees Douglas and McGregor joined the Audit Committee in December for a four year term. Vice-Chair McKinlay reviewed the meeting schedule and attendance record of committee members. He summarized the work performed by the Audit Committee during the 2014/2015 school year.

Special Education
Advisory Committee
(SEAC) Report
Report B-16-11

Trustee Hudie reported on the Special Education Advisory Committee (SEAC) meetings held on November 19, 2015 at Wallaceburg District Secondary School and on December 10, 2015 via video-conference between the Sarnia Education Centre and the Chatham Regional Education Centre. Information on the elementary and secondary exceptional pupil suspension data was shared. Suspension rates for students with learning exceptionalities are significantly lower for both elementary and secondary students. The initiatives put into place to reduce the number of suspensions were discussed as well. SEAC members reviewed the Priority-Setting document that will serve as a guide for the presentations/information to be brought to SEAC meetings throughout the school year. Information and results from the 2014/2015 EQAO testing conducted in secondary schools within the Board were shared. The pieces of correspondence reviewed by SEAC were outlined. At the December 10, 2015 Meeting, students from Chatham-Kent Secondary School made a presentation with regard to the Social Justice Class they are involved in. Students commented on the positive experience involvement provided. The October 31, 2015 Exceptional Pupil numbers were shared with SEAC. While there has been a reduction in the number of exceptional pupils, it is in keeping with the overall reduction in the number of students within the Board's schools, and not indicative of less testing/identification, etc. The Assistive Technology team has been helping more students. Last year was a year of flux because of all of the new iPads. Grade 7s with special needs received their iPads the same day as the rest of their class. Exceptional pupils were provided with training on their Apps beforehand, so that they hit the ground running. Students and teachers are receiving instruction and support. It was noted that Read/Write for Google has been beneficial because students have access to all of the features they need, and, it has provided the Assistive Technology Teachers an opportunity to get into classrooms. The proposed annual updates for the Special Education Report to be brought to SEAC Meetings held between January and June of 2016 was reviewed. SEAC was advised that Deborah Hook has been hired as the new Executive Director for Community Living, Wallaceburg; most recently Ms. Hook was the Project Manager of the *Integrated Withdrawal Management Program* at Bluewater Health. The LKDSB Grade 8 to 9 student transition process has begun. Parent's Nights were held in both Chatham-Kent and Sarnia Lambton. There will be a Preschool Parent Meeting at Chatham-Kent Children's Services on November 25, 2015 for those from Chatham-Kent; and a meeting has been scheduled to take place at Pathways on January 19, 2016 for parents from Sarnia-Lambton. The LKDSB has been delivering in-service training to resource teachers, both existing and new. Members of the Special Education Department will be taking part in the New Teacher Induction Process (NTIP). There was recently an excellent presentation from Dr. Richard Zayed with regard to the impact that trauma has on children, and citing the importance of positive relationship between the student and their Resource Teacher so that the child can share their feelings, etc. A Fetal Alcohol Spectrum Disorder Committee has formed in Sarnia-Lambton and it has representatives from various organizations that have joined the group; Ellie Fraser, Mental Health Lead, is the Board's representative.

Native Advisory

Trustee Rising reported on the November 25, 2015 NAC Meeting hosted by

Committee Report (NAC)
Report B-16-12

Bkejwanong First Nation at Walpole Island School. Trustee Rising reported that she had shared the Board's Accommodation Review Report with the four First Nations and she has encouraged input to be provided. The Board has communicated its willingness to have staff meet with individual communities to discuss the potential impact of the school consolidation process on First Nation students. CKSS teacher Denise Helmer-Johnston shared her work on the development of a new senior English course entitled "Contemporary Aboriginal Voices", that is offered this year in five LKDSB secondary schools. The course is for grade eleven students and affords them the opportunity to learn about First Nations experiences through literature. Students have been very open to learning about First Nations history, and the course will play an important role in broadening awareness and understanding among those of the next generation. Teachers are receiving direct support from Chris Riley, Aboriginal Liaison, and planning for next year will include the potential to offer the course in additional schools. She noted two additional items currently under consideration: The role of the Aboriginal Liaison with a particular focus on workload and specific responsibilities, as well as a discussion about the use of specific terminology and an interest in harmonizing the use of these references in working together. Aboriginal Liaison Chris Riley presented on the Northern Policy Institute's report entitled "A Strategy for Change" which focuses on creating appropriate cultural contexts to support the learning of First Nation students. Opportunities for staff professional learning about the concepts incorporated in this report are currently being developed. Superintendent Doey presented draft policy and regulations revisions on "Voluntary Self-Identification" for review and further discussion at the group's January meeting, and shared the first of a series of reports on First Nation student achievement.

Student Senate Report

Student Trustee Anderson reported on the Student Senate Meeting held on November 30, 2015. He advised that Director Costello shared information contained in the Pupil Accommodation Report. Director Costello invited students to serve on a committee that is to provide input on the school websites. Student Senate members discussed possible Student Senate projects. Mental health was the most popular. LKDSB Mental Health Lead Ellie Fraser will present at the February 22 Student Senate Meeting.

Parental Involvement
Committee Report

Director Costello reported on the PIC Meeting held on December 7, 2015. Trustees Sasseville and Dodman serve on PIC. The Board is asking for input from stakeholders on aspects of the Board website. Two members of PIC volunteered to participate. Five PIC members shared information they obtained at the People for Education Making Connections Conference. Director Costello presented the Pupil Accommodation Report to PIC members. An update on the Board's preparations to welcome Syrian Refugees was shared. Members were advised that Canadian Parents for French (Ontario) has introduced French Street, a new searchable database of French program enrichment opportunities for French Second Language (FSL) students. Plans are underway for the annual PIC hosted event for parents. In partnership with the St. Clair Catholic District School Board, arrangements have been made for Dr. Jean Clinton to speak to parents on May 2 and May 3. Secondary Teacher James Clarke looks after the combined secondary athletic association for LKDSB. He will attend the February 1, 2016 PIC Meeting to share data with PIC members. It was noted that PIC and SEAC have partnered in the past to bring in guest speakers. Ellie Fraser is also presenting information on updates to the Mental Health Strategy.

Welcoming Syrian
Families to the LKDSB

Superintendent Doey advised that in preparation for the LKDSB to welcome Syrian families to the LKDSB, the Board connected with local representatives

involved in the re-settlement effort, including sponsors and those in a position to provide cultural and language supports to the families. As there are multiple channels through which families may come to Canada, news of their arrival comes to us through different sources, and most often it is the local schools who hear first that they'll be getting new students. To date, three families have relocated to the LKDSB area. The Board and school response plan is very individualized based on the needs of the children. The program team that supports English Language Learners is equipped to conduct literacy and numeracy assessments and to map out learning strategies with resource and classroom teachers. Arabic language supports are being provided through local community groups and will be responsive to specific needs and circumstances. An important aspect of the response plan for children will involve trauma intervention. Our team of psycho-educational clinicians is positioned to be available and their work will be further informed by strategies and direction from the provincial mental health team. All schools have been provided with background information directly related to the Syrian circumstances as there are a number of important aspects to consider such as providing culturally appropriate health care, understanding family dynamics, religious beliefs and food and dietary restrictions. Local health units will ensure appropriate clearances and immunizations are in place before students are registered in school. Our schools are welcoming places and already reflect the diversity of over fifty different countries and languages among their students. Staff will continue to work to the utmost to ensure that children and families feel welcome and supported in their new communities. The Board is appreciative of the community partnerships that already exist and those being developed to help ensure the best possible outcomes for our newest citizens. Superintendent Doey confirmed that the families in the LKDSB area are privately sponsored. Trustee Sasseville commented that the government sponsored refugee families will be living in the areas where the refugee assistance centres are located. There are initiatives by municipalities to welcome refugees to smaller communities. Director Costello commented on the efforts of Superintendent Doey and other staff members who have reached out to embrace and welcome families.

Correspondence

The Board received a letter of response from Minister Sandals regarding the LKDSB's support for the Truth and Reconciliation Commission of Canada: Calls to Action Report.

New Business

Chair Bryce explained that she did not attend the ARC Orientation Sessions for fear of materially advancing the decision making process of the Board. Director Costello stated that Superintendents Girardi and Gilfoyle attended the Sarnia South Secondary School Orientation Session and Superintendent Girardi and Lounsbury attended the Wyoming Area Schools Orientation Session. He attended both sessions. The first meeting of the Sarnia South Secondary School ARC is January 14 and the first meeting for the Wyoming Area Schools ARC is January 19. He explained that the ARC mandate has changed. They no longer make a recommendation to the Board at the end of the ARC. The ARC is a conduit for receiving and sharing information. Administration has worked very hard to be transparent. There is an accommodation link on the LKDSB website and an email address has been created, arc@lkdsb.net, for submitting questions. There is opportunity at the ARC Meetings for the public to ask questions. Questions may be emailed to Superintendent Girardi. There is a question and answer section on the Sarnia South Secondary School section of the LKDSB website. Trustees were encouraged to point people to the ARC section of the website for information.

Members of the public may submit questions electronically or ask them at an ARC Meeting. Members of the public can delegate to the Board at the conclusion of the ARC. Vice-Chair McKinlay reminded Trustees to refer individuals to the Pupil Accommodation Report if they have not read the report. Trustee Hudie commended Superintendent Girardi for the emails he has shared with Trustees. He encouraged Trustees to ask questions at Board Meetings in public session. Director Costello referred to the eight proposed accommodation reviews contained in the Pupil Accommodation Report. The Board has taken action on the first two only. The other six are visions at this point. Until they are approved by the Board they are visions. Superintendent Girardi's prime responsibility is to focus on the two approved ARCs. He also has a family of schools and the safe schools portfolio. Trustees may get invited to Council Meetings. Trustees may attend to talk to the elected persons. The Director and Superintendent will meet with appointed staff. Trustees will be provided with necessary information if they wish to meet with Council members.

Trustee Question

In response to Trustee Rising's question about the impact on the proposed construction project for the consolidation of SCITS and SCSS if the Board does not receive funding from the Ministry, Superintendent McKay explained that the \$14M application to the Ministry is primarily for the new addition which includes an auditorium and First Nation Centre. If the Board were to receive less funding, then discussions would take place to determine what the project would look like. There is space at SCSS to house all the students. He suggested that the Board would look for some engagement opportunities to help prioritize what should be done at the school. Superintendent Girardi advised that Administration is preparing for all potential outcomes. Administration has toured all the schools to get an understanding of the priorities. Vice-Chair McKinlay stated that the final drawings and the tender award would be approved by the Board. Trustees are the decision makers. The Minutes/Record of Action from the ARC Meetings will be posted on the Board's website.

Announcements

- a) Sarnia South Secondary Schools Pupil Accommodation Review Committee Meeting will be held on January 13, 2016 @ St. Clair Secondary School from 6:30 p.m. to 8:30 p.m.
- b) Wyoming Area Schools Pupil Accommodation Review Committee Meeting will be held on January 19, 2016 @ Wyoming Public School from 6:30 p.m. to 8:30 p.m.
- c) The next Regular Board Meeting will be held on Tuesday, January 26, 2016, 7:00 p.m. at the Sarnia Education Centre.

Director Costello advised that he cannot attend the Wyoming Area Schools Pupil Accommodation Review Committee Meeting due to a conflict with a mandated Ministry of Education Meeting.

Adjournment 8:50 p.m.

There being no further business, Chair Bryce declared the meeting adjourned at 8:50 p.m.

Chair of the Board

Director of Education and Secretary of the Board

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: January 26, 2016

SUBJECT: POLICY *CRIMINAL BACKGROUND CHECKS AND OFFENCE(S) DECLARATIONS*

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 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.

Recommendation:

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

POLICY

SUBJECT: Criminal Background Check and Offence(s) Declaration

It is the policy of the Lambton Kent District School Board that Criminal Background Checks will be obtained for all new hires to the Board including permanent, part time, occasional **employees**, **trustees**, **volunteers** and service providers that come into close contact with students except as outlined under Ontario Reg. 521/01.

It is the policy of the Lambton Kent District School Board that an Offences Declaration will be collected on existing employees, **trustees** and **volunteers** before the start of each school year.

~~Delete—it is in Admin Procedure~~

~~Emergency Provisions: Exemption to this policy permits the hiring and placement of staff on a temporary basis (up to 20 working days) in emergency situations pending the submission of a valid Criminal Background Check. Employees hired and placed under these rare circumstances, will provide an Offences Declaration from the employee as well as the usual employment documentation.~~

DRAFT

Date: October 8, 2002
Revised: September 9, 2003
Revised: May 27, 2008

Reference: Ontario Regulation 521/01
LKDSB Administrative Procedure

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: January 26, 2016

SUBJECT: POLICY and REGULATIONS ON VOLUNTEERS

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. The proposed changes are aimed at protecting students. Input was obtained from the Board's insurance company.

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*. 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.

Recommendation:

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

POLICY

SUBJECT: **Use of Volunteers**

It is the policy of the Lambton Kent District School Board to encourage the ~~use~~ **involvement** of volunteers to assist and support schools in the provision of programs and services.

Implementation Date: May 22, 2001
Revised: May 13, 2008
Reviewed: November 12, 2013

Reference: Regulations

DRAFT

REGULATIONS

SUBJECT: Volunteers

Definitions

A “parent/guardian volunteer” in a school is a parent or guardian who currently has a child enrolled in and attending that school.

A “community volunteer” is a member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task that supports a classroom, school or Board-sponsored activity.

An employee volunteer is an employee ~~on one of the LKDSB occasional employee lists.~~

When not specifically stated, the word “volunteer” refers to both parent/guardian and community volunteers. LKDSB Co-op students, ~~Student Teachers and Co-op students from other institutions~~ are not defined as volunteers at the site of their placement.

“Management of volunteers” includes procedures for ongoing screening, orienting/training ~~and supervising.~~

Responsibility

1. The school board and principal share the responsibility for volunteers.

Assignment and General Role of Volunteers

2. The ~~use~~ **involvement** of parent/guardian, community volunteers and **employee volunteers** is encouraged but remains optional.
 3. Within a school, volunteers are assigned at the discretion of the school principal and in accordance with the restrictions and requirements outlined in this and other Board policies and procedures.
 4. Volunteers must treat as confidential all personal information which they may acquire in the course of their involvement in the school.
 5. All provisions of board policies and procedures and of negotiated collective agreements supersede any statements regarding the use of volunteers unless specifically noted herein.
-

6. Volunteers serving in any capacity are to be assigned appropriately in order to augment and supplement staff supervising school activities or programs.
7. Volunteers enhance and support student and school activities at the request of and under the supervision of Board staff, and the principal in particular.
8. Volunteers do not assign disciplinary consequences.
9. Volunteers will not have any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of pupil progress.

Supervision of Students in Physical Education/Sports Activities

19. The following volunteers require a Vulnerable Sector Criminal Background Check (C.B.C.) every five years and must undergo the formal screening process and provide an annual Offence Declaration:
 - a) Parent/guardians and community volunteers who assist in the school on a daily or weekly basis
 - b) elementary parents/guardians and community volunteers on overnight excursions of any kind
 - c) Parent/guardians and community volunteers accompanying secondary students on overnight excursions with exceptions only to be approved by the principal.
 - d) non-parent, non-guardian volunteers not known to the school community
 - e) all volunteer drivers of all students
 - f) others, as deemed necessary by the principal.
 10. Community Volunteers coaches may, at the discretion of the principal and with a regular staff member acting as liaison, participate in co-curricular physical education activities. These Community Volunteers will be required to obtain Vulnerable Sector Criminal Background Checks every five years at their own expense and must complete the Annual Offence Declaration. A copy of the document must be given to the principal.
 11. Teams in secondary schools may only be coached by non-employee volunteers without teacher supervision with the approval of the principal of the school. These volunteer coaches will be required to obtain Vulnerable Sector Criminal Background Checks every five years at their own expense and must complete the Annual Offence Declaration. A copy of the document must be given to the principal.
 12. All non-employee volunteer coaches must be qualified as a coach for the sport in question and be present at practice and game. Parents must be informed if the coach is a non-employee volunteer.
 13. All community volunteers will be subject to the screening process and be required to obtain a Vulnerable Sector Criminal Background Check every five years, at their own expense and must complete the Annual Offence Declaration. A copy of the document must be given to the principal.
 14. When an overnight trip occurs at least one adult supervisor, either a coach or an approved volunteer, must be the same sex as the athletes.
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Liability

15. In any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply.
16. The principal must make the volunteers aware that the Board's insurance does not include a loss-of-income provision should the volunteer sustain an injury that prevents him/her from resuming his/her normal employment.

Screening and Risk Management

17. Recognizing that the welfare of students is at all times of paramount importance, all board employees are required to exercise their full responsibility for the care, welfare and supervision of pupils. In this regard, all volunteers must be assessed **by principal** as to their suitability for placement within a school or program setting.
18. ~~The process of screening for volunteers begins from the very moment a person applies or is recruited to the time he/she terminates this commitment.~~ **The screening process will be conducted by the principal in accordance with the Board's Administrative Procedures Volunteers, A-PR-219.** ~~The degree of screening is dependent upon the volunteer activity; the extent of interaction with, and responsibility for students and the degree of direct supervision of the volunteer.~~

Levels of risk are outlined below:

Level of Risk

Low Risk ↓	in classroom under direct supervision of staff
Medium Risk ↓	in open, common area (e.g. hallways, library, gym) with intermittent observation
High Risk ↓	in isolated area working with a group of students, (e.g. band)
	in isolated area working with one or two students (e.g. tutoring)
	Coaching or other group or individual activity off-site

Initial screening tools include but are not limited to:

- Volunteer intake interview
 - Reference checks
 - Police/criminal record checks
-

~~19. Most volunteer activities in the school are considered low risk; for example, if the parent/guardian volunteer is working in the classroom or an open, common area with a group of students under direct supervision or intermittent observation by staff. Where the principal deems the volunteer activity to be of low risk, the principal or designate may allow a parent of a child in the school to volunteer without screening provided the principal or designate has verified that the parent/guardian volunteer has the necessary skills and/or experience.~~

~~20. Where the principal deems the volunteer activity to be of medium to high risk and for all community volunteers, the principal or designate will complete the screening process as outlined in the Board's Administrative Procedures.~~

Implementation Date: May 22, 2001
Revised: May 13, 2008
Reviewed: November 12, 2013

Reference: Policy

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: January 26, 2016

SUBJECT: POLICY and REGULATIONS ON *VOLUNTEER DRIVERS*

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 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.

Recommendation:

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



POLICY

SUBJECT: Volunteer Drivers

It is the policy of the Lambton Kent District School Board, subject to regulations, to permit volunteer drivers to transport students to and from school activities in privately owned vehicles.

Changes not recommended

Implementation Date: September 28, 1999

Reviewed: June 8, 2010

Reference: Board Regulations



REGULATIONS

SUBJECT: Volunteer Drivers

1. It will be the responsibility of the Principal to **screen** and approve each volunteer driver.
 2. Volunteer drivers will, during the performance of their duties, be subject to the terms and conditions of the Education Act, Board Policies and Regulations and other pertinent legislation.
 3. A volunteer driver should be a parent/guardian, family member or Board employee. Volunteer drives must be 21 years of age or older or meet the conditions of #11 of this Regulation.
 4. **A volunteer driver must have:**
 - (a) a completed, signed "Authorization Form" (Administrative Procedures, A-PR-218, Appendices A, B, C, or D)
 - (b) evidence of a valid Province of Ontario **Full G Driver's Licence** which permits the driver to transport other non-related individuals
 - (c) evidence of a minimum of \$1,000,000.00 liability insurance coverage (~~\$1,500,000.00 if driving in the United States~~).
 5. **All Volunteer Drivers of students will be required to obtain a Vulnerable Sector Criminal Background Check every five years and provide an Annual Offence Declaration to the Principal. Volunteer Drivers will be responsible for the cost of obtaining the Vulnerable Sector Criminal Background Check.**
 6. All individuals should be encouraged to review their automobile insurance coverage with their carrier before participating as a volunteer driver.
 7. No financial remuneration will be paid by the Board or by individual schools to compensate volunteer drivers for their participation.
 8. Should a vehicle become disabled or involved in an accident during transport, the volunteer driver must inform the Principal ~~or his/her designate~~ immediately.
 9. ~~For the purposes of liability, approved volunteer drivers will be considered to be employees of the Board during the transportation of students.~~
 10. Employees of the Board who volunteer to transport students in their private vehicles will be subject to the same terms and conditions as non-employee volunteers.
-

11. With the principal's approval, students possessing a **valid Province of Ontario Full G Driver's Licence may**, be permitted to drive a private vehicle to a school activity unaccompanied by other students. Signed permission will be required from both a parent/guardian/student (18+) and the registered owner of the vehicle.

Exception

Certain senior division courses include activities which occur off-campus.

For these curricular activities, the principal may give permission (Administrative Procedures Appendix C Appendix D) for students to ride with other students between the school and the site of the activity if signed permission has been received from both the parent/guardian of the driver and the parent/guardian of the passengers..

Implementation Date: September 28, 1999

Reviewed: June 8, 2010

Reference: Board Policy and Administrative Procedures

**REPORT TO THE BOARD
REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-14-23

FROM: Elizabeth Hudie, Trustee and Vice-Chair of the Special Education Advisory Committee

DATE: January 26, 2016

SUBJECT: SPECIAL EDUCATION ADVISORY COMMITTEE MEETING SUMMARY

The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met on January 14, 2016 via video-conference between the Sarnia Education Centre and the Chatham Regional Education Centre. Following is a report of the activities of the meeting:

Election of 2016 SEAC Chair and Vice-Chair

During the Special Education Advisory Committee's annual election process Rose Gallaway was re-elected to the position of Chair and Elizabeth Hudie agreed to continue as the Vice-Chair.

Amendments to SEAC's Priority-Setting Information

SEAC agreed to amend the presentation schedule to include an additional offering from Sarnia Lambton Community Living.

Special Education Plan Amendments

The following items were provided to the members of SEAC for their review prior to the meeting:

- 2.1.1 (Preamble)
- 2.1.2 (Mission Statement)
- 2.1.3 (Philosophy of Special Education)
- 2.2 (Roles and Responsibilities in Special Education)
- 2.7 (Categories of Exceptionalities and Definitions)
- 2.3.1 (Early Identification), and
- 2.3.2 (Intervention Strategies)

Staff advised the members that the title in first sentence of second paragraph of the Preamble will be changed to read: *Comprehensive Report on Special Education Programs and Services 2016*. The members concurred with this change, and no other amendments were suggested.

Mental Health: Board Priorities and Next Steps

Ellie Fraser, Mental Health Lead for the Lambton Kent District School Board, provided an update on mental health initiatives that have taken place, and highlighted plans for the future.

SEAC was advised that the Board delivers tiered support focused on: mental health promotion programs and social-emotional learning; prevention for students that may be at risk; and, intervention and support for students in crisis to guide them to pathways for care within the community.

Ellie spoke about the staff, programs, and other supports in place to ensure students are able to maintain their overall mental health and wellbeing, and to seek out help when it's needed. She noted that it is important that students have at least one trusted and caring adult that they can talk to if they're feeling anxious or depressed.

The members of SEAC were informed about the various training opportunities available to staff. While some training is targeted to specific employees based on their role, other opportunities and after-school programs are open to any employee of the Board.

Ellie explained that the foundation for the future will include the newly released suicide prevention protocol, and decision support tool, along with the latest schedule of ongoing professional development opportunities. In addition, a review and update of mental health information on the Board's website has been undertaken, along with a collaborative review and refresh of the mental health strategy.

SEAC was informed that key stakeholders are being surveyed as part of the strategy update, and members were invited to participate by completing and submitting the survey. Continuing priorities will be focused on pathways to care and working with mental health agencies to develop a common language for the collaborative partnership. The Board will continue to build capacity and empower staff and students.

Correspondence

There was no correspondence submitted for SEAC's review/consideration.

Association Updates

Chris King noted that on February 19, 20 & 21, 2016 Community Living Sarnia-Lambton will be hosting a volleyball tournament to raise both funds, and awareness. Their organization is hosting a Pasta Fest on February 18, 2016. He also reported that United Way Sarnia-Lambton announced it will continue to provide funding to their organization.

Elizabeth Hudie indicated that the Board is hoping to get Dr. Jean Clinton to make a presentation on brain development; she will keep the group updated.

Eva Lizotte of Community Living Wallaceburg reported that their new Executive Director, Deborah Hook, started in her role. They are finalizing their Five Year Strategic Plan, so it will be interesting to see where a new plan and new leadership takes them.

Julia MacKellar of the Learning Disabilities Association of Chatham-Kent said they are wrapping up the current programs and will be taking new registrations soon. They are working to upgrade their technology. Julia said they will be looking to move away from one-on-one support.

Pam Graham informed SEAC that Kevin Cameron recently provided Level 1 Violence, Threat, Risk Assessment (VTRA) training to selected staff, and the Board is hoping to have him return in March or April to provide Level 2 VTRA training.

Rose Gallaway of St. Clair Child and Youth Services indicated that their new Executive Director, Sue Barnes, has now come on board; she said it's always nice to get a new perspective.

Next Meeting

Thursday, February 18, 2016 Via video-conference (SEC and CREC) 6:00 p.m.

Rose Gallaway, SEAC Chair

BOARD REPORT
REGULAR BOARD, PUBLIC SESSION

REPORT NO: B-16-24

Memorandum To: Jim Costello, Director of Education

FROM: Brian McKay, Superintendent of Business

DATE: January 26, 2016

**SUBJECT: Financial Report 2015-16 School Year
Expenditures to November 30, 2015**

The attached financial report summarizes the 1st quarter expenditures for the period from September 1 to November 30, 2015.

The following notes pertain to this reporting period:

- The budget column reflects:
 - the revised budget estimates filed with the Ministry on December 15, 2015,
 - the October 31/15 official enrolment count,
 - the updated teacher qualification and experience grant calculation, and
 - budget transfers made by administration.

- 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 following item of the budget is providing pressure at this time:

- Reference A1 - Occasional/Supply Teachers – This budget category is currently running over the benchmark for the first quarter of fiscal 2015/16.
 - Reference B – The timing of the expenditures under these areas can vary from year to year however, no spending pressures are noted in these areas at this time.
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THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2015

EXPENDITURE CATEGORIES	2015-2016 REVISED BUDGET	SEPT. TO NOV. 2015 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2015 \$	BUDGET REMAINING AT NOV. 30, 2015 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
SALARIES AND WAGES							
Classroom Teachers (Includes Preparation Time)	\$ 120,340,545	\$ 32,902,270	\$ 87,438,275	72.7%	72.0%	0.7%	A1
Occasional / Supply Teachers	\$ 3,787,068	\$ 1,119,136	\$ 2,667,932	70.4%	72.5%	-2.0%	
Teacher Assistants & Early Childhood Educators	\$ 14,654,250	\$ 4,244,817	\$ 10,409,433	71.0%	70.0%	1.0%	
Paraprofessionals & Technicians	\$ 4,067,988	\$ 751,263	\$ 3,316,725	81.5%	77.9%	3.6%	
Library & Guidance	\$ 3,923,459	\$ 880,782	\$ 3,042,677	77.6%	75.3%	2.2%	
Staff Development	\$ 37,000	\$ 4,797	\$ 32,203	87.0%	86.1%	1.0%	
Coordinators & Consultants	\$ 1,892,304	\$ 504,080	\$ 1,388,224	73.4%	72.8%	0.6%	
Principals and Vice-Principals	\$ 10,269,055	\$ 2,513,990	\$ 7,755,065	75.5%	75.0%	0.5%	
School Office - Secretarial & Supplies	\$ 4,521,464	\$ 1,217,055	\$ 3,304,409	73.1%	73.4%	-0.3%	
Continuing Education	\$ 508,052	\$ 168,261	\$ 339,791	66.9%	72.9%	-6.0%	
Trustees	\$ 121,811	\$ 30,453	\$ 91,358	75.0%	75.0%	0.0%	
Directors & Supervisory Officers	\$ 992,982	\$ 249,967	\$ 743,015	74.8%	75.0%	-0.2%	
Board Administration	\$ 3,021,742	\$ 717,099	\$ 2,304,643	76.3%	75.9%	0.3%	
Department Heads	\$ 447,162	\$ 117,421	\$ 329,741	73.7%	73.2%	0.5%	
Operations and Maintenance - Schools	\$ 10,722,193	\$ 2,480,164	\$ 8,242,029	76.9%	76.5%	0.4%	
TOTAL SALARIES AND WAGES	\$ 179,307,075	\$ 47,901,553	\$ 131,405,522	73.3%	72.6%	0.7%	
EMPLOYEE BENEFITS							
Classroom Teachers	\$ 14,586,028	\$ 1,847,929	\$ 12,738,099	87.3%	85.0%	2.3%	
Occasional / Supply Teachers	\$ 353,284	\$ 93,993	\$ 259,291	73.4%	75.2%	-1.8%	
Teacher Assistants	\$ 3,432,050	\$ 911,095	\$ 2,520,955	73.5%	73.5%	0.0%	
Paraprofessionals & Technicians	\$ 903,699	\$ 195,173	\$ 708,526	78.4%	78.0%	0.4%	
Library & Guidance	\$ 418,605	\$ 64,177	\$ 354,428	84.7%	84.3%	0.4%	
Staff Development	\$ 3,000	\$ 415	\$ 2,585	86.2%	75.0%	11.2%	
Coordinators & Consultants	\$ 198,897	\$ 25,738	\$ 173,159	87.1%	85.5%	1.6%	
Principals and Vice-Principals	\$ 1,136,866	\$ 139,710	\$ 997,156	87.7%	86.8%	0.9%	
School Office - Secretarial & Supplies	\$ 1,002,358	\$ 267,198	\$ 735,160	73.3%	73.7%	-0.3%	
Continuing Education	\$ 85,586	\$ 14,701	\$ 70,885	82.8%	85.2%	-2.4%	
Trustees	\$ 4,752	\$ 846	\$ 3,906	82.2%	80.5%	1.7%	
Directors & Supervisory Officers	\$ 89,052	\$ 17,314	\$ 71,738	80.6%	82.2%	-1.7%	
Board Administration	\$ 780,555	\$ 142,261	\$ 638,294	81.8%	81.2%	0.6%	
Operations and Maintenance - Schools	\$ 2,503,554	\$ 612,658	\$ 1,890,896	75.5%	76.8%	-1.3%	
TOTAL EMPLOYEE BENEFITS	\$ 25,498,286	\$ 4,333,207	\$ 21,165,079	83.0%	81.8%	1.2%	

Board Meeting - January 26, 2016

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2015

EXPENDITURE CATEGORIES	2015-2016 REVISED BUDGET	SEPT. TO NOV. 2015 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2015 \$	BUDGET REMAINING AT NOV. 30, 2015 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
STAFF DEVELOPMENT							
Staff Development - Classroom	\$ 426,830	\$ 160,823	\$ 266,007	62.3%	54.0%	8.3%	
Principals and Vice-Principals	\$ 84,000	\$ 2,643	\$ 81,357	96.9%	95.3%	1.6%	
Trustees	\$ 40,000	\$ -	\$ 40,000	100.0%	95.2%	4.8%	
Board Administration	\$ 72,861	\$ 17,258	\$ 55,603	76.3%	80.8%	-4.5%	
Operations and Maintenance - Schools	\$ 68,250	\$ 2,148	\$ 66,102	96.9%	87.4%	9.4%	
TOTAL STAFF DEVELOPMENT	\$ 691,941	\$ 182,872	\$ 509,069	73.6%	67.5%	6.0%	B
SUPPLIES AND SERVICES							
Classroom Teachers	\$ 192,259	\$ 39,236	\$ 153,023	79.6%	81.1%	-1.5%	
Classroom Computers	\$ 688,775	\$ 137,244	\$ 551,531	80.1%	83.9%	-3.8%	
Textbooks, Supplies & Equipment	\$ 4,954,634	\$ 904,878	\$ 4,049,756	81.7%	83.9%	-2.2%	
Paraprofessionals & Technicians	\$ 504,438	\$ 50,188	\$ 454,250	90.1%	85.5%	4.5%	
Library and Guidance	\$ 61,000	\$ 34,641	\$ 26,359	43.2%	40.7%	2.5%	
Coordinators & Consultants	\$ 189,042	\$ 30,418	\$ 158,624	83.9%	84.0%	-0.1%	
Principals and Vice-Principals	\$ 98,000	\$ 1,460	\$ 96,540	98.5%	95.4%	3.1%	
School Office - Secretarial & Supplies	\$ 490,770	\$ 182,329	\$ 308,441	62.8%	63.1%	-0.3%	
Continuing Education	\$ 53,700	\$ 9,347	\$ 44,353	82.6%	84.6%	-2.1%	
Trustees	\$ 44,305	\$ 6,905	\$ 37,400	84.4%	87.0%	-2.6%	
Board Administration	\$ 750,487	\$ 197,273	\$ 553,214	73.7%	78.4%	-4.6%	
Operations & Maintenance - Schools	\$ 12,500,765	\$ 1,807,610	\$ 10,693,155	85.5%	87.3%	-1.7%	
TOTAL SUPPLIES AND SERVICES	\$ 20,528,175	\$ 3,401,529	\$ 17,126,646	83.4%	85.2%	-1.8%	B
CAPITAL EXPENDITURES							
Classroom Computers & SEA Computers	\$ 3,806,107	\$ 1,115,673	\$ 2,690,434	70.7%	80.6%	-9.9%	
Textbooks, Supplies & Equipment	\$ 1,084,144	\$ 69,187	\$ 1,014,957	93.6%	89.2%	4.4%	
Paraprofessionals & Technicians	\$ 25,000	\$ -	\$ 25,000	0.0%	0.0%	0.0%	
Coordinators & Consultants	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	
School Office	\$ 20,000	\$ -	\$ 20,000	100.0%	100.0%	0.0%	
Principals and Vice-Principals	\$ 52,000	\$ -	\$ 52,000	100.0%	100.0%	0.0%	
Board Administration	\$ 71,539	\$ 9,910	\$ 61,629	86.1%	89.2%	-3.1%	
Operations & Maintenance - Schools	\$ 115,000	\$ 2,207	\$ 112,793	98.1%	98.6%	-0.6%	
School Renewal	\$ 10,779,470	\$ 527,739	\$ 10,251,731	95.1%	83.9%	11.2%	
TOTAL CAPITAL EXPENDITURES	\$ 15,978,260	\$ 1,724,716	\$ 14,253,544	89.2%	83.5%	5.7%	B

Board Meeting - January 26, 2016

**THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2015**

EXPENDITURE CATEGORIES	2015-2016 REVISED BUDGET	SEPT. TO NOV. 2015 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2015 \$	BUDGET REMAINING AT NOV. 30, 2015 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
NON-OPERATING EXPENDITURE							
NPF Debt Repayment	\$ 3,185,385	\$ 926,266	\$ 2,259,119	70.9%	69.4%	1.5%	
TOTAL CAPITAL EXPENDITURES	\$ 3,185,385	\$ 926,266	\$ 2,259,119	70.9%	69.4%	1.5%	
FEES AND CONTRACTUAL SERVICES							
Classroom Supplies & Services	\$ 28,000	\$ -	\$ 28,000	100.0%	100.0%	0.0%	
Textbooks, Supplies & Equipment	\$ 145,000	\$ 64,382	\$ 80,618	55.6%	82.1%	-26.5%	
Paraprofessionals & Technicians	\$ 643,918	\$ 193,214	\$ 450,704	70.0%	77.7%	-7.7%	
Coordinators & Consultants	\$ 51,764	\$ 3,839	\$ 47,925	92.6%	88.9%	3.7%	
School Office	\$ 8,100	\$ 8,275	\$ (175)	-2.2%	0.0%	-2.2%	
Continuing Education	\$ 75,190	\$ 2,886	\$ 72,305	96.2%	80.8%	15.4%	
Board Administration	\$ 549,812	\$ 114,865	\$ 434,947	79.1%	66.6%	12.5%	
Pupil Transportation	\$ 12,151,238	\$ 3,660,925	\$ 8,490,313	69.9%	69.6%	0.3%	
Operations & Maintenance - Schools	\$ 2,838,220	\$ 372,786	\$ 2,465,434	86.9%	83.2%	3.7%	
TOTAL FEES AND CONTRACTUAL SERVICES	\$ 16,491,242	\$ 4,421,171	\$ 12,070,071	73.2%	72.4%	0.8%	
OTHER							
Board Administration	\$ 95,846	\$ 92,723	\$ 3,123	3.3%	0.0%	3.3%	
Other Non-Operating Expense	\$ 744,654	\$ -	\$ 744,654	100.0%	100.0%	0.0%	
TOTAL OTHER	\$ 840,500	\$ 92,723	\$ 747,777	89.0%	88.6%	0.4%	
CHARGES-NON FINANCIAL ASSETS							
Amortization	\$ 400,000	\$ -	\$ 400,000	100.0%	100.0%	0.0%	
TOTAL CHARGES-NON FINANCIAL ASSETS	\$ 400,000	\$ -	\$ 400,000	100.0%	100.0%	0.0%	
TOTAL EXPENDITURES	\$ 262,920,864	\$ 62,984,668	\$ 199,936,196	76.0%			