

REGULAR BOARD MEETING  
PUBLIC SESSION

TUESDAY, NOVEMBER 8, 2016  
7:00 p.m.

Board Room  
Chatham Education Centre  
476 McNaughton Avenue East, Chatham

**A**

	Page Reference
1. Call to Order	
2. Approval of Agenda	
3. Declaration of Conflict of Interest	
4. Approval of the Minutes from the October 25, 2016 Board Meeting	2
5. Business Arising from the Minutes	
6. Motions Emanating from the Regular Board Private Session	
7. Motion that the Actions of the Regular Board Private Session be the Action of the Board.	
8. Presentations:	
a) Maker Monday at Tecumseh Public School, Karen Walker, Elementary Teacher	
9. Delegations	
10. Questions from the Public	
11. Reports for Board Action	
a) Policy and Regulations on <i>Attendance of Trustees and Student Trustees at Educational Conferences, Workshops and Related Events Recommendation</i>	9
" That the Board approve the revised policy and regulations on <i>Attendance of Trustees and Student Trustees at Educational Conferences, Workshops and Related Events.</i> "	Director Costello Report B-16-122
b) Policy and Regulations on <i>Responsible Use of Technology Recommendation</i>	13
" That the Board approved the revised policy on <i>Responsible Use Of Technology</i> and rescind the regulations on <i>Acceptable Use of Technology for Employees and Non-Student Users and Acceptable Use of Technology for Students.</i> "	Director Costello Report B-16-123
b) 2015/2016 School Year Audited Financial Statements	25
<u>Recommendation</u>	Superintendent McKay Report B-16-124
" That the Audit Committee recommends to the Lambton Kent District School Board the approval of the annual audited Consolidated Financial Statements and the accompanying Independent Auditors' Report for the year ending August 31, 2016."	
12. Reports for Board Information	
a) Ontario Public School Boards' Association Update (OPSBA)	Trustee Fletcher Oral Report

b) Special Education Advisory Committee Update (SEAC)	Trustee Hudie Report B-16-125	27
c) Native Advisory Committee Update (NAC)	Trustee Rising Report B-16-126	29
d) Transition Committees Update - Great Lakes Secondary School and - Consolidated South Plympton and Wyoming Public School	Superintendent Girardi Oral Report	
e) Report on the Forest Area Schools Pupil Accommodation Review Committee and Chatham Area Schools Pupil Accommodation Review Committee	Superintendent Girardi Oral Report	
f) Budget Meeting Schedule for the 2017 2018 School Year	Superintendent McKay Report B-16-127	30
f) Live Streaming of the LKDSB Board Meetings	Superintendent McKay Report B-16-128	31
13. Correspondence		
14. New Business		
15. Trustee Question Period		
16. Notices of Motion		
17. Future Agenda Items		
18. Announcements		
a) The next Regular Meeting of the Board will be held on Tuesday, November 22, 2016 at the Sarnia Education Centre at 7:00 p.m.		
19. Adjournment		

Lambton Kent District School Board

Minutes of the Regular Board Meeting of October 25, 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, Lareina Rising and Shannon Sasseville

Student Trustees Ayla Jacobs and Keaton Jennings

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education Joy Badder, Dave Doey, Gary Girardi, Taf Lounsbury, Mark Sherman and Phil Warner

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

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

#2016-161 Moved by Ruth Ann Dodman, seconded by Elizabeth Hudie,

Approval of the Agenda Oct/25/2016 "That the Agenda for the Regular Board Meeting Public Session of October 25, 2016 be approved."

CARRIED.

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

#2016-162 Moved by Randy Campbell , seconded by Tom McGregor,

Approval of Minutes Oct/11/2016 "That the Board approve the Minutes of the Regular Board Meeting of October 11, 2016."

CARRIED.

Busing Arising Director Costello advised that the Frequently Asked Questions document related to the Volunteer and Volunteer Drivers LKDSB Regulations had been posted on the LKDSB website and that a letter of response has been issued to the Tecumseh Public School Home and School Association.

#2016-163 Moved by Scott McKinlay, seconded by Jack Fletcher,

Action of the Regular Board Private Session be the Action of the Board "That the Action of the Board in Private Session be the Action of the Board."

CARRIED.

Questions from the Public Susan Mackenzie referred to the requirement for all schools to have a school council in place and asked what steps were taken to ensure that there was a school council at Sarnia Collegiate Institute and Technical School (SCITS) from 2012 to 2015. Director Costello confirmed that schools are required to have a school council in place. He noted that, at times, some principals are not able to recruit people to serve on school council. The principal would likely have conversations with a superintendent if they were unable to establish one. The principal would likely have been encouraged to publicize and invite interested individuals to come forward to serve on school council. He advised that, unfortunately, there have been some years at some schools where principals have not been able to get people to volunteer. Principals use newsletters, word-of-mouth, announcements in school or post signs on meet the teacher nights to generate interest. Senior Administration would not have a record of methods used by a particular principal. He confirmed that the principal would be responsible for record keeping. Susan Mackenzie asked for a copy of steps taken at SCITS. Director Costello advised that he would look to see if there is a record noting that the principal would be the one to have kept notes. Director Costello confirmed that someone would respond to Susan Mackenzie either with the information requested or advise that there are no records.

Student Trustees Jacobs and Jennings reported on the Student Senate Meeting held on October 17, 2016 at Wallaceburg District Secondary School. Trustee Murphy and Director Costello were in attendance. Student Trustee Jennings advised that Director Costello informed the students about their role and the importance of student voice. He provided an update on the Enactus project that the Student Senate was previously involved in. It is an example of how students can make a difference in their own communities and the world. The Student Senators selected a theme for this school year. They are going to focus on learning to deal with stress and anxiety. Student Trustee Jacobs advised that Megan McGrail from Lambton Central Collegiate and Vocational Institute (LCCVI) was elected Chair of the Student Senate and Mackenzie Regts from John McGregor Secondary School (JMSS) was elected Secretary. Overall, it was very enlightening for all who attended. Trustee Murphy commented that it was a very good meeting with the Student Senators noting that they were very enthused. They came to consensus on the theme of stress and anxiety and not just academic stress but different sources of stress for youths and throughout life. Director Costello advised that Ellie Fraser, LKDSB Mental Health Lead, will be invited to attend a Student Senate Meeting to present LKDSB student data.

Director Costello stated that all school boards are required to have a Strategic Plan in place. He advised that in May, Trustees reaffirmed the LKDSB Vision, Mission and Belief Statements at the Trustee Strategic Planning Session. He commented on the original development of the Statements and the meaning behind the six Belief Statements. He advised that Trustees agreed that the Vision, Mission and Belief Statements would be reviewed and revised in 2018, after the next election. It was agreed that Trustees need at least a year in the role to learn about the LKDSB and its initiatives so they are best informed before reviewing the guiding principles of the LKDSB. He explained that Senior Administration drafted the LKDSB Multi-Year Strategic Plan (MYSP) based on the six LKDSB Belief Statements. Strategic Priorities and Strategic Actions have been assigned to each Belief Statement to guide decision-making. The Strategic Priorities are broadly stated in order to incorporate all stakeholders in their implementation and achievement. The Strategic Actions are designed to mobilize the Strategic Priorities to ensure that the Belief Statements are supported. In this fashion the Belief Statements, teacher priorities and Strategic Actions are aligned in the common direction of improving student achievement. The draft LKDSB MYSP is designed to guide the LKDSB until 2018/2019.

Director Costello explained that input would be obtained from the following stakeholder groups on the Strategic Priorities.

- Native Advisory Committee Members
- Parent Involvement Committee Members
- Special Education Advisory Committee Members
- Student Senate Members

Members of Senior Administration will review the input provided and incorporate where appropriate. Some of the input provided may also impact the Strategic Actions. Director Costello advised that he will bring the finalized LKDSB Multi-Year Strategic Plan to the Trustees for approval.

Director Costello invited Trustees to provide input on the draft MYSP.

Trustee Fletcher commented on the progression from the Belief Statements to the Strategic Priorities and Strategic Actions and about next steps after the Strategic Actions. He referred to SMART goals. Director Costello commented on the shared responsibility of the stakeholders. The approved Strategic Plan would be shared with principals. They would be given the task of involving school staff, school council, student council and the community to achieve

success. The plan is not to dictate actions to principals but to outline the expectations. Strategies will be different for each school and principals share best practices.

Trustee Sasseville supported the short plan and suggested incorporating a matrix in the plan to measure success and monitor progress. Director Costello commented on the difficulty associated with measuring success. Data collected does not necessarily measure engagement or success. He commented on discussions among members of Senior Administration around how to determine the effectiveness of a program. She suggested that the word transparency be incorporated into the in the Strategic Priorities and Actions for Belief Statement #5. Director Costello commented on the new tools available to obtain feedback electronically. Vice-Chair McKinlay commented on the matrix idea and noted that some of the statements are more measureable than others and questioned if the plan should be revised in 2019 rather than 2018.

Director Costello clarified that the wording in Strategic Priority #2, *high levels of academic performance*, would be individualized to each student to their individual high. The members of the Special Education Advisory Committee (SEAC) will be asked to comment on this statement.

Trustee Rising referred to Belief Statement #3 and wondered about including strategic actions related to the Calls to Action and Reconciliation. She will obtain input from the members of the Native Advisory Committee (NAC).

Regarding diversity and naming of specific groups in the plan, support was expressed for leaving the statements broad rather than specific to avoid overlooking a group. Support was expressed for diversity of learning in classrooms as well as diversity for all students to appreciate not only who they are sharing the environment with but how we share our world and communities with people of diversity.

Director Costello confirmed that he will present the finalized LKDSB Multi-Year Strategic Plan to the Trustees for approval once input has been obtained from the members of NAC, PIC, SEAC and Student Senate. Trustees were encouraged to email suggested word changes to Director Costello. Chair Bryce congratulated Administration on the work done to develop the draft plan.

Transition Committees  
Update  
Great Lakes Secondary  
School (GLSS)

Superintendent Girardi advised that the GLSS Transition Committee met October 24, 2016 and announced the school colours and mascot. GLSS students will be known as the 'Wolfpack'. The rationale provided stated that Wolves live their lives in a pack. The Wolfpack mascot is intended to encourage students to live selflessly; respect one's own place within the larger group and to take pride in this group and celebrate the accomplishments of its members. The Transition Committee members also approved light blue, black and silver as the official school colours.

Consolidated South  
Plympton and Wyoming  
Public School

The Transition Committee for the South Plympton and Wyoming Public School met on October 19, 2016. Members developed a list of sub-committees to establish. Staff and students have been participating in cross grouping activities and meetings at one location.

Report on the Forest Area  
Schools Pupil  
Accommodation Review  
Committee (ARC)  
Orientation Session for  
Committee Members

Superintendent Girardi reported on the orientation session for the members of the ARC for the Forest Area Schools held on October 20, 2016 at North Lambton Secondary School. The meeting was about informing the people who have volunteered their time about the process. The meeting schedule was shared, the communication process outlined as well as the different pathways to ask questions and provide input. ARC members were advised that the ARC acts as the official conduit for information shared between the school board and the school communities. An overview of the Board Regulations and Ministry Guidelines was shared along with the ARC's mandate, role and responsibilities. The Principals walked through the School

Information Profiles (SIPs) and responded to questions. Superintendent Girardi advised that a tour of Tecumseh Vista Academy, a K to Grade 12 school, will be arranged for the ARC members. ARC members were asked to share with Administration what other items they would like to discuss at the ARC working meeting. The outline for the first public accommodation review meeting was explained to the members of ARC.

Vice-Chair McKinlay referred to the new process for individuals to follow if they wish to make a delegation at a public accommodation review meeting and asked how Administration is ensuring that people are aware of the process. Superintendent Girardi advised that the information is on the LKDSB website, school websites, school newsletters and was contained in the Initial Staff Report which was shared with municipalities. ARC members were asked to assist with getting the information out. He noted that transparency was very important and that Administration was seeking every avenue to share the information. It was clarified that only individuals wishing to make a delegation need to pre-apply. There will be opportunity at the public meetings for individuals to ask questions. Superintendent Girardi advised that the ARC is comprised of community, parent and student, representatives from the four schools, the principal from each school and a representative from Kettle and Stony Point First Nation. Superintendents Lounsbury, Sherman and Girardi attend the meetings.

Director Costello advised that the requirement to pre-apply to delegate at a public accommodation review meeting was communicated in the LKDSB media release, posted on school and LKDSB websites. He noted the need to adhere to the time limit for speakers at the meeting. It was suggested that perhaps a delegation button could be added to the website. Superintendent Girardi advised that the orientation session for the Chatham ARC is scheduled for October 27, 2016.

New Business:  
EQAO Online Trial  
Assessment of the OSSLT

Director Costello advised that on October 20, 2016, EQAO conducted the first online trial assessment of the Ontario Secondary School Literacy Test (OSSLT). Unfortunately, hackers overloaded the EQAO site and created problems for EQAO and prevented students from completing the online test. Locally, during the morning session, there were 1172 LKDSB student writers and 1056 students completed and submitted the test. During the afternoon writing session, there were 560 LKDSB student writers with 36 students able to complete and submit the test. Sixty-three percent of the LKDSB students were able to complete the test. Director Costello commented on the time spent by students and staff preparing for the test and congratulated them for their resiliency during the writing of the test. Director Costello advised that the position of the LKDSB Senior Administration is that EQAO should assess and report back on the work completed by the LKDSB students. Passing the test is a requirement of graduation. EQAO has indicated that the students would be considered first time eligible writers in the spring writing of the OSSLT. He shared that around the province, 60% of the Toronto District School Board students submitted completed tests, 63% of the Niagara District School Board students and 90% of the Rainbow District School Board students completed the test. The rest of the public school boards did not have good success. Director Costello advised that he participated in a teleconference with directors of education and Richard Jones, EQAO's Chief Assessment Officer, on October 25, 2016. The directors advised Richard Jones that they expect the completed tests to be marked and reported on. Richard Jones advised that EQAO is in the process of determining the integrity of the tests submitted. He indicated that EQAO needs a minimum sample group and expects that a decision will be made next week. Trustees supported having the students' work marked and reported on assuming the data has not been corrupted.

#2016-164  
Letter to EQAO re the  
online OSSLT results

Moved by Scott McKinlay, seconded by Ruth Ann Dodman,

“That the Chair of the LKDSB issue a letter to EQAO requesting that all completed student work from the October 20, 2016 OSSLT be marked and reported and that all other students be considered as first time eligible writers going forward.”

Director Costello clarified that EQAO creates a new OSSLT test every time it is administered. Students that were not successful this time or did not write will be able to write in the spring and are to be considered first time eligible writers. Student Trustee Jennings agreed with Director Costello that the tests should be marked and returned to the students and count for graduation. Student Trustee Jacobs shared comments from students involved in the OSSLT who indicated that it was so new it was confusing for students and staff. Director Costello advised that EQAO has indicated that the OSSLT will be administered online and via paper in the spring.

Trustee Fletcher requested a recorded vote.

Student Trustee Non-Binding Vote

Ayla Jacobs	Yes
Keaton Jennings	Yes

Binding Vote

Lareina Rising	Yes
Ruth Ann Dodman	Yes
Shannon Sasseville	Yes
Jack Fletcher	Yes
Bob Murphy	Yes
Randy Campbell	Yes
Elizabeth Hudie	Yes
Dave Douglas	Yes
Tom McGregor	Yes
Scott McKinlay	Yes
Jane Bryce	Yes

CARRIED.

Superintendent Sherman clarified that students are always able to rewrite the test the next year, except if they are graduating then they enroll in the Ontario Secondary Student Literacy Course. He expects there will be multi-options going forward.

Trustee Questions

Trustee Campbell referred to the news articles about the Partnership, Achievement, Cultural Awareness and Engagement (PACE) program at Wallaceburg District Secondary School (WDSS) closing as of October 28, 2016 and asked for clarification on the LKDSB involvement. Superintendent Doey explained that the PACE program has been offered at WDSS for the past 11 years. It was originally implemented when the Ministry provided seed funding under the Student Success Initiative in response to locally created initiatives to keep students in school. Over the 11 years, sustainable funding has always been a challenge. The Ministry did not convert the funding to the Grants for Student Needs and the program has lived on through financial contributions from Walpole Island First Nation, Trillium Grants, and corporate sponsorship from Enbridge and Suncor. Superintendent Doey advised that Administration provides some funding but with the budget reductions this year things are difficult. Administration will be providing funding to see the program

through to the end of first semester. This will provide time for funding proposals to be considered and assessed. Trustee McGregor advised that he understands that people in the community are working on finding partners to keep the program going.

Announcements

The next Regular Board Meeting will be held on November 8, 2016 at the Chatham Education Centre at 7:00 p.m.

The OPSBA Western Region Meeting is scheduled for November 5, 2016 at the Sarnia Education Centre beginning at 8:30 a.m.

The Ad Hoc Naming Committee for the consolidated South Plympton and Wyoming Public Schools will meet on November 14, 2016 at the Wyoming Public School.

Adjournment  
8:50 p.m.

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

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Chair of the Board

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Director of Education and Secretary of the Board

**REGULAR BOARD, PUBLIC SESSION**

**Report To Board**

**FROM:** Jim Costello, Director of Education

**DATE:** November 8, 2016

**SUBJECT:** **Board Policy and Regulations on *Attendance of Trustees and Student Trustees at Educational Conferences, Workshops and Related Events***

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The LKDSB policy and regulations on *Attendance of Trustees and Student Trustees at Educational Conferences, Workshops and Related Events* have been reviewed as part of the cyclical review.

The policy has been revised to comply with the LKDSB policy format. The second statement is covered in the corresponding LKDSB regulations.

Item #1 of the regulations has been revised to add the Ontario Student Trustees' Association.

Item #8 of the regulations has been revised to add a reference to the LKDSB regulations *Expenses Reimbursement for Staff, Trustees and Student Trustees, R-BU-502.1*, which outlines what are the acceptable expenses for everyone. Item #9 has been revised to reinforce the need to complete the LKDSB expense report form and provide an itemized receipt for every expense as per LKDSB administrative procedures *Completion of Expense Report A-BU-502.1*.

**Recommendation**

**“That the Board approve the revised policy and regulations on *Attendance of Trustees and Student Trustees at Educational Conferences, Workshops and Related Events*.”**



**POLICY**

**SUBJECT:** Attendance of Trustees and Student Trustees  
at Educational Conferences, Workshops and Related Events

It is the policy of the Lambton Kent District School Board that in order to provide Trustees and Student Trustees with the opportunity to gain knowledge and skills relative to their responsibilities as trustees, the Board, through the Chairperson, approves the attendance of Trustees and Student Trustees at recognized educational conferences, workshops and seminars.

~~Trustees and Student Trustees attending such conferences, workshops and seminars shall be subject to the regulations regarding this policy and to the budget limitations approved by the Board.~~

Implementation Date: October 28, 1998  
Revised: October 8, 2002,  
Reviewed: September 27, 2005  
Revised: January 30, 2007  
Revised: March 29, 2011

Reference: Regulations  
Bill 78, Regulation 07/07 – Student Trustees



DRAFT

## REGULATIONS

**SUBJECT:** Attendance of Trustees and Student Trustees  
at Educational Conferences, Workshops and Related Events

1. Recognized educational conferences, workshops and seminars consist of:
  - a) Association Conferences (Ontario Public School Boards' Association, **Ontario Student Trustee Association**) ~~usually held once a year~~;
  - b) Professional workshops and seminars in such areas as curriculum, governance and collective bargaining and funding issues.
  
2. The Board annually approves the budget for attendance at conferences, workshops and seminars and sets aside an approximate amount per trustee:
 

Student Trustees	\$3,000.00
Trustees	\$3,000.00
Chair	\$4,000.00
  
3. In addition to the above the OPSBA delegate and alternate may attend the annual General Meeting of OPSBA.
  
4. Expenditures by the Board Chair and Trustees beyond the limits established under section 2 require approval of the Board.
  
5. Attendance at any conference, workshop or seminar outside of Ontario shall require approval of the Board.
  
6. All amounts budgeted are on a yearly basis and may not be carried over into subsequent years. All unused funds shall be credited to the Board's general funds at the end of the year.
  
7. Trustees and Student Trustees may present an oral report about their attendance at the conference, workshop or seminar.
  
8. Approved Expenses paid by the Board include:
  - a) Registration
  - b) Single rate accommodation
  - c) Transportation (the most economical means of transportation will be provided)
  - d) Actual out-of-pocket expenses for meals, parking, taxi and miscellaneous expenses (supported vouchers and **itemized** receipts are required **as outlined in LKDSB Regulation Expense Reimbursement for Staff, Trustees and Student Trustees R-BU-502.1**).

9. All expenses shall be documented on the LKDSB Board approved Expense Report Claims form (attached to the LKDSB administrative procedure *Completion of Expense Report A-BU-502.1*), supported by itemized receipts, and submitted to the Board Chair for approval. The Vice-Chair of the Board approves the expenses of the Chair of the Board.
10. The Directors' office shall circulate information on appropriate educational conferences, seminars and workshops.
11. The Superintendent of Business shall advise the Board Chair and Director of any required information on Trustee expenditures in accordance with this policy.
12. Costs associated with another person accompanying a Trustee will be at the Trustee's own expense.
13. The Board shall set an amount for inclusion in the budget annually to cover their costs.
14. The Board Chair and Director may request Trustees to attend additional conferences, which would not be subject to the expense allowance set aside for each Trustee.

DRAFT

Implementation Date: October 28, 1998  
Revised: October 8, 2002, September 27, 2005, January 30, 2007, March 29, 2011  
Reference: LKDSB Policy *Attendance of Trustees and Student Trustees at Educational Conferences, Workshops and Related Events*  
LKDSB Regulations *Expense Reimbursement for Staff, Trustees and Student Trustees R-BU-502.1*  
LKDSB Administrative Procedure *Completion of Expense Report A-BU-502.1*  
Education Act, Section 55

**REGULAR BOARD, PUBLIC SESSION**

**Report To Board**

**FROM: Jim Costello, Director of Education**

**DATE: November 8, 2016**

**SUBJECT: Board Policy Regulations on *Responsible Use of Technology***

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The LKDSB policy on *Acceptable Use of Technology for Students, Employees and Non-Student Users* and the corresponding LKDSB regulations and administrative procedures have been reviewed as part of the cyclical review.

Members of the Information Technology Department as well as Executive Council have reviewed all five documents. To make it easier for everyone to access the information, the information contained in the existing two LKDSB regulations and two administrative procedures has been combined into one concise administrative procedure. Members of the Executive Council have approved the administrative procedure. It is attached to the report for Trustees' information.

It is proposed that the title of the documents be changed to *Responsible Use of Technology* to better reflect the philosophy of the LKDSB.

The policy has been revised to remove the introductory statement to comply with the LKDSB policy format.

**Recommendation**

**“That the Board approve the revised policy on *Responsible Use Of Technology* and rescind the regulations on *Acceptable Use of Technology for Employees and Non-Student Users* and *Acceptable Use of Technology for Students*.”**



## POLICY

**SUBJECT: Responsible Use of Technology Name Change**

**(~~Acceptable Use of Technology for Students, Employees and Non-Student Users~~)**

~~The Lambton Kent District School Board recognizes that the proper use of technology can enhance the teaching/learning process in the classroom; and can also improve the effectiveness and efficiency of both pedagogical and administrative operations.~~

It is the Policy of the Lambton Kent District School Board that all technology be utilized in a legal, efficient, relevant and morally responsible manner.

**DRAFT**

Implementation Date: December 8, 1998

Revised: June 26, 2001

Revised: January 15, 2008

Revised: February 8, 2011

Reference: Board Regulations

# **REGULATIONS**

**SUBJECT:       Acceptable Use of Technology for Students**

The Lambton Kent District School Board provides students with access to technology to support their educational and learning experiences. Since students have access to technology, they have a role to play in maintaining a secure environment. The purpose of these Regulations is to set out the expectations with respect to the use of technology and the responsibilities of each individual in maintaining a secure environment.

These Regulations apply to all students of the Lambton Kent District School Board ("LKDSB").

1. The computer system including computer files, documents and electronic communications are the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may at any time access any and all files, documents, electronic communications and use of Internet to ensure integrity of the system and compliance with these Regulations.
3. Students will only use the network account assigned to them.
4. All technological devices will be password protected and conform to the password requirements as detailed in the corresponding LKDSB Administrative Procedures.
5. The student will be responsible for any activity using his/her password, including any time the computer is left unattended. Students must not share passwords nor use the passwords of others.
6. Technological devices brought to school by students are not the responsibility of the LKDSB.
7. Students must not connect any electronic devices in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the LKDSB.
8. Students must not download or install any unauthorized materials such as programs, games or files from any source, or cause a denial of service for others.
9. When using the Board supported networks, students must not reveal any personally identifying information (such as first and last name, picture, address, telephone number, physical description, etc.) about themselves or others.
10. Students must NEVER agree to meet with keypals unless supervised by a teacher.

## Acceptable Use of Technology Students

R-PR-200.1-12

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11. Students must report to a teacher or school administrator any messages they receive that request personal information, are inappropriate, or make them feel uncomfortable. \_
21. Students must not access director or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
22. Students must immediately exit any site that is transmitting inappropriate or offensive material. Students must immediately report accidental access to such a site to a teacher or school administrator.
23. Users will conduct themselves in a professional manner as detailed in the corresponding LKDSB Administrative Procedures.
24. Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action and legal action or police involvement.

**RESCIND**

Implementation Date: December 8, 1998

Revised: June 26, 2001, January 15, 2008, May 27, 2008, April 12, 2011, October 11, 2011  
November 22, 2011, January 31, 2012

Reference: Board Policy

**RESCIND**

# REGULATIONS

<b>SUBJECT:        Acceptable Use of Technology for Employees and Non-Student Users</b>
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The purpose of these Regulations is to set out the expectations with respect to the use of computer and information technology and the responsibilities of each individual in maintaining a secure environment.

This Regulation applies to all employees of the Lambton Kent District School Board ("LKDSB") as well as non-student users who have been granted permission to use the LKDSB computer system (for example trustees, school council representatives, parents, volunteers, contracted workers).

1. The computer system including any data and information that is created, transmitted or stored on the LKDSB system is the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology.
3. All technological devices will be password protected and conform to the password requirements as detailed in the corresponding LKDSB Administrative Procedures.
4. Technological devices brought to school or the office by staff and non-students are not the responsibility of the LKDSB.
5. Users must not connect any electronic devices in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the LKDSB.
6. When using the Board supported networks, users must not reveal any personally identifying information about themselves or others.
7. Users must notify the Help Desk immediately of a lost or stolen device (i.e. BlackBerry, laptop, USB key). The Help Desk will immediately notify the Freedom of Information Coordinator.
8. Screen savers must automatically activate for users within an established period of inactivity for all devices and require a password to reactivate as detailed in the corresponding LKDSB Administrative Procedures. Timeouts will be controlled centrally and the period of inactivity will be established Senior Administration for all users.

9. Access to the Board's internal resources is allowed only on the approval of the Director of Education.
10. Personal use of LKDSB technology will occur outside assigned work time.
11. Users must not access direct or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
12. Users must immediately exit any site that is transmitting inappropriate or offensive material. Users must immediately report accidental access to such a site to a school administrator or manager.
13. Users will conduct themselves in a professional manner as detailed in the corresponding LKDSB Administrative Procedures.
14. Users must not use LKDSB technology for personal financial gain, for commercial activity or for any illegal purpose.
15. All employees, contracted staff and identified volunteers of the Lambton Kent District School Board must exclusively use the services of the Board's Information Technology (I.T.) Department to perform repairs, upgrades and maintenance including virus protection and malware removal on all Board purchased technology. Taking a piece of technology (computer, netbook or laptop, etc.) to a third party vendor or website for such services without the written permission of the Manager of Information Technology or delegate is strictly forbidden.
16. Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action up to and including termination of employment and legal action or police involvement.

**RESCIND**

Implementation Date: December 8, 1998

Revised: June 26, 2001, January 15, 2008, May 27, 2008, April 12, 2011, October 11, 2011, November 22, 2011, January 31, 2012

Reference: Board Policy

NEW

# ADMINISTRATIVE PROCEDURES

**SUBJECT: Responsible Use of Technology**

The Lambton Kent District School Board (LKDSB) provides access to technology for staff and students to support their educational, learning and business needs. Everyone that uses technology has a role to play in maintaining a secure and respectful environment. The purpose of these Administrative Procedures is to set out the expectations with respect to the use of technology and the responsibilities of each individual.

The LKDSB strives to model and teach safe, legal, ethical and responsible use of information technology and resources, and expects all users to embrace the following characteristics of use:

- Respect and protect yourself and others,
- Respect and protect intellectual and technical property.

These Procedures apply to all employees and students of the LKDSB as well as other users that have been granted permission to use the LKDSB computer system or access LKDSB-owned data (e.g., trustees, school council representatives, parents, volunteers, contracted workers).

Managers and principals are to ensure that all staff and students are aware of the requirements contained in these Procedures.

## System Integrity

1. The computer system, including any data and information that is created, transmitted or stored on the LKDSB system is the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may access any files, documents, electronic communications and use of Internet at any time to ensure integrity of the system and compliance with these Procedures.
3. Users must not try to gain unauthorized access to the computer network or databases.
4. Users must not access or delete computer files or directories of others unless authorized by IT to do so.
5. Users must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
6. Users must not cause damage to LKDSB technology (computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables).
7. Computer viruses and related problems can cause extensive damage to computer systems. Viruses can be spread in a variety of ways including downloading files from the Internet, email attachments, infected USB keys etc. Users should use caution when opening email attachments from unknown senders.
8. All USB keys and any other storage media brought from an outside source (e.g., home, provided by a vendor) must be scanned for viruses before use.
9. All supported workstations within the LKDSB are automatically scanned for viruses.
10. The LKDSB accepts no responsibility for the physical or software security of any device brought onto its property from any outside source (e.g., personally owned from home, provided by an external vendor).
11. Users must not download or install onto Board desktop and laptop computers any unauthorized materials such as programs, games or files from any source.
  - a. Users may download mobile applications onto smartphones and tablet devices where they have been given permission to do so.

12. During the evaluation to adopt new system applications, the investigation must include security issues related to the software and network. All current system applications must be reviewed to ensure that they meet the minimum security standards established.
13. Users must not access proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.

#### Password Management and System Access

14. Users will only use the network account and password assigned to them.
15. Users must not share passwords, nor use the passwords of others.
16. The initial passwords for Board network and email access will be assigned by the IT Help Desk and be consistent for all new users and consist of a minimum of 8 characters, including upper and lower case letters as well as numbers. Users will be required to change the initial password to a minimum of 8 characters, including upper and lower case letters as well as numbers. Users will avoid using any published information within a password that could potentially identify the user.
17. Passwords must be changed:
  - a. At least twice a year for staff.
  - b. At least yearly for students.
18. The user will be responsible for any activity using their account, including any time that the computer is left unattended.
19. If a User loses his/her password or feels that an unauthorized person has accessed their account, they must report it to a teacher, manager, or school administrator immediately.
20. Screen savers must be enabled on all devices, and must automatically activate for staff within 30 minutes of inactivity and must require a password to reactivate.
21. The Human Resources Department will notify the IT Help Desk as soon as possible when an employee leaves the system permanently and the accounts, on all systems, will be disabled or deleted.

#### Connection to The LKDSB Network (Wired and Wifi)

22. Users must not connect any electronic devices to the LKDSB wired network without the written permission of the Information Technology Department of the LKDSB.
23. Users may connect personally-owned devices to the guest wifi network.

#### Personal Safety

24. When using the Board supported networks, users must take care not to provide any personally identifying information about themselves or others unless it is to a trusted source.
25. Students must report to a teacher or school administrator any messages they receive that requests personal information, requests a personal meeting with a stranger, are inappropriate in any way, or make them feel uncomfortable.

#### Appropriate Personal Use

26. Board supported network accounts are granted to users to assist in fulfilling their learning and employment duties and responsibilities.
27. Users may use the LKDSB's network and Internet resources for incidental and occasional personal use, provided that such use is reasonable in duration, does not interfere with the user's learning and employment duties and responsibilities, does not result in increased cost to the LKDSB, and complies with these Procedures.
28. The LKDSB expects staff personal use to occur outside assigned work time, and student personal use to occur only during break time.

#### Use of Resources

29. Users must avoid the waste of limited resources such as paper, print supplies, hard drive space, and bandwidth.

## User Behaviour

30. Users must act professionally and use language appropriate to the school setting at all times.
31. Users must not access any site that is transmitting inappropriate or offensive material.
  - a. Users must immediately report accidental access to such sites to a school administrator or manager.
32. Users must not encourage the use of controlled substances, such as illegal drugs, alcohol or tobacco. Accessing sites promoting such products is considered an unacceptable use.
33. Users must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority, etc.).
34. Users must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading.
35. Users must not access, download, transmit, store, distribute or print any files, messages or graphics that are illegal or advocate illegal acts, facilitate unlawful activity, or are not consistent with the philosophy of the Lambton Kent District School Board.
36. Users must not propagate chain letters or other junk mail.
37. Users must not attempt to hide, disguise or misrepresent their identity as the sender.
38. Users must not use inappropriate language in files/filenames, on websites or in email communication.
39. Users must not use LKDSB technology for personal financial gain, for commercial activity, or for any illegal purpose.
40. Users must not send any form of commercial electronic messages (CEMs) unless required to as part of their job duties with the LKDSB, and must first ensure consent has been obtained as per Canadian Anti-Spam Legislation (CASL).

## Equipment Repairs

41. *All employees, contracted staff and identified volunteers of the Lambton Kent District School Board must exclusively use the services of the Board's Information Technology (IT) Department to perform repairs, upgrades and maintenance including virus protection and malware removal on all Board supported technology.*
42. *Taking a piece of technology (computer, netbook or laptop, etc.) to a third party vendor or website for such services without the written permission of the Manager of Information Technology or delegate is strictly forbidden.*

## Copyright

43. All software licence agreements must be honoured. It is against the law to copy commercial software that has not been placed in the public domain or distributed as "freeware". This includes the downloading, copying, distribution, playing and publication of digital music and video files. Refer to LKDSB Fair dealing/ Copyright Regulations and information on the LKDSB Portal.
44. Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.
45. Do not take and present the work of others (e.g., writings, images) and present them as yours. If using the work of others proper credit must be given and permission obtained if copyright materials are used.

## Mobile Devices

46. All mobile devices owned by the Board and used to conduct Board/school business must be used appropriately, responsibly, and ethically. The following must be observed:
  - a. Mobile devices are to be protected by a 4-digit password. This password does not need to be highly complex, but simple combinations are not allowed (e.g. 1111, 1234, qwerty etc.).
    - i. The requirement for passwords and/or complexity may be waived for general use classroom devices.
  - b. Mobile devices will be set by the default security policy to lock after 15 minutes of inactivity.

- c. Mobile devices will be set by the default security policy to automatically reset and wipe all data after 10 failed password attempts.
- d. Board-owned mobile devices must be treated, used, and safeguarded. If a user damages or loses a Board-issued mobile device, the user must notify the IT Help Desk immediately and the IT Help Desk will notify the Freedom of Information (FOI) Coordinator.
- e. No user is to use a Board-owned mobile device for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing user policies.
- f. Users are to reimburse the Board for personal use (e.g. calls, text messages, and data) not related to Board business.
- g. Airtime minutes and data plans that are included in the monthly rate are property of the Board.
- h. Where possible, lost or stolen mobile devices will be remotely wiped of all data including any applications that the user may have installed onto the device. The Board is not responsible for replacing or restoring of any data other than to the default configuration.

### Non-Disclosure

- 47. Employees of the Board are provided privileged access to some information systems and to the confidential data and records contained in those systems. Privileged access imposes upon the employee the responsibility and obligation to use that access in an ethical, professional, and legal manner that is strictly within his or her authorized job functions. Employees must not disclose such information to unauthorized parties, or make public such information without appropriate approval.

### Safeguard of Private and Confidential Information

- 48. Employees and other users may require access to Board confidential information or private information relating to staff or students.
  - a. All recipients of such information must ensure that they provide appropriate safeguards in the handling of that information; for example, using encrypted laptops or encrypted USB drives, or using board-provided server storage.
- 49. It is the responsibility of the holder or recipient of confidential or private information to ensure that it is stored securely, and to notify the IT Department/ FOI Coordinator if they believe that the security of the information has been compromised.
- 50. Users should seek advice from the IT Department before handling confidential or private data if they are in any doubts in regards to how to store and use it.
- 51. At no time is confidential or private data to be stored on personally owned computer or mobile devices, including mobile media such as USB drives.
- 52. Users must notify the IT Help Desk immediately of a lost or stolen Board-owned device, or lost or stolen data storage media (Board owned or personally owned) such as USB drives that may contain confidential or personal information. The IT Help Desk will immediately notify the FOI Coordinator.
- 53. Any third party that is not an LKDSB staff member who requires access to any private or confidential information must agree in writing to be bound by these procedures and must comply with appropriate legislation such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA). Such persons or organizations must ensure that: the information is appropriately safeguarded, that only essential information is obtained and stored for the purposes of use, that appropriate authorization has been provided to transfer the information, that they retain the information only for the time needed, and that the information is securely destroyed as soon as no longer needed.

### Use of Cloud-Based Data Storage and Applications

- 54. Any web-based application that may be used to store private, confidential or personally identifiable information must be used with caution.
- 55. Users are expected to read the full terms and conditions and privacy statements of the service provider and make a judgment regarding whether it is safe to store information, or use the service.
- 56. If in doubt, users should contact the IT Department or FOI Coordinator before using such services.

## Use of Social Media

57. While social media is a powerful tool, any use (both for work purposes and for personal reasons) must be considered public and permanent at all times.
58. It is expected that staff use social media responsibly at all times.
59. Inappropriate references to the Board or Board staff, schools or school staff, students, and parents in media such as social networking sites, blogs, web pages, or e-mail, whether Board-provided or personal, may represent a contravention of expected professional standards, or student behavior, and may be subject to further investigation and discipline.
60. Inappropriate use of personal technology, or services such as social media, while on or off school property, either during the school day or outside it, that has a negative impact on school climate, may result in investigation and action where appropriate. Such examples may include (but are not limited to) harassment and bullying occurring outside school hours.

## Consequences

61. Any violation of these Procedures may result in sanctions, including the loss of computer privileges, suspension or expulsion for students, disciplinary action up to and including termination of employment for staff, and legal action or police involvement for all users.

## Review

62. These procedures must be reviewed annually by the Privacy and Information Management Committee (PIMC).

**NEW**

Implementation Date: October 2016

Reference: Board Policy  
Board Policy and Regulation - *Prohibition of Entrepreneurial Activities by Employees*  
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)  
Personal Health Information Protection Act (PHIPA)  
Canadian Anti-Spam Legislation (CASL)



## Responsible Use of Technology Summary

<u>System Integrity</u>	<u>Passwords</u>
<ul style="list-style-type: none"> <li>• The computer system including all data that is created, transmitted or stored on the LKDSB system is the property of the LKDSB.</li> <li>• The LKDSB may monitor and access any and all files, documents, communications and use of the internet at any time.</li> <li>• Users must not attempt to hack into any system or alter hardware, software or wiring configurations.</li> <li>• All storage devices (eg USB drives) must be scanned for viruses before use.</li> <li>• Users must not connect any device to the wired network without prior permission from IT. Staff and student access to the guest wifi network using personal devices is permitted.</li> <li>• Users must notify the IT Help Desk immediately of any lost or stolen device.</li> <li>• Users must not cause damage to LKDSB technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Users must not share passwords nor use the passwords of others.</li> <li>• Staff passwords must be changed twice per year.</li> <li>• All mobile devices must have a password.</li> <li>• Users must not disable or change any system or security setting on any device.</li> <li>• Users should secure their workstation or laptop by locking the screen whenever they leave the device unattended. All devices are set to automatically lock after a specified period.</li> </ul>
<u>Information Security</u>	<u>Internet Use</u>
<ul style="list-style-type: none"> <li>• Users must not create, access, download, store, distribute or print any files messages or graphics that are profane, harassing, discriminatory, offensive or degrading.</li> <li>• Users must use their best efforts to safeguard the confidential information of the LKDSB and to prevent its unauthorized, negligent or inadvertent disclosure.</li> <li>• Users must not attempt to gain access to other users' files or accounts.</li> </ul>	<ul style="list-style-type: none"> <li>• Users must not access proxy sites to deliberately circumvent security measures such as website filtering.</li> <li>• Access to inappropriate sites or offensive sites is strictly forbidden.</li> <li>• The LKDSB's network may be used for incidental and occasional personal use, outside of assigned work time, providing such use; is reasonable in duration, does not interfere with the user's employment duties and responsibilities, does not result in increased cost to the LKDSB and is not for personal financial gain, for commercial activity, or for any illegal purpose.</li> </ul>

- **Any violation of these Procedures may result in sanctions, including the loss of computer privileges, suspension or expulsion for students, disciplinary action up to and including termination of employment for staff, and legal action or police involvement for all users.**
- **If in any doubt about the use of LKDSB Technology consult the full Responsible Use of Technology Administrative Procedures, or contact the IT Department via the Help Desk:**
- **E-mail: [Helpdesk@lkdsb.net](mailto:Helpdesk@lkdsb.net), Tel: 354-3775 Ext 31458.**

**Memorandum To: Jim Costello, Director of Education**

**FROM: Brian McKay, Superintendent of Business & Treasurer**

**DATE: November 8, 2016**

**SUBJECT: 2015/2016 School Year Audited Financial Statements**

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The audit of the 2015/2016 school-year financial operations has been completed and is being presented to the Board this evening.

Bailey Kearney Ferguson LLP was appointed, by the Board, to perform this past school year's annual audit of its financial statements. Following Board review and approval these audited financial statements will be submitted to the Ministry of Education.

The LKDSB Audit Committee met on October 31, 2016 to review the 2015/2016 draft financial statements and the results of the external audit.

Attached to this report are the following financial data:

- Management Report to the Board from the Director of Education and Superintendent of Business and Treasurer,
- Independent Auditors' Report to the Board of Trustees, and

**Consolidated Financial Statements for the Year Ended August 31, 2016:**

- ❖ Consolidated Statement of Financial Position
- ❖ Consolidated Statement of Operations
- ❖ Consolidated Statement of Cash Flows
- ❖ Consolidated Statement of Change in Net Debt
- ❖ Notes to the Consolidated Financial Statements

During the 2015/2016 school year, the Lambton Kent D.S.B. implemented numerous Ministry of Education projects that were carried out as additionally funded projects outside of the regular Grants for Student Needs (GSN). Samples of these projects are listed here and were focused on providing support to the Board's schools and students.

- Autism Supports and Training
- Community Use of Schools – Outreach Coordinators
- Early Years Leadership Strategy
- E-Learning Contact Project
- Library Staff Investment Project
- Outdoor Education
- Safe, Inclusive and Accepting Schools
- Small and Northern Boards Mathematics
- Student Work Study
- System Implementation & Monitoring School Supports/OFIP School Supports
- Technology and Learning Fund

Mr. Kevin Sabourin, partner with the firm of Bailey Kearney Ferguson LLP will present and explain the Independent Auditors' Report and the Consolidated Financial Statements attached to this report and answer questions pertaining to these documents.

Sandy Anderson, Manager of Financial Services will be in attendance to answer questions. She coordinated the Board's work within our Accounting Department, provided all necessary support during the audit process and completes the Ministry year-end financial statements. Through the collective efforts of the Board, our administrative staff and school leaders, the LKDSB achieved a successful financial operation for the 2015/2016 school year.

**Recommendation:**

**"That the LKDSB Audit Committee recommends to the Lambton Kent District School Board the approval of the annual audited Consolidated Financial Statements and the accompanying Independent Auditors' Report for the year ending August 31, 2016."**

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

**REPORT NO: B-16-125**

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

**DATE: November 8, 2016**

**SUBJECT: SPECIAL EDUCATION ADVISORY COMMITTEE MEETING SUMMARY**

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The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met on October 20, 2016 at the Wallaceburg District Secondary School. Following is a report of the activities of the meeting:

Business Arising from the Minutes

Exceptional Student Suspension (Out of School) Information, 2015-2016

Superintendent Doey shared additional information regarding exceptional pupil suspensions for the year 2015-2016 citing the number of students by exceptionality, along with the number of students suspended and the total number of suspensions. He talked about how the Board continues to support school administrators to ensure that all avenues have been exhausted and all mitigating factors have been considered before a student is suspended.

Letter re: Ontario Autism Program

In response to a letter received from the Peel District School Board the Special Education Advisory Committee approved a letter to be directed to the Ministry of Education and the Ministry of Children and Youth Services with regard to the Ontario Autism Program, citing the need for adequate funding and supports to be put into place.

Accessibility Report

At the September SEAC Meeting one of the members asked for follow-up information to be provided regarding the work being done within schools to make them more accessible. Superintendent Doey provided a summary of some of the barriers that have been removed, and cited examples of the Board working with outside agencies to support students whose first language is not English. As well, he reported on the various pieces of technology that have been purchased to support students so they can be successful; these devices include iPads, Chrome books, laptops and FM systems.

Special Education Information (2016-2017)

The charts showing the Special Education Department responsibilities as well as the Special Education Coordinator's schools for 2016-2017 were shared with the members.

Summary of the 2016-2017 Priority-Setting Exercise

At its September meeting the members discussed some areas of interest. Superintendent Doey and the Special Education Team took the information from that discussion and used it to develop a list of presentations to be made at the SEAC Meetings during the 2016-2017 school year. Members were encouraged to bring forward any additional suggestions for presentations as the need arises.

Correspondence

1. Letter, dated September 14, 2016, from Renfrew County Catholic District School Board re: PPM 156
  - The members discussed the letter's contents, but no action was taken.
2. Letter, dated September 23, 2016, from the Provincial Parent Association Advisory Committee on Special Education Advisory Committees re: new training sources
  - It was noted by Trustee Fletcher that he reviewed the resources and found them very helpful, and encouraged the other members of SEAC to make use of the information.

Associated Reports, Other Business and Sharing of Best Practices

The Trustees noted that they are once again busy with the Accommodation Review process. They said it's a very difficult task because of the resulting impact on communities, but, they've been receiving a lot of feedback to help inform the process and make the best possible decisions.

Next Meeting

Thursday, November 17, 2016 @ Wallaceburg District Secondary School, Library Learning Commons Space  
7:00 p.m.

Rose Gallaway, SEAC Chair

**BOARD REPORT  
REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-16-126**

**FROM: Lareina Rising, Trustee**  
**DATE: November 8, 2016**  
**SUBJECT: Native Advisory Committee Report**

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The October 19, 2016 meeting of the Native Advisory Committee was held at the Sarnia Education Centre.

Highlights from community reports included the following:

- Aamjiwnaang First Nation is preparing to offer full-day Kindergarten beginning September 2017. Currently they offer a JK program.
- Adults and students from Delaware Nation were preparing to travel to their ancestral homeland on Manhattan Island and to the Moravian settlement in Pennsylvania.
- Walpole Island First Nation was holding elections for their board of education, and announced that they will be moving to a balanced school year schedule at their elementary school beginning August 2017.

Trustee Rising asked about this year's budget and spoke on the group's priority setting for this year. NAC will be seeking a commitment from the board to implement calls to action from the report of the Truth and Reconciliation Commission. Aboriginal Liaison Chris Riley added that in his conversations with the Chiefs of the four partner First Nations, the "calls to action" were a key topic. Part of the board's response will be the development of learning materials to support staff and student awareness and understanding. A video series is in development and thus far features interviews with Ontario Regional Chief Isadore Day, Hon. Paul Martin, and Dr. Jean Clinton.

From the curriculum and instruction team, the following highlights were shared:

- Native Studies teachers, including those teaching the gr. 11 English course, will be involved in technology-enabled learning plans, working together to develop strategies for use in their classrooms. Native Art teachers will be involved second semester.
- A Native Language working group has been established as a result of the priority focus on this area this year.

NAC is very keen on the establishment of protocols to guide the opening of meetings and special events with recognition of traditional territories, as soon as possible.

The next meeting of the committee will be Wednesday, November 16, 2016, 6:00 pm at Aamjiwnaang's Community Centre.

**BOARD REPORT  
REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-16-127**

**Memorandum To: Jim Costello, Director of Education**

**FROM: Brian McKay, Superintendent of Business**

**DATE: November 8, 2016**

**SUBJECT: Budget Meeting Schedule for the 2017-2018 School Year**

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The Board's annual budget process for the 2017-18 school year will start in February 2017. This report establishes the budget schedule that will guide the planning of revenues and expenses, for the upcoming 2017-18 school year.

The meeting timelines proposed below will be used to guide the budget development process. The timelines will ultimately depend upon the date when the Ministry provides school boards with the grant regulations.

- Development and release of the Grant Regulations, by the Ministry of Education, during the month of March.
- Budget workshops (2) for Trustees and Administration: April 4 and May 2, 2017; all meetings from 5:00 p.m. to 7:30 p.m. via video conference.
- Presentation, review, public input and development of the budget, as required, at the public Regular Board Meetings on April 11 & 25 and May 9 & 23.
- Budget information sessions: Parent Involvement Committee on May 15, Native Advisory Committee on May 17 and Special Education Advisory Committee on May 18.
- Final approval of the 2017/2018 Budget scheduled for the June 13, 2017 Regular Board Meeting {contingency plan, if required - June 27, 2017 Regular Board Meeting}.

**BOARD REPORT**  
**REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-16-128**

**Memorandum To: Jim Costello, Director of Education**

**FROM: Brian McKay, Superintendent of Business**

**DATE: November 8, 2016**

**SUBJECT: Live-Streaming of LKDSB Board Meetings**

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This report is being provided in response to the following Board motion from the September 13, 2016 meeting:

“That Administration bring a report to Board on the process, cost and public interest and demand for Live Streaming of the LKDSB Board Meetings.”

Background

Live streaming describes the process of broadcasting real-time video footage to an audience who accesses the video over the internet. High speed internet access is a general requirement in order to view the live-streamed video. The video can also be archived and made available for viewing through the Board’s website. Archived videos can be viewed at any time.

In response to this notice of motion, staff held internal discussions relating to technology and cost of implementation and ongoing support for a live-streaming video system. The fact that LKDSB has two board rooms does add complication and cost to this discussion. An informal poll was sent to other school boards through our IT department. This poll asked for the number of boards that currently live-stream, what costs they incur and if they have experienced technical concerns. Two of our community partners – Cogeco and County of Lambton – were also contacted.

Potential Cost

The cost of the setup can vary significantly depending on the complexity of the system. The estimated cost is broken down into the initial cost for the system and the ongoing annual operating costs to produce, broadcast and archive the video.

The start-up cost could be as low as \$15,000-\$20,000 per board room. Higher end equipment could cost in excess of \$100,000 per board room in order to deliver broadcast quality video and sound.

Ongoing cost could be as low as \$1,000 per year for streaming license costs and as high as the cost to support dedicated staff to operate equipment and provide technical support.

The lower cost solutions do not generally provide high quality video and sound.

Public Interest and Demand

In order to gauge the level of public interest for live-streaming of Board meetings, the IT department surveyed other school boards that currently live-stream. Currently, out of 37 school boards that responded to LKDSB, 8 Boards are live-streaming and 29 Boards are not live-streaming. Some boards did comment that they have been asked to look into live-streaming. Most boards did not provide viewership information. The few boards that did provide viewership numbers indicated that it was low – around 10-30 viewers.

Consultation with Other Organizations

The Board contacted Cogeco and asked if they would be interested in either helping with live-streaming board meetings or setting up and running the live stream process for us. Cogeco declined the offer as they are not in the business of live-streaming. Their focus is on television programming. Cogeco did suggest that our multiple board offices and locations for board meetings would make live-streaming complicated and expensive as we would need to look at technical setups at two different locations.

The Board also contacted the County of Lambton. The County has been live-streaming Council meetings for a number of years after undertaking an assessment of the process in 2012. The County offers live and archived meetings of Lambton County Council. Cameras have been installed in the Council Chambers in Wyoming and are programmed to pan to whoever is speaking including Councillors, senior staff, and members of public delegations. Viewers can access the video feed through the County website.

After reviewing the County's report on live-streaming, their costs for initial setup and ongoing operation of the system are as follows:

- The cost of implementing the system was estimated to be \$33,664 for the County of Lambton Council Chambers.
- The ongoing annual costs of operating the system were estimated to be \$10,368 which included the cost to meet AODA requirements. AODA requires video captioning for all archived video as of January 1, 2014. This cost, as per the County's report, is approximately \$150.00 per hour of video.

It should be noted that the above costs are from the County's 2012 report. The above implementation costs relate to initial set-up in one room. The above costs do not include initial or ongoing staff time. LKDSB would expect a doubling of initial equipment cost as the system would need to be duplicated in both Sarnia and Chatham.

### Process Forward

Should the Board wish to pursue live-streaming, I would suggest the following steps:

1. Undertake a formal survey in order to assess demand for live-streaming video broadcasts of LKDSB board meetings.
2. Issue a Request for Information (RFI) which would allow the Board to collect more detailed technical and costing information for live-streaming. Staff suggests that a committee be established to define the potential scope for the equipment. Potential solutions can range from high end (broadcast standard including lighting and equipment operators) to low end (install one webcam in the middle of the Board rooms). Low end solutions would not be able to deliver HD broadcast quality video and sound.