



REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, SEPTEMBER 13, 2016
7:00 p.m.

Board Room
Chatham Education Centre
476 McNaughton Avenue, 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 August 30, 2016 Regular Board Meeting	1
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) Grade 7/8 French Immersion Students from Harwich Raleigh Public School	
b) Lambton Kent Secondary Schools Athletic Association Update (LKSSAA) – James Clarke	
c) Certificates of Commendation to Elementary Teachers Myria Mallette and Brian Aspinall for being Microsoft, Innovative Expert Educators Recipients and for Brian Aspinall for being a Prime Minister’s Teaching Excellence Certificate recipient	
9. Delegations:	
10. Questions from the Public	
11. Reports for Board Action	
a) Administration to Investigate Live Streaming of Board Meetings	Chair Bryce Report B-16-100 9
<u>Recommendation</u> “That Administration bring a report to Board on both the process and the cost for Live Streaming of the LKDSB Board Meetings.”	
b) Proposed LKDSB Procedural By-Law Changes – Section 3.14 and 3.15 Regarding Delegations	Director Costello Report B-16-101 10
<u>Recommendation</u> “That the Board approve the revisions to Section 3.14 and 3.15 of the LKDSB Procedural By-Laws.”	
c) Schedule for Regular Board Meetings for the period December 2016 to December 2017	Director Costello Report B-16-102 11
<u>Recommendation</u> “That the Board approve the Regular Board Meeting Schedule for The period December 2016 to December 2017.”	
d) Regulations on <i>Public Concerns</i>	Director Costello Report B-16-103 13
<u>Recommendation</u> “That the Board approve the revised regulations on <i>Public Concerns</i> .”	

12. Reports for Board Information
 - a) Update on the Transition Process for Great Lakes Secondary School Superintendent Girardi Oral Report
13. Correspondence
 - a) Letter from the Treasury Board Secretariat regarding Executive Compensation Framework dated September 6, 2016 17
14. New Business
15. Trustee Question Period
16. Notices of Motion
17. Future Agenda Items
18. Announcements
 - a) The next Regular Board Meeting will be held on Tuesday, September 27, 2016, 7:00 p.m. at the Sarnia Education Centre. The LKDSB Capital Plan will be presented at the Board Meeting.
 - b) Special Board Meeting, Tuesday, October 4, 2016, 6:00 p.m. at the Sarnia Education Centre. The Annual Pupil Accommodation Report will be presented as well as Initial Staff Report(s).
19. Adjournment

Lambton Kent District School Board

Minutes of the Regular Board Meeting of August 30, 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, Lareina Rising

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, Taf Lounsbury, Mark Sherman and Phil Warner

Regrets

Trustees Bob Murphy and Shannon Sasseville

Recording Secretary:

Trish Johnston, Executive Assistant and Communications Officer

Call to Order:

Chair Bryce called the Meeting to order at 7:00 p.m. An In Memoriam was read for Student Stephanie Shaw. A moment of silence was observed.

#2016-126

Approval of the Agenda
Aug/30/2015

Moved by Elizabeth Hudie seconded by Randy Campbell,

“That the Agenda for the Regular Board Meeting Public Session of August 30, 2016 be approved.”

CARRIED.

Declaration of Conflict of Interest:

No declarations of conflict of interest were issued.

#2016-127

Approval of Minutes
June/28/2015

Moved by Jack Fletcher, seconded by Scott McKinlay,

“That the Board approve the Minutes of the Regular Board Meeting of June 28, 2016.”

CARRIED.

Motions Emanating from Private Session

Moved by Scott McKinlay, seconded by Ruth Ann Dodman,

“That the Board approve the Performance Appraisal of the Director of Education dated August 30, 2016.”

CARRIED.

#2016-128

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.

Questions from the Public

Chair Bryce clarified that individuals could only ask one question and one follow up question for clarification.

Susan Mackenzie referred to the revised LKDSB Pupil Accommodation Regulations, in the Agenda Package, page 17 #23 exemption clause *where there are not students enrolled at the school at any time throughout the school year*, and inquired if the Board did not receive funding for the renovations planned for the former St. Clair Secondary School (SCSS) site, would the Trustees make a recommendation to close the SCSS site and keep students at the SCITS site since there would not be any students at the SCSS next year.

Chair Bryce advised that since the Trustees do not know what funding will be received, they could not predict what would happen.

Mary Ethier asked for the date that the Ministry would reply to the Board about

the two funding applications. Chair Bryce clarified that three funding applications were submitted. Superintendent McKay explained that if the deadline was the same as in past years, the Board is expecting to hear from the Ministry by the end of October 2016. The Ministry has not provided a release date for this year.

Report of the Ad Hoc
Naming Committee for the
Consolidated St. Clair
Secondary School and
Sarnia Collegiate Institute
& Technical School
Report B-16-92

Trustee Douglas explained that he was to present the Ad Hoc Committee Report on behalf of Trustee Murphy. He stated that he could not present the Report because he did not support the recommendation. He suggested other ideas for names. Chair Bryce suggested that proper procedure would be for another Trustee to present the Report to get the recommendation on the floor and then Trustee Douglas could speak against the recommendation. Discussion ensued regarding process. It was agreed that another Trustee would present the recommendation to move the process forward.

#2016-129
*Great Lakes Secondary
School* Name for the
Consolidated Sarnia
Secondary School

Moved by Jack Fletcher, seconded by Scott McKinlay

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

Trustee Douglas advised that he heard concerns from a lot of members of the public about the recommended name noting the lack of support for the name. He commented that no one liked the shortlisted names. He noted that other communities within the LKDSB have name sake schools. He stated that Sarnia’s first high school is being renamed and that it needs to be done right. He requested a recorded vote. Trustee Fletcher advised that he was not strongly in favour of the name recommended and asked for more information on how the Committee Members came down to the shortlist and how they decided their criteria of no historical names or attachment to the two schools. Trustee Douglas explained that they put parameters in place in June that excluded any reference to the existing names or acronyms or a north and south reference. He did not recall the elimination of historical names at that time. He advised that he thought the Committee came up with the name Sarnia Clearwater and confirmed that only geographic names were considered for shortlisting. Director Costello reviewed the LKDSB Naming and Renaming of Board Facilities Regulations. Trustee Rising suggested that the proposed name was not in compliance with #1 of the regulation as the Board does not serve the Great Lakes. She acknowledged the work of the Ad Hoc Committee and the survey but advised that she felt that the process should not be rushed and that it had been rushed.

Motion to Table Report

Moved Lareina Rising, Seconded by Jack Fletcher,

“That the Board table the Report and that the Ad Hoc Committee look at the process again to allow for more participation in the vote.”

Trustee Hudie referenced the LKDSB news release on the Board website dated August 3, 2016 which included the shortlisted names and noted that the second paragraph stated that Committee Members agreed to: stay away from the former school names and the associated acronyms; stay away from North South reference; and to stay away from naming it after a person. Vice-Chair McKinlay spoke against tabling the report and Motion. The Board asked a group of people to name the school and they came up with a name. He referenced the 145 possible names submitted for consideration by the Committee members. The Committee members were given a duty and he feels they followed the process. He reminded Trustees that it was a request from the school that a name be selected quickly for the start of the school year.

The Ad Hoc Committee members made the commitment to meet over the summer to accomplish this. He feels the name meets the mandate.

Trustee Fletcher supported the statements made by Trustee Rising and questioned why the historical name idea was put aside. He commented that the proposed name does not fit the area served by the Board. It was noted that the LKDSB is surrounded by two Great Lakes.

Trustees voted on the Motion to table the report.

MOTION DEFEATED.

Discussion resumed on the Motion on the floor. Director Costello referred to the Record of Action (ROA) from the three Ad Hoc Committee Meetings. The Ad Hoc Committee met on June 20, August 3 and August 17, 2016. He reviewed the pertinent sections of the ROAs regarding selection criteria and shortlisting. Superintendent Sherman commented on the feedback from the Ministry regarding the use of the word Collegiate in the name.

In response to Trustee Rising's question about the Chair voting on the Motion, Chair Bryce explained that the Chair does vote on motions, not just to break a tie.

Trustee Campbell asked how many of the 13 Committee Members were in favour of the recommended name for the school. Trustee Douglas advised that he was not at the August 18 Meeting. Superintendent Sherman commented that the strong majority of the Committee Members supported the name. It was recognized that total agreement was not attainable but the strong majority had supported the name being recommended by the Committee members.

Trustee Douglas advised that he could not vote in favour of the name. He suggested that the Board take two more weeks to select a name. He suggested adding a couple of names and an opportunity to vote on those names. He noted that the Committee was not disbanded yet. It was confirmed that a Motion was not needed to keep the Committee going because the original Board Motion provided a longer period for the Committee than three months. Vice-Chair McKinlay referred to the input already provided by the community. The Board put a committee in place to make a recommendation and they have. He did not support asking for more input or asking the Committee to change their recommendation.

Trustee Fletcher advised that he did not know until Director Costello read the Record of Action from the Committee Meetings that historical names were not going to be considered. Trustee Hudie commented on her experience serving on naming committees in the past and spoke to the need to support the recommendation from the Committee. Trustee Rising valued the work of the Committee members. Her key concern was in the process of narrowing down the submissions. She expressed appreciation for all of the work they did.

Trustee Douglas requested a Recorded Vote.

Non-Binding Vote

Student Trustee Jacobs	Yes
Student Trustee Jennings	Yes

Binding Vote

Scott McKinlay	Yes
Jane Bryce	Yes
Jack Fletcher	No
Ruth Ann Dodman	No

Lareina Rising	No
Randy Campbell	Yes
Elizabeth Hudie	Yes
Dave Douglas	No
Tom McGregor	Yes

MOTION CARRIED.

Chair Bryce thanked everyone for their patience with the process. On behalf of the Board, she expressed appreciation to the Ad Hoc Committee Members for the work that they have done.

Policy on *Conflict of Interest – Employees and Volunteers*
Report B-16-93

Director Costello commented that Trustees are covered under the Municipal Conflict of Interest Act and the LKDSB Procedural By-laws. He explained that Executive Council members identified the need to develop a policy and corresponding administrative procedure on conflict of interest for employees and volunteers to increase awareness. Incidents have occurred over the years which could have been avoided with advanced education. The intent of this policy is to inform staff and volunteers of situations which could pose potential conflicts of interest according to the Education Act, Ontario College of Teachers, and/or the Ontario Teachers Federation Policies - Professional Ethics. Representatives from the local unions, federations, Lambton-Kent Ontario Principals' Council and LKDSB Non-Union Staff have all reviewed the documents. Superintendent Warner outlined the corresponding Administrative Procedure which was approved by Executive Council. He explained that issues usually fall into the financial or supervisory area. The intent is to make individuals aware of the need to disclose the potential conflicts so appropriate steps can be taken to avoid an issue.

#2016-130
Policy *Conflict of Interest – Employees and Volunteers*
Approved

Moved by Tom McGregor, seconded by Jack Fletcher,

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

CARRIED.

Regulations – *Pupil Accommodation*
Report B-16-94

Director Costello reminded Trustees that the Ministry released revised Pupil Accommodation Guidelines in 2015 and the LKDSB revised its regulations at that time. He explained that based on the recent pupil accommodation review experience and stakeholder feedback, Executive Council members identified the need to revise the LKDSB Pupil Accommodation Regulations. The changes made to the Pupil Accommodation Regulations reflect how the process evolved during the pupil accommodation reviews. He provided a summary of the changes.

- Differentiation between Pupil Accommodation Report and Initial Staff Report.
- Inclusion of ARC Working Meetings.
- Individuals wishing to delegate at a Public Accommodation Review Meeting must submit their request in writing seven days prior to the meeting and complete the new request form.
- A facilitator will conduct the Public Accommodation Review Meetings. This was a recommendation from the Board's legal counsel.
- Public input on the Final Staff Report will be presented to Board as an Addendum to the Final Staff Report.
- Delegations related to the Pupil Accommodation Review which is being voted upon at a specific Board Meeting will not be received at that same Board Meeting. This was a suggestion from some Trustees to allow them to have sufficient time to digest the information presented.
- Public input on boundary revisions will be part of the pupil

- o accommodation process and not a separate process.
- o Terms of Reference for the Accommodation Review Committee include working meetings.

He explained that the idea behind having people make a request to delegate was to provide equal opportunity to all and limit delegations to five minutes. It is hoped that this will address concerns from individuals who were too intimidated to speak at public meetings. This is consistent with the process for delegations at Board Meetings. Working ARC meetings took place during the last accommodation review process and have been added to the regulation. Director Costello outlined the new delegation request form.

#2016-131
Regulations – *Pupil Accommodation*
Revised

Moved by Ruth Ann Dodman, seconded by Jack Fletcher,

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

Trustee Rising referred to the completion of the School Information Profile (SIP) and the wording *at a point in time* for schools under review and the Facility Condition Index (FCI) data that caused some confusion during the last reviews. The FCI data is included in the SIP. Trustees supported the idea of explaining the details of the School Information Profile (SIP) at the ARC Orientation Session and explaining how the FCI is calculated. The School Information Profile section of the Terms of Reference for the Accommodation Review Committee part, page 5 of the regulation, will be revised to state that the SIP will be completed during the current school year and that Senior Administration will provide detailed explanations of the FCI including Ministry terminology and calculations when presenting the SIP to the ARC members.

CARRIED.

Regulations – *Community Planning and Partnerships*
Report B-16-95

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

#2016-132
Regulations – *Community Planning and Partnerships*
Revised

Moved by Scott McKinlay, seconded by Randy Campbell,

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

CARRIED.

Request from Errol Village School to name the Library *The Nancy Swanstrom Learning Commons*
Report B-15-86

Superintendent Warner explained that staff at Errol Village School formed an In-House Committee to consider naming the school’s library *The Nancy Swanstrom Learning Commons* after their principal who tragically passed away last school year. He reviewed the report submitted outlining their rationale for their request. Executive Council supports the Committee’s request. He explained that the In House Committee was aware that the name being recommended was slightly different from the proposed name to comply the Board’s naming practice. Superintendent Warner expressed his pleasure over this tribute to Nancy Swanstrom.

#2016-133
Errol Village School to name the Library *The Nancy Swanstrom Learning Commons*

Moved by Elizabeth Hudie, seconded by Jack Fletcher,

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

CARRIED.

OPSBA Update

Trustee Fletcher advised that November 5, 2016 is the possible date for a Regional OPSBA Meeting hosted by the LKDSB. Superintendent Sherman has agreed to provide a presentation on technology in the classrooms. Trustee Rising has invited Trustee Fletcher to look into the possibility of hosting the meeting at the Aamjiwnaang First Nation Centre.

Transition Update on the Consolidation of the St. Clair Secondary School (SCSS) and Sarnia Collegiate Institute and Technical School (SCITS)

Superintendent Girardi provided an update on the consolidation of SCSS and SCITS for September 2016. As of August 30, there are 1075 students enrolled at the schools with a staff complement of 94 of which there are 70 teachers representing both former schools. Maintenance work was done over the summer on the pool, flooring, installation of smart boards and the reopening of the ten closed classrooms. There are 101 parking spots. The Transition Committee is meeting on October 4, the Identity Sub-Committee is meeting on September 12 and the School Activities Sub-Committee is meeting on September 14.

Superintendent McKay commented on the recent five year release of School Facility Condition Index (FCI) information by the Ministry of Education. The data for all schools across the province is available on the Ministry website. The FCI for each school is based on the school's individual assessment date.

The Ministry assessment schedule is a five year cycle. Approximately 20% of the schools in the province are assessed each year. The data on the Ministry website reflects different start dates for each school. There is not a common start date for all schools. The schools assessed in 2011 would be showing five year data for 2011, 2012, 2013, 2014, 2015, nothing beyond 2015. Schools assessed in 2012, would show data for 2012, 2013, 2014, 2015, 2016. The data is different than what Administration used in the LKDSB capital plan last year. Administration used a 2015 school year start date for all the LKDSB schools and provided 5 year and 10 year data for comparison purposes. The 10 year data is also used to plan the LKDSB annual capital expenditures. The Ministry uses 5 year data for its planning purposes.

Superintendent McKay explained that the Ministry consultants assessed 20% of the schools in the province this past school year. He explained the term backlog is capital work that has not been done in a school but is past due according to the industry accepted life cycle standards for systems like HVAC. In the 5 year assessment data used last year, the backlog was included in year 1 of the 5 year data. The current data provided by the Ministry regarding the reassessments determined that there were additional years in the life cycle for some items. Therefore, some of the backlog in some of the LKDSB schools has been redefined and pushed out into the future resulting in revised FCI data for some of the LKDSB schools like Tilbury District High School.

The Toronto District School Board (TDSB) released its own school condition data a couple of days before the Ministry released its data. The Ministry and TDSB data do not agree. He explained that some of the TDSB schools that had a high FCI were reassessed and the backlog was moved out into future years and the FCI lowered on those schools.

The Annual LKDSB Capital Plan will include renewal data. Administration is inviting a Ministry representative to explain the renewal data to the Trustees at the Board Meeting on September 27, 2016. The reassessed schools and data will be presented.

He explained that the Pupil Accommodation Report will continue to include the FCI data. Administration will continue to use independent consultants to provide data and reports to the Accommodation Review Committee (ARC) at working meetings (architectural reviews, asbestos reports, structural

evaluations, FCI). Administration is planning to add a review of the renewal data by another independent person to provide further information. It is believed that this will help clarify the process for Trustees, ARC members and the public.

Superintendent McKay confirmed that 20% of the LKDSB schools have a new reassessment date for their FCI data and the other 80% have older assessment dates.

Superintendent McKay confirmed that Administration has asked the Ministry representatives if the school assessment dates for the schools being considered for pupil accommodation reviews could be aligned but they have not been receptive to that suggestion. He explained that that is why Administration felt there was a need to bring in an independent consultant to assess the schools with a common start date. He advised that the Ministry grant application process is an example where the Ministry is using their FCI data on the grant applications and that it has an impact on the process. He noted that during the grant application process this year, the Ministry consultant verified the LKDSB FCI numbers to the Ministry which made the LKDSB grant applications stand out.

Superintendent McKay advised that Administration has not had any updates on the LKDSB applications or how they measured against the other school board applications. Administration expects to hear from the Ministry in October. He noted that Administration has received requests from the Ministry for follow up information on all three grant applications and the Ministry officials have been pleased with the information provided.

Financial Report
2015/2016 School Year
Expenditures to May 31,
2016
Report B-16-97

Superintendent McKay presented the financial report summarizing the third quarter expenditures for the period from September 1 to May 31, 2016. This period represents about 75% of the operating expenses that occur over 12 months, and about 80% of the salary and benefit portion of the instructional operating expenses that occur over a 10 to 12 month period. The occasional supply teacher costs have continued to track above benchmark indicators. Administration holds back funds centrally to help cover the costs of supply teachers. This year school based budgets will also be used to cover some of the costs. He noted that the teacher supply costs are an ongoing concern and Administration is working towards a different model for the 2017/2018 school year budget. He advised that overall, the entire budget is tracking satisfactory. He noted that the LKDSB fiscal year end is August 31, 2016.

Superintendent McKay explained that the occasional supply teacher funding provided by the Ministry is significantly less than the actual costs. He noted that in the LKDSB budget, the supply teacher budget includes more than what the grant level provides. He added that supply teacher absences are a problem province wide. Superintendent Warner confirmed that all school boards are struggling with this issue. There were modifications made to the collective agreements that have impacted the increase in sick time usage. The central agreements allow teachers to take sick days for medical appointments now.

Superintendent McKay spoke to the impact on the school budgets. He works with a group of principals from both panels collaboratively to balance the issue. Schools with large deficits are not punished because often there are extenuating circumstances. The school budget line used is the same grant that schools would use to purchase physical education equipment, supplies and furniture as well as teacher absences. Superintendent McKay explained that the 2015/2016 yearend data has not yet been provided to school boards for all of the different employee groups. Provincially, the LKDSB is

approaching the provincial average. The LKDSB has been below the average over the years. Superintendent Warner commented on the change in the attendance tracking system. Administration is waiting for the report on the 2015/2016 school year which will include LKDSB data and provincial data. In response to Trustee Rising's question about bringing the issue to the attention of OPSBA and the Ministry, Superintendent Warner explained that during negotiations school boards have an opportunity to address some of the contract language that is contributing to the increased costs. School boards do have a voice at the central table. He confirmed that the majority of staff in all employee groups attend work regularly. Trustee Fletcher commented that these are the things that could be discussed at Regional OPSBA Meetings and then taken to the Executive Council at OPSBA. OPSBA representatives can make changes during bargaining as well. Trustees agreed to wait for the fall 2015/2016 absence data report. Support was expressed for staff to not report to work if they are sick.

Notice of Motion

Director Costello served Notice of Motion to revise Section 3.14 and 3.15 of the LKDSB Procedural By-laws:

- 3.14 Any person from the community or community group wishing to address the Board shall give ~~six~~ **four** working days notice in writing to the Secretary of the Board and shall indicate the matter or issue they wish to speak to **and provide a copy of their presentation with their request.** ~~Individuals or groups requesting permission to appear and speak before the Board or a Committee of the Board shall be requested to present their materials in writing to the Secretary of the Board at least four working days prior to the meeting. The Chair, Vice-Chair and Director of Education will review all requests at the Agenda Review Meeting prior to the Board Meeting and determine if the request will be placed on the Board Agenda.~~
- 3.15 **Approved requests from community members or groups ~~person or group giving four days written notice~~** shall have ten minutes to address the Board. If more than **eight** ~~six~~ presentations are requested, the Chair **may** ~~will~~ schedule a Special Board Meeting to hear the presentations/delegations

Director Costello will bring a report to the September 13, 2016 Board Meeting.

Chair Bryce served Notice of Motion:

"That Administration bring a report to Board on both the process and the cost for *Live Streaming* of the LKDSB Board Meetings."

A Board Report with supporting rationale will be placed on the September 13 2016 Board Meeting Agenda.

Future Agenda Items

A report on absenteeism and sick days will be shared with Trustees when the 2015/2016 data is available.

Announcements

The next Regular Board Meeting will be held on September 13, 2016 at the Chatham Education Centre, 7:00 p.m.

Adjournment
9:05 p.m.

There being no further business, Chair McKinlay declared the meeting adjourned at 9:05 p.m.

Chair of the Board

Director of Education and Secretary of the Board

BOARD REPORT

REPORT NO: B-16-100

REGULAR BOARD, PUBLIC SESSION

FROM: Chair Jane Bryce

DATE: September 13, 2016

SUBJECT: Administration to Investigate Live Streaming of Board Meetings

Chair Bryce served Notice of Motion at the August 30, 2016 Board Meeting proposing that Administration investigate the process and cost of Live Streaming of LKDSB Board Meetings.

The intent behind the proposal is to provide more opportunities for the members of the public to access the discussions and decisions made by Trustees at Board Meetings.

If affordable and easy to operate, live streaming could provide yet another way for the LKDSB to engage with its stakeholders.

Recommendation:

“That Administration bring a report to Board on both the process and the cost for *Live Streaming* of the LKDSB Board Meetings.”

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: September 13, 2016

SUBJECT: Proposed LKDSB Procedural By-Law Change – Section 3.14 and 3.15 Regarding Delegations

Director Costello served Notice of Motion on August 30, 2016 to revise Section 3.14 and 3.15 of the LKDSB Procedural By-laws:

- 3.14 Any person from the community or community group wishing to address the Board shall give ~~six~~ **four** working days notice **electronically** or in writing to the Secretary of the Board and shall indicate the matter or issue they wish to speak to **and provide a written copy of their presentation with their request**. ~~Individuals or groups requesting permission to appear and speak before the Board or a Committee of the Board shall be requested to present their materials in writing to the Secretary of the Board at least four working days prior to the meeting. The Chair, Vice-Chair and Director of Education will review all requests at the Agenda Review Meeting prior to the Board Meeting and determine if the request will be placed on the Board Agenda.~~
- 3.15 **Approved requests from community members or groups** ~~person or group giving four days written notice~~ shall have ten minutes to address the Board. If more than ~~eight~~ **six** presentations are requested, the Chair ~~may~~ **will** schedule a Special Board Meeting to hear the presentations/delegations

It is proposed that individuals wishing to address the Board submit their written request electronically or in writing six working days prior to the Board Meeting instead of four with a copy of their presentation. The time extension is to meet the Agenda Review Meeting timelines and allow for planning purposes. Requiring a copy of the presentation to be submitted with the request to delegate will ensure that a copy of the presentation is received prior to the Board Meeting to be shared with Trustees as part of the Board Agenda package. Having the additional information available at the Agenda Review Meetings will assist the Chair and Vice-Chair with planning.

It is proposed that the threshold for possibly calling a Special Board Meeting in 3.15 be extended to eight requests and that the Chair be given the flexibility of calling a Special Board Meeting if more than eight requests are received.

Recommendation:

“That the Board approve the revisions to Section 3.14 and 3.15 of the LKDSB Procedural By-laws.”

REGULAR BOARD, PUBLIC SESSION

REPORT B-16-102

Report to Board

From: Jim Costello, Director of Education

Date: September 13, 2016

**Subject: Schedule for Regular Board Meetings for the period
December 2016 to December 2017**

The schedules for Regular Meetings of the Board are set out in the Board's Procedural By-laws.

Section 2.2

The annual Organization Meeting of the Board shall be held at 7:00 p.m. on the first Tuesday of December in the Board Room in the office of the Board.....

Section 3.1

Except as set forth in the following sections, the Regular Monthly Meetings of the Board shall be held on the second and fourth Tuesday in each month commencing at 7:00 p.m. unless such Tuesday shall fall on a Public holiday in which case, the Board shall meet at the call of the Chair on any evening at the same hour within eight (8) days

Section 3.2

- a) *With the consent of two-thirds of the members eligible to attend, Regular Meetings of the Board may be held on a date other than that mentioned in the preceding section.*
- b) *With the consent of two-thirds of the members eligible to attend, any Regular Meeting may be cancelled.*

In accordance with the above, the attached schedule for Regular Board Meetings for the period December 2016 to December 2017 is proposed. Additional meetings would continue to be at the call of the Chair as needed. Typically Regular Board Meetings are not scheduled during the months of December and July and only one meeting is held during the month of March. Board business is usually lighter during these months. Special meetings of the Board will be called as required.

Recommendation

“That the Board approve the Regular Board Meeting schedule for the period December 2016 to December 2017.”



Lambton Kent District School Board

Student Achievement ✓ *Community Success*

Meetings of the Board of Trustees December 5, 2016 to December 4, 2017

Month	Regular Board Meeting Held in Chatham 7:00 p.m.	Regular Board Meeting Held in Sarnia 7:00 p.m.
December 2016	December 6, 2016 Organizational Meeting of the Board Held at the Sarnia Education Centre @ 7:00 p.m.	
January 2017	January 17 3 rd Tuesday	January 31 5 th Tuesday
February	February 14	February 28
March	Cancelled	March 28
April	April 11	April 25
May	May 9	May 23
June	June 13	June 27
July	Cancelled	At the Call of the Chair
August	Cancelled	August 29 5 th Tuesday
September	September 12	September 26
October	October 10	October 24
November	November 14	November 28
December 2017	December 5, 2017 Organizational Meeting of the Board @ 7:00 p.m.	

REGULAR BOARD, PUBLIC SESSION

Report To Board

FROM: Jim Costello, Director of Education

DATE: September 13, 2016

SUBJECT: Board Regulations on *Public Concerns*

As Trustees are aware, schedule 9 of Bill 8 the *Public Sector and MPP Accountability and Transparency Act, 2014*, amended the *Ombudsman Act* to allow the Ombudsman to take complaints about municipalities, universities and school boards. The changes were effective September 1, 2015 and school boards were encouraged to have formal policies and regulations on Public Concerns.

The Board approved the policy and regulations on *Public Concerns* on August 25, 2015. Prior to the establishment of the policy and regulations, the Board had Parent Communication Guidelines in place which outlined the process parents/guardians and community members are to follow to resolve an issue about a school or Board matter.

The regulations are being revised to include a paragraph regarding concerns with Trustees and members of Senior Administration to clarify the process.

As well, a new step in the parent/guardian process for school concerns has been added. Administration has decided to pilot a LKDSB Administrative Officer position to help resolve issues at the school level quicker. If the parent/guardian and the school principal are not able to resolve the issue, the parent/guardian may contact the administrative assistant of the school superintendent. The administrative assistant may refer the matter to the LKDSB Administrative Officer for review as it relates to established policies, regulations and procedures. The LKDSB Administrative Officer will contact the parent/guardian and the school principal to resolve the matter. If the matter cannot be resolved at this step then the area Superintendent would become involved.

The Administrative Officer will also serve as a mentor for principals and provide guidance. This model has worked well in other school boards.

The Board's existing Ministry mandated policies and regulations on *Suspension of a Pupil and Appeal and Expulsion of a Pupil* will remain in place.

Recommendation

"That the Board approve the revised regulations on *Public Concerns*."



REGULATIONS

SUBJECT: PUBLIC CONCERNS

Rationale

The Lambton Kent District School Board is committed to providing the best quality learning opportunities for all students. Every day parents/guardians, volunteers, teachers, and support staff work together with the goal of ensuring student success.

In order to work together effectively, the relationship between home and school must be strong. This relationship can be strengthened through open, receptive and honest two-way communication. It is important to realize that decisions are based on established policies, regulations and procedures.

From time to time there may be a misunderstanding, a lack of communication, or a serious situation that needs to be addressed. When this happens everyone must work together to resolve the issue. A parent or guardian has the right to express concerns, a staff member has the right to respond, and the Board has an obligation to support students, parents/guardians and staff.

If a parent/guardian has a concern about a school matter, the following steps should be followed to resolve the issue:

Step 1: Talk to Your Child's Teacher

The parent/guardian should discuss their concern or issue with the classroom teacher at a mutually convenient time. The parent should write a note or call the school to set up an appointment. Most situations can be resolved at this level.

Step 2: Talk with Your School Principal

If the parent/guardian and the teacher are not able to resolve the issue, the matter should be discussed with the school principal (or designate). The principal (or designate) will gather facts from the parties involved to clarify the problem and work to resolve the matter as quickly as possible. The basis of each investigation will be the Board's expectation that employees and students will follow school code of conduct and Board policies, regulations and procedures.

Step 3: Talk to the Administrative Assistant to the Superintendent of your School?

If the parent/guardian and the school principal are not able to resolve the issue, the parent/guardian may contact the administrative assistant of the school superintendent. The administrative assistant may refer the matter to the LKDSB Administrative Officer for review as it relates to established policies, regulations and procedures and will respond to the parent/guardian about his/her concern. The LKDSB Administrative Officer will contact the parent/guardian and the school principal to resolve the matter.

Step 4: Talk with Your School Superintendent

If the parent/guardian and the school principal are not able to resolve the issue, the parent/guardian may contact the school superintendent. The superintendent will review the matter as it relates to established policies, regulations and procedures and will respond to the parent/guardian about his/her concern.

Step 5: Talk with the Director of Education

If the parent/guardian and the school superintendent are unable to resolve the issue, the parent/guardian may contact the Director of Education to discuss the concern. The Director will investigate the matter and respond to the parent about the concerns. In an exceptional situation where a resolution cannot be reached the Director may consider scheduling a mediation session with the parties involved.

Matters That Should Not Be Discussed by Staff

Although the subject matter of meetings between parents/guardians and staff may be fairly broad, these meetings will generally relate to the education of the parents'/guardians' students(s) at the school in question. However, there are certain matters that staff members are unable to discuss with parents/guardians/community members, including personal details or disciplinary measures concerning other student(s), and matters related to staff performance issues.

In the event that discussion cannot be limited to the subject matter that led to the meeting (generally the education of the child of the parent/guardian at the school in question), staff will bring closure to any meeting that becomes a discussion

Representative of the Parent(s)/Guardian(s)

From time to time the parents/guardians may believe or feel that they need support in order that they can adequately address their child's interests. This support may be necessary while parents/guardians are attending meetings with staff employed by the Board.

Parents/guardians have the right to have a representative of their choosing in attendance at meetings with staff. Any costs/expenses associated with such a representative are the responsibility of the parents/guardians.

Principals, staff and parents/guardians will be notified in advance of a meeting as to who is anticipated to be in attendance.

Role of the Trustee

Trustees play a very important role in education here in the Lambton Kent District School Board. As representatives of their communities and advocates for students, parents and community members, the local Trustee can assist to facilitate communication between the parent/guardian and the appropriate staff member at the school or Board level. Parents/guardians/community members may contact trustees at any time.

Trustees will direct the parent/guardian/community member to the process which should be followed in resolving any concerns or to the appropriate person or step in the process (dependent on the steps

the parents/guardians/community member have already undertaken to resolve the concerns at the time the trustee is contacted) but shall not act as a representative opposing the policy of the Board.

Concern about a Trustee:

If a parent/guardian/community member has a concern about a Trustee, the individual should contact the Chair of the Board to resolve the issue. If the concern is about the Chair of the Board, the individual should contact the Director of Education to resolve the issue.

Concern about a Member of Senior Administration:

If a parent/guardian/community member has a concern about a Superintendent, the individual should contact the Director of Education to resolve the issue. If a parent/guardian/community member has a concern is about the Director of Education, the individual should contact the Chair of the Board.

Role of the School Council

School councils were established to act in an advisory capacity to school principals and to the Board on educational matters and are not forums to discuss parent/guardian-teacher-student issues.

Implementation Date: August 25, 2015
Reference: Board Policy

DRAFT

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September 6, 2016

Jane Bryce
Chair, Lambton Kent District School Board 200
Wellington Street
P.O. Box 2019 Sarnia, ON
N7T 7L2

Dear Ms. Bryce:

The government remains committed to responsible and transparent administration of executive compensation across the broader public sector. We also understand the importance of ensuring that broader public sector organizations are able to attract and retain the necessary talent to deliver high quality public services while managing public dollars responsibly. To achieve this balance, the Executive Compensation Framework regulation will come into force on September 6, 2016.

The Executive Compensation Framework is a new regulation issued under the Broader Public Sector Executive Compensation Act, 2014 (BPSECA). It applies to all designated employers under BPSECA, including your organization. The framework regulation brings consistency and clarity to executive compensation decisions by establishing requirements that designated employers must meet when setting their compensation programs.

Designated employers are now required to establish compensation programs that adhere to the following standards:

- Salary and performance-related pay for designated executives is capped at the 50th percentile of appropriate comparators.
- Certain elements like signing bonuses and pay in lieu of perquisites are prohibited.
- Employers must engage in public consultation when determining the compensation they may provide to their designated executives.

A new executive compensation program becomes effective when an employer posts the final program to its public-facing website.

Designated employers must post compliant executive compensation programs to their websites on or before September 5, 2017.

We have developed a supporting guide to assist designated employers in setting their new compensation programs in accordance with the framework regulation. The regulation and guide are available online:

Executive Compensation Framework (Regulation) – www.ontario.ca/laws/regulation/r16304

Guide (English) – <https://www.ontario.ca/page/executive-compensation-framework-guide>

Guide (French) – <https://www.ontario.ca/fr/page/cadre-de-remuneration-des-cadres-superieurs-du-secteur-parapublic>

Should you have any questions about the framework regulation or how these changes may affect your organization, please contact your overseeing Ministry. I appreciate your co-operation.

Sincerely,



Liz Sandals
President of the Treasury Board

- c: Hon. Mitzie Hunter, Minister, Ministry of Education Nancy Matthews, Deputy
Minister, Ministry of Education
- Greg Orencsak, Deputy Minister, Treasury Board, Treasury Board Secretariat and Management Board of
Cabinet
- Reg Pearson, Associate Deputy Minister, Centre for Public Sector Labour Relations and Compensation,
Treasury Board Secretariat
- Marc Rondeau, Assistant Deputy Minister, Centre for Public Sector Labour Relations and Compensation,
Treasury Board Secretariat
- Janette Jozefacki, Director, Total Compensation Strategies Branch, Centre for Public Sector Labour Relations
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