

---

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." <p style="text-align: right;">CARRIED.</p>
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." <p style="text-align: right;">CARRIED.</p>
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." <p style="text-align: right;">CARRIED.</p>
#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." <p style="text-align: right;">CARRIED.</p>
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 <i>where there are not students enrolled at the school at any time throughout the school year</i> , 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 reference 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 accommodation process and not a separate process.
- 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 Bryce declared the meeting adjourned at 9:05 p.m.