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- PRESENT:**
- Trustees:** Chair Jane Bryce, Randy Campbell, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Elizabeth Hudie, Tom McGregor, Lareina Rising, Shannon Sasseville
- Student Trustee** Ayla Jacobs and Keaton Jennings
- Staff:** Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education Dave Doey, Gary Girardi, Taf Lounsbury, Mark Sherman and Phil Warner
- Regrets:** Vice-Chair Scott McKinlay, Trustee Bob Murphy, Superintendent of Education Joy Badder
- Recording Secretary:** Trish Johnston, Executive Assistant and Communications Officer
- Call to Order:** Chair Bryce called the meeting to order at 7:00 p.m. Trustee Hudie served as Vice-Chair for the Meeting.
- #2016-167**
Approval of the Agenda
Nov/8/2016 Moved by Ruth Ann Dodman, seconded by Jack Fletcher,
"That the Agenda for the Regular Board Meeting Public Session of
November 8, 2016 be approved."
CARRIED.
- Declaration of Conflict of Interest:** No declarations of conflict of interest were issued.
- #2016-168**
Approval of Minutes
Oct/25/2015 Moved by Elizabeth Hudie, seconded by Tom McGregor,
"That the Board approve the Minutes of the Regular Board Meeting of
October 25, 2016."
CARRIED.
- Business Arising** Director Costello referred to the discussion at the last Board Meeting about the problems associated with the EQAO on-line OSSLT assessment conducted on October 20, 2016. Director Costello reported that EQAO has decided to mark the completed tests and report the results. He advised that the LKDSB Administration issued a letter to parents/guardians and attached the letter from EQAO.
- #2016-169**
Action of the Regular
Board Private Session be
the Action of the Board Moved by Elizabeth Hudie, seconded by Randy Campbell,
"That the Action of the Board in Private Session be the Action of the
Board."
CARRIED.
- Presentations:** Superintendent Doey introduced Karen Walker, Grade 7/8 Elementary Teacher at Tecumseh Public School and the Learning Commons Coach at the school. He acknowledged the parents and students in attendance as well as Principal Darlene Penny and Vice-Principal Kari Aubertin. Karen Walker showed a video on Maker Space at Tecumseh Public School. She explained that it is a creative afterschool club for intermediate students. It was started with a \$20,000 grant to purchase technology, including a 3D printer. About 30 students participate in the club tinkering, crafting, coding or creating. Technology was the original focus for the students but now there are high tech, low tech and no tech activities. It is not about the equipment but student engagement and development. It is about students collaborating and creating. The students in attendance commented on their experiences and creations. Karen Walker stated that the teachers are learning from the students as well. Chair Bryce thanked the guests for attending. Director Costello congratulated the presenters noting the components of the LKDSB Engagement model demonstrated by everyone involved in the Maker
- Maker Monday at**
Tecumseh Public School

Space club - critical thinking, collaboration and creativity. Trustee Dodman commented on her experience attending a Maker Monday and thanked Karen Walker for her dedication to the students.

Policy and Regulations on
*Attendance of Trustees
and Student Trustees at
Educational Conferences,
Workshops and Related
Events*
Report B-16-122

Director Costello explained that 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 three 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*.

#2016-170
Policy and Regulations
*Attendance of Trustees
and Student Trustees at
Educational Conferences,
Workshops and Related
Events Revised*

Moved by Jack Fletcher, seconded by Ruth Ann Dodman,

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

Trustee Rising advised that Ontario Public Service (OPS) is moving away from itemized receipts and wondered if the Ministry of Education was considering the same. Director Costello advised that Administration had not received any communication from the Ministry of Education in that regard but if it did, the LKDSB regulations could be amended at that time. Auditor Kevin Sabourin advised that he was not aware of a move in that direction. He stated that each group assesses their internal controls against the benefit factor. LKDSB Administration has always taken steps to protect every education dollar. He expressed support for requiring itemized receipts. He noted that in a larger organization it maybe a cost factor benefit to not require them. Superintendent McKay commented that the issue has been discussed at meetings of Superintendents of Business. He confirmed that requiring itemized receipts is still very important in the eyes of the internal auditors. It provides a degree of control for people when they know every dollar spent is going to be reviewed. He advised that there would need to be an alternative compensating control put in place to ensure that education dollars are properly spent. Trustee Rising clarified that the change by the OPS is just related to meal expenses only and that there is a strict limit. The OPS still requires itemized receipts for other expenses.

CARRIED.

Policy and Regulations on
*Responsible Use of
Technology*
Report B-16-123

Superintendent McKay advised that 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. 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. Superintendent McKay explained that the members of the Executive Council have

#2016-171
Policy *Responsible Use Of
Technology Revised
Regulations Acceptable
Use of Technology for
Employees and Non-
Student Users* and
*Acceptable Use of
Technology for Students*
Rescinded.

approved the revised administrative procedures. He outlined the components of the administrative procedures. He commented on the importance of maintaining the integrity of the LKDSB system. Superintendent McKay explained that these administrative procedures will be reviewed annually. He reviewed the summary page included with the report.

Moved by Tom McGregor, seconded by Elizabeth Hudie,

“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*.”

Trustee McGregor inquired about professional development and the idea of having staff and students review and sign off on the documents. Superintendent McKay advised that there is a training session for students when they are provided with their personal iPads and they do have to sign off on the training. The revised administrative procedures will be shared with all staff and principals will be asked to review the document with students and staff. Director Costello indicated that Administration has considered developing an on-line training tool.

In response to Trustee Rising’s questions about who decides if a person’s actions have a negative impact on the school climate, Director Costello explained that the initial judgment would be made by the principal in consultation with a superintendent if necessary. Staff from the Human Resources department would be involved in matters involving a staff member and perhaps the Board’s lawyer. All situations would include an appeal mechanism.

In response to Trustee Fletcher’s questions about monitoring the use of devices, Superintendent McKay explained that there are virus checkers and software in place that automatically scan items placed in a port. He noted that the biggest way to insure appropriate use is through education for staff and students on the responsible use of technology. He commented on a recent problem with phishing emails. The Information Technology staff are able to trace back to determine the source of attacks on the system and they are studying the fall out of the attack on the EQAO site.

CARRIED.

2015/2016 School Year
Audited Financial
Statements
Report B-16-124

Superintendent McKay advised that the 2015/2016 audited financial statements have been completed. He introduced Kevin Sabourin, a partner in the audit firm of Bailey Kearney Ferguson, Chartered Accountants, to present the report. Kevin Sabourin thanked the members of the LKDSB Audit Committee. He advised that the Firm had completed the audit of the Board’s Financial Statements. The independent auditors report and consolidated financial statements were reviewed in detail by the Audit Committee on October 31, 2016. The Auditor is engaged by the Board to conduct an audit to ensure that the financial statements are prepared and reported within the Public Sector Accounting Standards (PSAB) for School Boards. He explained that the report is in draft until approved by the LKDSB Board. He outlined the Independent Auditors’ Report. In his opinion, he has gathered sufficient appropriate data to form an opinion to support the financial statements. He noted that in the Auditor’s opinion, the consolidated financial statements as at and for the year ended August 31, 2016, are prepared in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements. Kevin Sabourin thanked Superintendent McKay, Manager Anderson and their staff for the assistance they provided during the audit process. He commented that the Board is in a good financial position. He advised that the

qualifications associated with the school generated funds have been removed. Kevin Sabourin explained the accumulated surplus as at year end.

#2016-172
Approval of the Audited
Financial Statements Aug.
31 2016

Moved by Tom McGregor, seconded by Dave Douglas,

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."

Trustee McGregor thanked Kevin Sabourin for his work over many years noting that everyone is very pleased with the work that he has done for the LKDSB. He thanked staff for developing a budget for Trustee approval and managing it to remain on budget. Chair Bryce confirmed that there were no concerns expressed by the members of the Audit Committee.

CARRIED.

Ontario Public School
Boards' Association
(OPSBA) Update

Trustee Fletcher reported on the OPSBA Western Regional Meeting held on November 5, 2016 at the Sarnia Education Centre. He thanked his fellow Trustees for attending. Trustees from Avon Maitland, Greater Essex and Thames Valley District School Boards and OPSBA staff were in attendance. Trustee Fletcher formally recognized Superintendent Sherman and his staff for the professional development sessions they provided on how the LKDSB uses technology to enhance learning. OPSBA will distribute the presentations with the minutes of the meeting. Trustee Hudie thanked Trustee Fletcher for organizing the remarkable day.

Special Education Advisory
Committee Update
(SEAC)
Report B-16-125

Trustee Hudie reported on the SEAC meeting held on October 20, 2016 in the new Learning Commons at Wallaceburg District Secondary School. Additional information regarding exceptional pupil suspensions for the year 2015/2016 was provided. A summary of the barriers removed for accessibility reasons was shared and examples provided where the Board has worked with outside agencies to support students whose first language is not English. As well, various pieces of technology have been purchased to support students so they can be successful; these devices include iPads, Chrome books, laptops and FM systems. A chart showing the Special Education Department responsibilities as well as the Special Education Coordinator's schools for 2016/2017 were shared with the members. A list of presentations to be made at the SEAC Meetings during the 2016/2017 school year was shared. Trustee Hudie advised that the Trustees on SEAC shared information on the current Accommodation Review process.

Native Advisory Committee
(NAC) Report
Report B-16-126

Trustee Rising reported on the October 19, 2016 Native Advisory Committee Meeting 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 advised that NAC will be seeking a commitment from the LKDSB to implement calls to action from the report of the Truth and Reconciliation Commission. LKDSB Aboriginal Liaison Chris Riley shared information about the

conversations he has had with the Chiefs of the four partner First Nations noting that the “calls to action” were a key topic. Trustee Rising shared that NAC members are looking forward to the establishment of protocols to guide the opening of meetings and special events with recognition of traditional territories, as soon as possible. Trustee Rising confirmed that Walpole Island Elementary School will be moving to a balanced school year in August 2017. There will be breaks in November, December and March and students will attend one week longer in July. There will still be a summer break with students returning to school late August.

Update on the Transition Process for the Great Lakes Secondary School And Wyoming Area Schools

Superintendent Girardi confirmed that that on October 31, 2016 the Ministry of Education Announced a \$14 million capital investment for the LKDSB to support renovations and improvements to the Great Lakes Secondary School permanent site and the Wyoming Public School site. Great Lakes Secondary School's permanent site will receive \$10.3 million for the construction of an auditorium, First Nations community room and accessibility improvements. Additionally, the Ministry has earmarked \$3.7 million for Wyoming Public School to support the creation of new pupil spaces, a daycare and gymnasium at the consolidated school. The LKDSB will provide School Condition Improvement Funds for further improvements. The total amount of funding for the Great Lakes Secondary School permanent site will be \$16 million. The total amount of funding for the Wyoming Public School site will be \$5.7 million. The LKDSB will begin the initial stages of design and tendering for construction and renovations at Great Lakes Secondary School's permanent site and Wyoming Public School site as soon as possible, with timelines to be determined. In both of these situations the LKDSB has invited architects to meet with Transition Committee members to solicit input and respond to questions about designs. The Ad-Hoc Naming Committee for the Consolidated South Plympton and Wyoming Public Schools is currently soliciting public input for the name of the new consolidated school.

Report on the Forest Area Schools Pupil Accommodation Review Committee and Chatham Area Schools Pupil Accommodation Review Committee

Superintendent Girardi reported that an Orientation Meeting for the Forest Area Schools Pupil Accommodation Review Committee was held at North Lambton Secondary School. In conjunction with the LKDSB Union Partners, Administration has begun meeting with staff in the schools involved in this pupil Accommodation Review.

The first Forest Area Schools Pupil Accommodation Review Committee Public Meeting will be held on November 16, 2016 at Bosanquet Central School. Three groups/individuals have requested an opportunity to delegate. Arrangements have been made to visit Walkerton District Community School in Walkerton and/or Tecumseh Vista Academy in Tecumseh. Frequently asked questions and answers are posted on the website.

The Orientation Meeting for the Chatham Area Schools was held on October 27, 2016 at the Chatham Education Centre. It included a discussion of the Pupil Accommodation Review Process, School Information Profiles, Initial Staff Report and important regulations for the committee to know about. The First Public Meeting will take place on December 1, 2017 at John N. Given Public School.

Budget Meeting Schedule for the 2017/2018 School Year
Report B-16-127

Superintendent McKay explained that the Board's annual budget process for the 2017/2018 school year will start in February 2017. The meeting timelines proposed will be used to guide the budget development process, but ultimately will depend upon the date when the Ministry provides school boards with the grant regulations. It is expected that the Ministry will release the Grant Regulations during the month of March. Budget Workshops will be held for Trustees and Administration on April 4 and May 2, 2017 from 5:00 p.m. to 7:30 p.m. via video conference. Presentation, review, public input and development of the budget will

Live Streaming of the
LKDSB Board Meetings
Report B-16-128

take place at the Regular Board Meetings on April 11 and 25 and May 9 and 23, 2017. Budget Information Sessions will be held for the Parent Involvement Committee on May 15, 2017 Native Advisory Committee on May 17, 2017 and Special Education Advisory Committee on May 18, 2017. Final approval of the 2017/2018 Budget is scheduled for the June 13, 2017 Regular Board Meeting.

Superintendent McKay advised that the report was being presented in response to a Motion passed at the September 13, 2016 Board Meeting. He explained that 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 on LKDSB servers and made available for viewing through the Board's website. Archived videos can be viewed at any time. 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. Superintendent McKay commented on the information gathered from other school boards. Currently, out of 37 school boards that responded, 8 Boards are live-streaming and 29 Boards are not live-streaming. The few school boards that provided viewership numbers indicated that it was low, general around 10-30 viewers. He advised that Administration contacted Cogeco but they declined the offer as they are not in the business of live-streaming. Administration also contacted the County of Lambton. The County has been live-streaming Council meetings for a number of years and offers live and archived meetings of Lambton County Council. Viewers can access the video feed through the County website. The cost of implementing the system in 2012 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 Accessibility for Ontarians with Disabilities Act (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. The 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.

Superintendent McKay proposed that should the Board wish to pursue live-streaming that it undertake a formal survey in order to assess demand for live-streaming video broadcasts of LKDSB Board Meetings. He also suggested that the Board would need to 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 high definition broadcast quality video and sound.

Trustee Sasseville thanked Superintendent McKay for the report and suggested that the option of webcasting the Board Meetings be pursued. She noted that the Board Rooms would need teleconference capabilities and supported conducting a survey to determine public interest.

- #2016-173
Investigate Webcast
Option for Board Meetings
- Moved by Shannon Sasseville, seconded by Tom McGregor,
“That Administration prepare a report on the option of webcasting Board
Meetings including the associated potential costs.”
- CARRIED.
- Trustee Questions
- Trustee Fletcher requested that the accommodation review meetings be included on the Trustee upcoming events schedule.
- In response to Trustee Rising’s question about school board tax revenue from municipalities, Superintendent McKay explained that school boards do receive tax revenue directly from municipalities and the funds are considered part of the Ministry’s Grants for Student Needs allocation.
- Announcements
- 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.
- The First Public Accommodation Review Meeting for the Forest Area Accommodation Review is on November 16, 2016 at Bosanquet Central School at 6:00 p.m.
- The Ad-Hoc Naming Committee for the Consolidated Wyoming Public Schools is meeting on November 14, 2016 at Wyoming Public School at 3:45 p.m.
- Adjournment
9:20 p.m.
- There being no further business, Chair Bryce declared the meeting adjourned at 9:20 p.m.

Chair of the Board

Director of Education and Secretary of the Board