

- PRESENT:**  
Trustees: Chair Jane Bryce, Vice-Chair Scott McKinlay, Randy Campbell, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Elizabeth Hudie, Tom McGregor, Bob Murphy, Lareina Rising, Shannon Sasseville
- Student Trustee: Ayla Jacobs and Keaton Jennings
- Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Joy Badder, Dave Doey, Gary Girardi, Taf Lounsbury, Mark Sherman and Phil Warner
- Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer
- Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. Director Costello introduced Heather Hughes, Public Relations Officer for the LKDSB.
- #2016-136  
Approval of the Agenda  
Sept/13/2016  
Moved by Ruth Ann Dodman , seconded by Jack Fletcher,  
"That the Agenda for the Regular Board Meeting Public Session of  
September 13, 2016 be approved."  
**CARRIED.**
- Declaration of Conflict of  
Interest: No declarations of conflict of interest were issued.
- #2016-137  
Approval of Minutes  
Aug/30/2015  
Moved by Randy Campbell, seconded by Jack Fletcher,  
"That the Board approve the Minutes of the Regular Board Meeting of  
August 30, 2016."  
**CARRIED.**
- #2016-138  
Action of the Regular  
Board Private Session be  
the Action of the Board  
Moved by Scott McKinlay, seconded by Jack Fletcher,  
"That the Action of the Board in Private Session be the Action of the  
Board."  
**CARRIED.**
- Presentations:  
Grade 7/8 French  
Immersion Students from  
Harwich Raleigh Public  
School  
Superintendent Doey introduced Principal Balkwill, from Harwich Raleigh Public School in Blenheim. Principal Balkwill explained that the Grade 7/8 French Immersion Students visited Quebec City last school year to celebrate the Carnival. She commented on the examples of engagement at all levels to make the trip possible. She introduced Elementary Teacher Kolette Myers and Grade 8 French Immersion Student, Dylan Short. Dylan shared the highlights of the trip on behalf of his classmates. He thanked the parents who chaperoned the trip, Madame Myers and the Board for making the trip possible. He commented on the opportunity to practice his French language skills and experience the culture while in Quebec City. On behalf of the Board, Chair Bryce thanked Dylan for his presentation. Director Costello complemented Dylan on making the presentation in two languages.
- Lambton Kent Secondary  
Schools Athletic  
Association Update  
(LKSSAA) – James Clarke  
Director Costello introduced James Clarke, Secondary Teacher at John McGregor Secondary School in Chatham and part time LKSSAA Co-ordinator. He explained that up until two years ago the Board still had two secondary athletic associations - Lambton and Chatham-Kent. The need to amalgamate the two associations was identified and James took the lead role on the project. Director Costello advised that James has worked very hard to make the amalgamation successful. James explained that LKSSAA is comprised of 4 school boards with a total of 17 schools participating. Twelve of the 17 schools are LKDSB schools. James provided participation data for the 2014/2015 and 2015/2016 school years. He noted that the Great Lakes Secondary School is offering all programs this year which was not

possible in the past for the individual schools. He shared data on the number of athletes compared to students in the buildings. James outlined the costs associated with the amalgamated association noting that busing costs and officials' fees increased. He advised that the Board is providing funding to manage the busing costs. He outlined the benefits of the amalgamated association which include the opportunity for schools of similar size to compete against each other which results in better competition levels and increased participation. He shared data on teams in place at Alexander McKenzie Secondary School and wrestling. Student Trustee Jacobs commented on her positive experience as a student athlete participating in the amalgamated league.

In response to Trustee Murphy's question about the impact of school consolidation on athletics, Director Costello commented on the current situation in some of the smaller rural schools that have smaller staff and students to draw from. If amalgamated, there would be a larger pool of athletes and coaches. Director Costello commented on maintaining a broad base at the student athlete level. James shared that some of the smaller schools have trouble fielding teams and noted that people in the southern part of the district are open to putting numbers together to be able to offer students options. Director Costello commented that amalgamation would impact all co-curricular programs which benefits students. Co-curricular programs are an important part of school life for students. Chair Bryce thanked James Clarke for attending and sharing the information.

Certificates of  
Commendation to  
Elementary Teachers Myria  
Malette and Brian Aspinall  
for being Microsoft,  
Innovative Expert  
Educators Recipients  
Certificate recipient

Superintendent Badder introduced Elementary Teacher Myria Malette who recently joined the elementary and secondary consultant team as the consultant responsible for languages. Previously, Myria taught Core French at Indian Creek Road Public School. She received the Microsoft Innovative Expert Educator Certificate for her work at the school and across the district leading her colleagues on the effective use of technology. Superintendent Badder explained that Elementary Teacher Brian Aspinall received the same award but he is on leave from the Board and not able to attend the Board Meeting. On behalf of the Board, Chair Bryce congratulated Myria and presented her with a Certificate of Commendation.

Administration to  
Investigate Live Streaming  
of Board Meetings  
Report B-16-100

Chair Bryce advised that she 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.

#2016-139  
Administration to  
Investigate Live Streaming  
of Board Meetings

Moved by Elizabeth Hudie, seconded by Tom McGregor,

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

Chair Bryce explained that in 2004 the Board directed Administration to investigate the possibility of televising Board Meetings. At that time the associated costs were prohibitive. She noted that technology has changed since that time and felt it was worth investigating again. Trustees Hudie and McGregor supported the idea noting the geographical size of the Board and the importance of providing the opportunity for the public to learn about the issues facing the Board. Trustees Campbell and McKinlay commented on the need for it to be accessible throughout the district, specifically the rural areas. Administration will obtain information on

how other school boards, local governments and agencies provide the service. Trustee Sasseville commented on the practice at her place of employments that covers the area from Windsor to Grand Bend. She commented that the majority of people are able to access the service easily. She stated that there are different options available to provide the service. Trustee Murphy supported moving towards transparency and commented on the need to demonstrate public interest in the service, noting that there would be a cost increase to provide the service. Trustee Sasseville commented that Administration may find research that is transferable to school boards and noted the benefit of increased transparency for providing the opportunity for people should they choose to use the service. Director Costello advised that Administration expects to bring a Report to Board by the end of October. He acknowledged that demographic data may be difficult to determine.

CARRIED.

Proposed LKDSB  
Procedural By-Law Change  
– Section 3.14 and 3.15  
Regarding Delegations  
Report B-16-101

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 an electronic or printed 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. Senior Administration will be better positioned to address issues as well.

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.

#2016-140  
Revised LKDSB  
Procedural By-Law Section  
3.14 and 3.15 Regarding

Moved by Ruth Ann Dodman, seconded by Dave Douglas,

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

## Delegations Approved

It was agreed to add the following statement to 3.14 *Requests received without supporting documentation will not be considered.*

Director Costello clarified that in 3.14, six working days means requests would need to be in by 4:00 p.m. on the Tuesday before the Board Meeting.

Director Costello confirmed that late requests due to extenuating circumstances would be ruled upon by the Chair and Vice-Chair. Chair Bryce confirmed that exceptions have made in the past. Additions have been made under Approval of the Agenda.

Director Costello explained that the intent in 3.15 is to give the Chair the flexibility to allow more than six delegations on an agenda rather than having to call a Special Board Meeting if seven requests are received. Director Costello confirmed that the members of the Agenda Review Committee have not denied anyone from addressing the Board.

Chair Bryce reminded Trustees that a two thirds majority vote was needed to approve the changes to the LKDSB By-laws.

CARRIED.

Schedule for Regular Board Meetings for the period December 2016 to December 2017  
Report B-16-102

Director Costello outlined the sections in the Board's Procedural By-laws that govern the scheduling of Board Meetings. He presented the proposed schedule for the period December 1, 2016 to December 5, 2017. 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 and August. Board business is usually lighter during these months. Special meetings of the Board will be called as required. The January Board Meeting will be held on the third and fifth Tuesday of the month due to the December holiday

#2016-141  
Schedule for Regular Board Meetings for the period December 2016 to December 2017 Approved

Moved by Elizabeth Hudie , seconded by Lareina Rising,

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

CARRIED.

Regulations on *Public Concerns*  
Report B-16-103

Director Costello reminded Trustees of the changes made to 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 will 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

---

#2016-142 Regulations on <i>Public Concerns</i> approved	<p>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 and the school boards experienced an increase in public satisfaction. Director Costello commented on the positive impact of the position so far this school year. Administration will continue to monitor the role.</p> <p>Moved by Tom McGregor, seconded by Elizabeth Hudie, “That the Board approve the revised regulations on <i>Public Concerns</i>.”</p> <p>Following discussion it was agreed that:</p> <ul style="list-style-type: none"><li>○ under Concern About a Trustee the phrase <i>to determine the appropriate steps</i> would be added to each sentence;</li><li>○ Step 3, sentence 2, the fourth word would be changed from may to will; and</li><li>○ following Step 5 information about how to contact the Ombudsman’s Office would be added.</li></ul>
Update on the Transition Process for the Great Lakes Secondary School	<p style="text-align: right;">CARRIED.</p> <p>Superintendent Girardi reported that he had visited Great Lakes Secondary School (GLSS) last week and he met with Principal Wiersma who shared that it was a great first week with staff and students settling in. Successful staff events were held during the first week. A team from Administration/Student Services/First Nations visited the Grade 9 homerooms with student planners and discussed school expectations and student supports. Principal Wiersma indicated that there is a positive feeling among staff and students as they build a new identity. He added that staff and community have made the comment to him that the school exudes life. The school enrolment is at 1073 students or 1062.25 FTE. Superintendent Girardi noted that Great Lakes Secondary School and Northern Collegiate Institute and Vocational School have roughly the same student population.</p> <p>He outlined the upcoming GLSS events</p> <ul style="list-style-type: none"><li>○ September 15 - Grade 9 parents' night</li><li>○ September 16 - Grade 9 students Welcome Day activities</li><li>○ September 16 - Grade 10-12 students will have a special presentation from UNICEF Special Representative and author, Mariatu Kamara who is a survivor of the civil war in Sierra Leone</li><li>○ Parent Council Meeting – September 20 at 7:00 p.m.</li></ul>
Correspondence	<p>Superintendent Girardi shared that the Identity Committee met September 12 to begin the process of choosing colours and a school mascot. This is a subcommittee of the Transition Committee. Stakeholders will have an opportunity to contribute their ideas beginning later this week. The school website will be used to collect input while teachers and student leaders promote discussion around the school. The School Activities Committee will meet on September 14. Its main focus will be to look at the school year calendar and begin to pick some dates for events traditionally held at the former Sarnia Collegiate Institute and Technical School and St. Clair Secondary School such as the musical, Revue and prom.</p> <p>The Board received a letter dated September 6, 2016, from the Treasury Board Secretariat regarding Executive Compensation Framework dated September 6, 2016.</p>
Trustee Questions	<p>Trustee McGregor referred to the Municipality of Chatham Kent’s decision to discontinue adult crossing guards as of November 2016 and install electronic</p>

cross walk devices and asked what was Administration's plan to educate students and families. Director Costello confirmed that Administration was working with transportation and principals to educate families and students.

In response to Trustee Fletcher's question about Parent Reaching Out Grants (PRO Grants), Director Costello explained that they are annual grants that school councils and Parent Involvement Committees can apply to the Ministry to receive. He confirmed that most of the LKDSB schools receive funding for planned events.

Trustee Sasseville advised that students and some parents have raised concerns around the LKDSB Regulation on Volunteer Drivers and Volunteer which requires all volunteer drivers to obtain a police check. She explained that students are having difficulty attending sporting events because they cannot car pool with other parents because they do not have the documentation. She stated that she is a huge supporter of having the safest volunteer structure as possible. The current situation is limiting student participation in sport.

Director Costello explained that the Board amended the LKDSB Volunteers and Volunteer Drivers Regulations to raise the standard of supervision for students. Previously there had been a low, medium and high risk activity scale for volunteers that required some volunteers to obtain criminal back ground checks. Members of the Parent Involvement Committee raised concerns about this practice about four years ago and expressed support for all volunteers having to obtain a police check. He noted that the LKDSB is one of a few boards that require Trustees to obtain them. The LKDSB Volunteer Driver Regulation was revised in January 2016 for implementation in September 2016. The criminal back ground check is to be done every 5 years with an annual offence declaration. He commented that the OPP provides the document for free and the Sarnia and Chatham Police Services charge a fee. Director Costello commented on the consultation process that occurred with principals and the feedback obtained and acknowledged the complications the regulations created for small elementary schools. He confirmed that the LKDSB insurance company supported the requirement. Some volunteers are concerned with the cost of obtaining the document. He confirmed that Ministry funds cannot be used to cover the cost. Administration is investigating other ways to cover costs. He confirmed that Administration did ask principals to inform their communities that this was to be in place for September and provide them notice to obtain the documentation over the summer. He noted that implementing new processes are challenging. Superintendent Sherman commented on the work being done to develop a form that volunteers can take to police services to obtain the documentation for free or at a reduced fee. Discussion ensued on what is considered a school sanctioned ride and a non-school sanctioned ride. Director Costello commented that generally if the student takes the bus from the school parking lot directly to the event it is considered a school ride. Superintendent Sherman explained that Administration is working on frequently asked questions to address these issues. Superintendent Lounsbury commented on the concerns raised about the impact on current sports because of the length of time it takes to obtain the document. Director Costello confirmed that students may not drive other students under the revised regulations. Vice-Chair McKinlay supported enforcing the Board's policy and regulation. Director Costello commented on the efforts being made to support volunteers/parents obtain the required documentation. Trustee Sasseville stressed that it is a timeliness issue for fall sports. Director Costello confirmed that individuals would be eligible to volunteer if they provided the principal with a copy of their police check obtained within the five year window for another purpose

