

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, OCTOBER 10, 2017
7:00 p.m.

Board Room
Chatham Education Centre
476 McNaughton Avenue, Chatham

A

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1. Call to Order		
2. Approval of Agenda		
3. Declaration of Conflict of Interest		
4. Approval of the Minutes of September 26, 2017 Regular Board Meeting		3
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:		
9. Delegations		
10. Questions from the Public		
11. Reports for Board Action		
a) Policy and Regulations on <i>Privacy of Information</i>	Director Costello Report B-17-137	8
<u>Recommendation</u> "That the Board approve the review of the policy and revised regulations on <i>Privacy of Information.</i> "		
b) Policy and Regulations on <i>Confidentiality</i>	Director Costello Report B-17-138	12
<u>Recommendation</u> "That the Board rescind the policy and regulations on <i>Confidentiality.</i> "		
c) Policy and Regulations on <i>Performance of Medical and Physical Procedures for Students</i>	Director Costello Report B-17-139	15
<u>Recommendation</u> "That the Board approve the review of the policy and revised regulations on <i>Performance of Medical and Physical Procedures for Students.</i> "		
12. Reports for Board Information:		
a) Report on the Ministry of Education Student Trustee Orientation Session	Student Trustee Evans Report B-17-140	19
b) Special Education Advisory Committee Report	Trustee Fletcher Report B-17-141	20
c) Supervised Alternative Learning Committee Summary 2016/2017 School Year	Trustees Campbell, Dodman, Fletcher Report B-17-142	22

- d) Report from the Ad Hoc Naming Committee for the Consolidated John N. Given Public School and Tecumseh Public School Trustee Dodman Report B-17-143 24
- e) Parent Involvement Committee Report Director Costello Oral Report
- 13. Correspondence
- 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, October 24, 2017, 7:00 p.m. at the Sarnia Education Centre.
- 19. Adjournment

PRESENT:

Trustees: Chair Jane Bryce, Vice-Chair Elizabeth Hudie, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Scott McKinlay, Bob Murphy. Lareina Rising (via teleconference), Shannon Sasseville (via teleconference)

Student Trustee Elisabeth Guthrie and Evan Rogers

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Helen Lane, Taf Lounsbury, Mark Sherman and Phil Warner, Public Relations Officer Heather Hughes

Regrets: Trustees Randy Campbell, Tom McGregor

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. and read the Traditional Territorial Preamble/Acknowledgement.

We acknowledge that the Chippewa, Odawa, Potawatomi known as the Anishinaabeg and the Delaware known as Lunaapeew inhabited these lands at the time of the written treaties, these being: Treaty #2; Treaty #7; Treaty #29.

We also acknowledge the earlier Indigenous people that travelled these lands prior to 1790 in the time of the Wampum treaties.

It is through their connection with the spirit of the land, water and air that we recognize their unique culture, traditions, and values. It is their belief that they are part of the land that sustains all life, and it is the sacred responsibility of all people to ensure that the environment remains protected.

Finally, we acknowledge that their inherent languages preclude any English/French meaning.

Chair Bryce read an In Memoriam for LKETFO president/staff member Ron Rivait. A moment of silence was observed.

#2017-149
Approval of the Agenda
Sept/26/2017

Moved by Jack Fletcher, seconded by Dave Douglas,

“That the Agenda for the Regular Board Meeting Public Session of September 26, 2017 be approved.”

CARRIED.

Declaration of Conflict of Interest:

No declarations of conflict of interest were issued.

#2017-150
Approval of Minutes
Sept/12/2017

Moved Ruth Ann Dodman, seconded by Scott McKinlay,

“That the Board approve the Minutes of the Regular Board Meeting of September 12, 2017.”

CARRIED.

#2017-151
Action of the Regular Board Private Session be the Action of the Board

Moved by Elizabeth Hudie, seconded by Dave Douglas,

“That the Action of the Board in Private Session be the Action of the Board.”

CARRIED.

Presentations:
Summer Learning Program 2017

Superintendent Lounsbury introduced System Coordinator for Elementary Achievement Mary Lynn Anderson who was responsible for the Summer Learning Program. Mary Lynn Anderson advised that she was the Principal of the Summer Learning Program two years ago when it was offered at P.E McGibbon Public School in Sarnia. This year, the Summer Learning Program

was offered at Harwich Raleigh Public School, Blenheim, King George VI Public School, Chatham, Sir John Moore Community School, Corunna and P.E. McGibbon Public School, Sarnia. She explained that the three-week program combines literacy and math learning opportunities in the morning and recreational opportunities in the afternoon. She shared the positive feedback received from parents and noted the contributions of the dedicated volunteers, like Trustee Dodman. She introduced the team members from the program offered at P.E. McGibbon Public School, Sarnia - site leader Kevin Chambers and teachers Bethany Tiegs and Jenna Frew. The P.E. McGibbon School team advised that the students encouraged to participate in the program are usually going into Grade 3 or 4, are at a level 2 and usually love school and want to engage. The students make a positive connection to school through their participation in the Summer Learning Program. They outlined the various academic learning opportunities provided to the students. The importance of the nutritional aspect of the program was explained. They outlined the recreational opportunities provided to the students and explained the partnership with the Aamjiwnaang First Nation that provided a weekly cultural learning experience as well. They shared information on the successful parent engagement morning that was focused on math. Students guided their parents through the activities.

Mary Lynn Anderson advised that this year, the LKDSB received funding for eight classrooms (four schools) with a minimum of 15 students in each. Each of the schools had a little over 30 students at each. The total number of students in the program this summer was between 120 to 140.

Trustees commented on the enthusiasm of the teachers and the fantastic benefits of the program for the students.

Mary Lynn Anderson explained the role of the site administrator. The site administrator is responsible for overseeing the whole operation at the school including student attendance/safety, preparing fruits and vegetables, addressing behaviour concerns, liaising with parents, processing the required paperwork, including the pre and post student assessments, and organizing the recreational opportunities.

Trustee Dodman thanked Mary Lynn Anderson for organizing an excellent program and commented on her volunteer experience at King George VI Public School, Chatham and how much the students appreciated all the recreational outings.

Superintendent Lounsbury advised that the LKDSB received \$120 000 from the Council of Directors of Education (CODE) to facilitate the Summer Learning Program in four locations. The Program Department staff will be applying for funding again in November to offer the program in the summer of 2018. The LKDSB has been involved in the program since 2011.

Mary Lynn Anderson outlined the factors considered when selecting the locations to host the program. The schools tend to be located in areas with a demonstrated academic need. Air-conditioned schools or sections of the schools are preferred and the school summer construction schedule must be considered as well. She stated that the goals of the program are to take away the summer learning loss, to get kids to love school and be excited to be in school.

Superintendent Lounsbury explained the debriefing process the program staff and Summer Learning Staff participate in both internally and externally.

Director Costello thanked the presenters for their commitment to student well-being and achievement. Student Trustee Rogers referred to the LKDSB *Student Achievement ✓ Community Success* and commented on the link the Summer Learning Program provides for the students, teaching the students community connection.

Chair Bryce thanked the guests for attending and referred to the Agenda item, LKDSB Staff and Volunteer Appreciation Day, and expressed appreciation for their work and dedication to students. Trustee Rising spoke of her personal experience with her son in the program two summers ago and how well it worked for him.

LKDSB Staff and
Volunteer Appreciation
Day
Report B-187-31

Director Costello stated that the LKDSB is very proud of its staff and is certainly aware of the important role they play in the development of children. Staff are very dedicated and caring individuals striving to improve student achievement for the betterment of society. At the 44th Session of the International Conference on Education, the United Nations agency declared October 5th as World Teachers' Day. In the past, the Board has recognized teachers on October 5. The LKDSB made the decision to celebrate Staff Appreciation Day on October 5 to acknowledge the contributions of all employees. The LKDSB truly appreciates everything staff and volunteers do to enhance learning opportunities for our students.

#2017-152
Staff and Volunteer
Appreciation Day October
5, 2017

Moved Scott McKinlay, seconded by Elizabeth Hudie,

"That the Lambton Kent District School Board observe Staff and Volunteer Appreciation Day on October 5, 2017."

Vice-Chair Hudie recognized the wonderful staff in all the LKDSB schools. Chair Bryce noted that Trustee Murphy was responsible for raising awareness for the work of the volunteers in our system and having the Board recognize their contributions as well.

Student Trustees Guthrie and Rogers supported the Motion (non-binding vote).

CARRIED.

Policy and Regulations on
LKDSB Display of Flags
Report B-17-132

Director Costello noted that the LKDSB flags are currently at half-mast in honour of LKETFO President Ron Rivait. He explained that the policy and regulations on *Display of Flags* have been reviewed as part of the LKDSB cyclical review. The attached documents were originally developed based on the Board's practice, requirements of the Education Act and the requirements of the Canadian Heritage Branch of the Government of Canada. The intent was to provide a consistent respectful process for the Board. Changes are not recommended at this time.

#2017-153
Policy and Regulations on
LKDSB Display of Flags
approved.

Moved by Ruth Ann Dodman, seconded by Bob Murphy,

"That the Board approve the review of the policy and regulation on *Display of Flags*."

Director Costello confirmed that the length of time flags remain at half-mast is at the discretion of the principal.

CARRIED.

Policy and Regulations on
*Occupational Health and
Safety*
Report B-17-133

Director Costello explained that the Occupational Health and Safety Act requires school boards to review their policies on health and safety annually. The members of the Board's Health and Safety Committees, Union Representatives, members of the Executive Council have had an opportunity to review the documents and support the proposed changes. It is proposed that the two introductory paragraphs in the policy be moved over to the regulations to comply

with the LKDSB policy on *Development and Review of Board Policies and Regulations*. It states that *The words "It is the policy of the Lambton Kent District School Board" will initiate a statement, in clear and concise terms, of the Board's values and core beliefs on educational and related issues.*

#2017-154
Policy & Regulations on
Occupational Health and
Safety approved

Moved by Elizabeth Hudie, seconded by Scott McKinlay,

"That the Board approve the revised policy and regulations *Occupational Health and Safety.*"

It was agreed that the word students would be added to the first paragraph of the regulation. It was confirmed that Parent Council should be changed to School Council. Trustee Murphy asked if the annual evaluation and resulting plan for improvements, referred to in regulation #7, could be shared with Trustees. It was confirmed that the Chair and Vice-Chair receive the Minutes of the Joint Health and Safety Committee. Director Costello commented on the ongoing reviews done throughout the school year and suggested that the Health and Safety Officers could provide a workshop for Trustees. Chair Bryce suggested Trustee Murphy bring the topic up under Future Agenda items later on the Agenda.

CARRIED.

Policy and Regulations on
*Secondary School
Organization*
Report B-17-134

Director Costello explained that the policy and regulations on *Secondary School Organization* have been reviewed as part of the LKDSB cyclical review. Superintendent Sherman explained that changes are not recommended to the policy and that the regulations have been updated to include the offering of on-line courses and the option of cross-school scheduling and timetabling with other secondary schools. The five small secondary schools work together as a group to timetable their schools which involves on-line courses.

#2017-155
Policy and Regulations on
Secondary School
Organization
Approved

Moved by Jack Fletcher, seconded by Ruth Ann Dodman,

"That the Board approve the review of the policy and the revised regulations on *Secondary School Organization.*"

In response to Student Trustee Guthrie's question, Director Costello confirmed that ultimately, it is the principal's decision on course offerings. The principal considers input from staff, students and parents, teacher availability. Superintendent Warner commented that decisions are usually made based on student demand and data. In respond to Student Trustee Rogers' question about minimum class size, Superintendent Warner advised that there is not a magical number. There are many factors to consider including the type of course - graduation requirement, university entrance requirement or an elective course.

CARRIED.

Policy and Regulations on
*Activities and
Supplemental Learning
Material Fees*
Report B-17-135

Director Costello advised that the policy and regulations on *Activities and Supplemental Learning Material Fees* have been reviewed as part of the LKDSB cyclical review. Superintendent Sherman explained that changes are not recommended to the policy. The regulations have been updated to highlight the definition for Co-Curricular and Extra-Curricular Activities. The statement *Principals will ensure that no student is excluded from participating based on their ability to pay* appears in the policy and has been included in the regulation as well.

Moved by Bob Murphy, seconded by Elizabeth Hudie,

"That the Board approve the review of the policy and revised regulations on *Activities and Supplemental Learning Material Fees.*"

Trustee Murphy asked for an example of an *enhanced optional program* included in regulation #1. Superintendent Sherman shared that a dance costume would be considered an example as well as a field trip to Italy. Director Costello offered a woodworking class project as an example. Students may be asked to build a low cost wood waste basket. If a student wanted to build something more elaborate, the student could provide more expensive materials. Superintendent Sherman confirmed that the LKDSB does not require students to pay a fee for any standard course.

Director Costello confirmed that athletic team trips to places like Hawaii are completely funded by parents and students. The trip would not be considered a curriculum component. Superintendent Sherman explained that more details are provided in the associated Administrative Procedure.

Trustees agreed to refer to the policy and regulations back to Administration to develop a definition for *enhanced optional programs* and bring back at a later date.

MOTION WITHDRAWN.

Ontario Public School
Boards' Association
(OPSBA) Update

Trustee Fletcher reported on the OPSBA Board of Directors' Meeting held on September 22, 23, 2017. He shared information on the November 4, 2017 Western Regional Meeting to be held in Guelph. At the September 22, 2017 Western Regional Meeting Trustees reviewed the OPSBA roles and responsibilities of the OPSBA Board of Directors.

Student Trustee Guthrie departed from the meeting.

Trustee Fletcher summarized the comments made by the Minister of Children and Youth Services and Racism. The person is a former Toronto District School Board trustee. He is working in co-operation with the education portfolio.

Summer Learning
Program 2017
ReportB-17-136

Superintendent Lounsbury referred to the Summer Learning Program 2017 Report that supported the presentation that took place earlier during the Board Meeting. She brought Trustees' attention to the statistics for the program. She commented that when the students return to school in September, teachers notice that they demonstrate a growth in mindset and self-advocacy as well literacy and math skills. Trustee Dodman commented on the yellow t-shirts the students wore.

#2017-156
Occupational Health and
Safety Annual Report

Moved by Bob Murphy, seconded by Trustee Douglas,

“That Administration bring a report annually to the Board for information on the results of the LKDSB occupation health and safety annual evaluation and plans for improvement.”

Trustee Murphy confirmed that he is interested in a summary report, referenced in #7 of the LKDSB *Occupational Health and Safety Regulations*, that could be shared for information.

CARRIED.

Announcements

The next Regular Board Meeting will be held on October 10, 2017 at the Chatham Education Centre at 7:00 p.m.

Adjournment
8:45 p.m.

There being no further business, Chair Bryce declared the meeting adjourned at 8:45 p.m.

Chair of the Board

Director of Education and Secretary of the Board

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

FROM: Jim Costello, Director of Education

DATE: October 10, 2017

SUBJECT: Policy and Regulations *Privacy of Information*

The policy and regulations on *Privacy of Information* have been reviewed as part of the LKDSB cyclical review.

Changes are not recommended to the policy. The document continues to reflect the philosophy of the LKDSB.

The regulations were revised to include a clause requiring all employees to complete an online Annual Privacy and Information Management Declaration. Failure to comply with the terms of the Declaration and the LKDSB Privacy Policy and Regulations and relevant legislation may result in administrative and/or disciplinary action up to and including termination of employment.

Recommendation:

“That the Board approve the review of the policy and revised regulations on *Privacy of Information*.”



POLICY

SUBJECT: Privacy of Information

It is the policy of the Lambton Kent District School Board to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities and comply with the provisions of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Health Information Protection Act* (PHIPA) and any other applicable legislation.

Changes not recommended.

Implementation Date: September 23, 1998
Revised: February 26, 2002
Revised: May 27, 2008
Revised: November 13, 2012
Reviewed:

Reference: LKDSB Regulation
Education Act
Municipal Freedom of Information and Protection of Privacy Act
Personal Health Information Protection Act

REGULATIONS**SUBJECT: Privacy of Information**

The Lambton Kent District School Board collects personal information to support the provision of educational services to its students and/or the employment of school board employees.

The Board operates under the authority of the *Education Act* and its associated regulations.

The management of personal information collected by the Board for these purposes is in accordance with the provisions of the *Education Act*, *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and the *Personal Health Information Protection Act* (PHIPA).

All general information in the custody or control of the Lambton Kent District School Board that is not confidential in accordance with *the Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and other relevant legislation is publicly accessible.

The Lambton Kent District School Board is committed to the protection of personal information under its control and to the individuals' right of privacy regarding personal information that is collected, used, disclosed, and retained in the school system. To this end, this Standard of privacy commitments is based on globally recognized fair information principles and is grounded in Ontario privacy legislation.

1. Accountability and Responsibility

Under the *Municipal Freedom of Information and Protection of Privacy Act*, the Lambton Kent District School Board is responsible for personal information under its control. The Director of Education and/or designate is accountable for compliance with privacy legislation.

Under the *Personal Health Information Protection Act*, health information custodians are responsible for personal health information and may designate an individual within their school board as an agent to assist with compliance with privacy legislation.

2. Specified Purposes

The purposes for which personal information is collected are specified, and individuals are notified of the purposes at or before the time personal information is collected.

3. Consent

Personal information is collected for the provision of educational services to students and/or the employment of school board employees in accordance with pertinent legislation. The knowledge and, in some cases, the consent of an individual is required for the collection, use and disclosure of personal information, except where otherwise permitted by law.

4. Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

5. Limiting Use, Retention, and Disclosure

The Board shall not use, retain or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by legislation. The Board shall retain personal information in accordance with its Records Retention Schedule.

All employees of the Lambton Kent District School Board will complete the online Annual Privacy and Information Management Declaration. Failure to comply with the terms of the Declaration and the Board's Privacy Policy and Regulations and relevant legislation may result in administrative and/or disciplinary action up to and including termination of employment.

6. Accuracy

The Board shall make every effort to ensure that personal information is accurate, complete, and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

7. Security Safeguards

The Board shall make every effort to ensure that personal information is secured and protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

8. Openness and Transparency

Policies and practices relating to the management of personal information are made readily available to the public.

9. Access and Correction

Upon request, the Board shall allow an individual access to their personal information and will be given access to that information in accordance with privacy legislation, subject to any restrictions. An individual has the right to challenge the accuracy and completeness of the information and request that it be amended, as appropriate, or to have a letter/statement of disagreement retained on file. Any individual to whom the disclosure has been granted in the year preceding a correction has the right to be notified of the correction/statement. An individual is to be advised of any third party service provider requests for their personal information in accordance with privacy legislation.

10. Compliance

An individual shall have the ability to address or challenge compliance with the above principles to the Director of Education or designate.

Implementation Date: November 13, 2012

Revised:

Reference: LKDSB Policy
 Education Act
 Municipal Freedom of Information and Protection of Privacy Act
 Personal Health Information Protection Act

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

FROM: Jim Costello, Director of Education
DATE: October 10, 2017
SUBJECT: Policy and Regulations *Confidentiality*

The policy and regulations on *Confidentiality* have been reviewed as part of the LKDSB cyclical review.

Executive Council is recommending that the policy and regulation on *Confidentiality* be rescinded. The components of the documents are now covered in the *Privacy of Information* policy and regulations.

Recommendation:

“That the Board rescind the policy and regulations on *Confidentiality*.”

POLICY

Subject: Confidentiality

It is the policy of the Lambton Kent District School Board to take appropriate actions to ensure that, in all aspects of its operations, the need for confidentiality is positively asserted and carefully maintained in accordance with the accompanying Regulations.

Implementation Date: February 22, 2000
Revised: April 23, 2002
Reviewed: November 8, 2005, November 15, 1008
Revised: March 27, 2012

Reference: Regulations
Municipal Freedom of Information & Protection of Privacy Act

REGULATIONS

Subject: Confidentiality

1. All supervisory personnel will, on a regular basis, advise the employees in their charge of the sensitivity that surrounds their access to knowledge and information of a confidential nature.
2. All employees in the system will strictly adhere to Ministry of Education and Municipal Freedom of Information and Protection of Privacy Act legislation and regulations regarding the initiating, maintaining, transferring, storing and destroying of student records and special education files.
3. Employees, who violate the spirit and intent of this policy, will be disciplined in accordance with the nature of their indiscretion(s). Serious violations of confidentiality will be referred to the Director of Education for disposition.

Implementation Date: February 22, 2000
Revised: April 23, 2002
Reviewed: November 8, 2005
Revised: November 25, 2008, March 27, 2012
Reference: Board Policy
Municipal Freedom of Information & Protection of Privacy Act

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

FROM: Jim Costello, Director of Education
Angie Barrese, Superintendent of Education – Special Education

DATE: October 10, 2017

SUBJECT: Policy and Regulations *Performance of Medical and Physical
Procedures for Students*

The policy and regulations on *Performance of Medical and Physical Procedure for Students* have been reviewed as part of the LKDSB cyclical review.

Changes are not recommended to the policy. The document continues to reflect the philosophy of the LKDSB.

Members of the Special Education Department consulted with the many local agencies and professionals to ensure that the regulations reflected the current practices and requirements. A preamble was added to clarify that the primary responsibility for provision of the required services and medical/health procedures belongs to parents/guardians and health professionals. The Board acknowledges, however, that in some instances these services and medical/health procedures must be carried out while the student is in school. Other additions are proposed to clarify certain points.

Recommendation:

“That the Board approve the review of the policy and revised regulations on *Performance of Medical and Physical Procedures for Students*.

POLICY

**SUBJECT: PERFORMANCE OF MEDICAL AND PHYSICAL PROCEDURES
FOR STUDENTS**

It is the policy of the Lambton Kent District School Board that the administration of medication to and/or the performance of physical procedures for students is primarily the responsibility of their parents or guardians in conjunction with trained medical personnel; however, the Lambton Kent District School Board recognizes that, on occasion, there will be the need for school staff to administer medication and/or perform physical procedures to students during the school day in order to minimize the disruption of learning for such students.

Changes are not recommended

Implementation Date: December 8, 1998
Reviewed: April 27, 2004, May 13, 2008
Revised: February 14, 2012

Reference: LKDSB Regulations and Administrative Procedures
Ministry of Education Program/Policy Memorandum 81, "Provision of Health Support
Services in School Settings

DRAFT

REGULATIONS

SUBJECT: PERFORMANCE OF MEDICAL AND PHYSICAL PROCEDURES FOR STUDENTS

The primary responsibility for provision of the required services and medical/health procedures belongs to parents/guardians and health professionals. The Board acknowledges, however, that in some instances these services and medical/health procedures must be carried out while the student is in school.

Accordingly, the Lambton Kent District School Board requires its principals and/or designated staff to administer oral medication and/or perform physical procedures where necessary for students with on-going medical conditions. These procedures will be performed in order to avoid the exclusion of a school aged child, who is otherwise entitled to attend one of the Board's schools, from access to education during school hours and where the administration of medication or physical procedures can be safely performed by a lay person. Such activities will be undertaken in accordance with LKDSB policy and Ministry of Education Program/Policy Memorandum 81, "Provision of Health Support Services in School Settings".

Following an initial review of a student's unique medical/health needs, but prior to registering the student, if the needs are deemed to be extensive the principal shall consult with the appropriate Special Education Coordinator or the Superintendent of Special Education to discuss placement options to best address the student's needs. Final determination of school location is the responsibility of the Superintendent of Special Education.

- 1) It is the responsibility of parents/ guardians to administer medication to their children. Treatment regimes should, where possible, be adjusted to avoid administration of medication during school hours. When this is not possible, parents may request the assistance of school personnel through their school principal.

The procedures that deal with the administration of medication will only be implemented when all of the following criteria have been met:

- requested by the parent or guardian, and
 - prescribed by a physician, and
 - such medication, by necessity, must be taken during school hours and cannot be administered by a parent/guardian or other person authorized by a parent/guardian, and
 - medication may be reasonably and safely administered by a lay person, and
 - a parent has signed an authorization in the specified form.
- 2) Procedures related to medical/health needs of individual students will address physician or health professional prescribed care plans and relevant legislation and policies. The principal will work in co-operation with the appropriate agencies of the Ministry of Health when physical procedures must be offered during school hours.
 - 3) The administration, by injection, of life-saving medication may be required in rare circumstances. If school staff is asked to administer a life-saving injection, the Principal shall follow the relevant Administrative Procedures.

- 4) The principal shall ensure that all support services are provided in compliance with the following Administrative Procedures:
- Administration of Medication (A-SE-302.1)
 - Provision of Health Support Services in Schools (A-SE-302.2)
 - Students with Anaphylaxis (A-SE-302.3)
 - Diabetes Management (A-SE-302.4)
 - Asthma Management (A-SE-302.5)
 - **Seizure Disorders (A-SE-302.6)**
- 5) The principal of each school will consult with school staff to identify appropriate personnel who will be responsible for the administration of medication and/or the performance of physical procedures to ensure that students requiring these interventions will do so in a controlled, supervised setting **which allows for sensitivity and privacy, and which encourages the student to take as much responsibility as is appropriate.**
- 6) The principal will arrange ~~through the local Health Unit or the appropriate Ministry of Health agency,~~ the necessary training for school personnel. **Appropriate agencies (i.e. Health Unit, Community Care Access Centre (CCAC), local hospitals) may be contacted for consultation and training support.**

Implementation Date: June 27, 2000
Revised: April 27, 2004
Reviewed: May 13, 2008
Revised: February 14, 2012

Reference: LKDSB Policy and Administrative Procedures
Ministry of Education Program/Policy Memorandum 81, "Provision of Health Support Services in School Settings"

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

FROM: Evan Rogers, Student Trustee

DATE: October 10, 2017

SUBJECT: Report on the Ministry of Education Student Trustee Orientation Session

On August 9, 2017, I had the opportunity to attend an online orientation about the role of student trustees. The orientation was conducted through an adobe connect session hosted by Brian Jones, an Education Officer at the Ministry of Education as well as, Noah Gollan, a Junior Policy Analyst at the Ministry of Education.

In the session, there was about 9 other student trustees from across the province. To start off, the facilitators shared some interesting facts which I will share with you. There are approximately 2 million students in the Ontario education system, spread across 72 school boards of which 31 are English public like the Lambton Kent District School Board. Out of the 72 school boards, there are 676 trustees, 23 FNMI trustees and 126 student trustees. The facilitators shared 4 goals of the Ministry of Education: achieving excellence, ensuring equity, promoting well-being and enhancing public confidence in the education system.

Brian Jones then introduced the student trustees to the “education partnership table”. It was this part where he informed the student trustees that their presence and voice are important in the education talks across the province. Ministry funded opportunities such as: speak up & speak up in a box projects and students as researchers (STAR) projects.

Roles and responsibilities as well as suggestions were shared with the attendees. Opportunities such as serving on board committees and attending official functions as a student trustee were mentioned as well as, being conscious of all student voices and being clear on whether you are speaking about opinions of the board or personal opinions were stressed throughout the session.

Although many other suggestions were discussed there was one concept clearly expressed throughout the session. The importance and influence of student voice is real and needs to be practiced through all levels of the education system. It is in my opinion, that the Lambton-Kent District School Board, is committed to student voice through instances such as project myLKDSB as well as their support of student trustees and student senate. Continued improvement is a necessity in the education system and I feel that as a whole, we can instill meaningful and lasting change.

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

REPORT NO: B-17-141

**FROM: Jack Fletcher, Trustee and Vice-Chair of the Special Education
Advisory Committee**

DATE: October 10, 2017

SUBJECT: Special Education Advisory Committee Meeting Summary

The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met on September 14, 2017 at Wallaceburg District Secondary School. Following is a report of the activities of the meeting:

Exceptional Students Suspended (Out-of-School) By School Year, By Exceptionality

Superintendent Barrese reviewed the 2016-2017 data against the data for the two prior school years. She pointed out that there has been a significant decline in out-of-school-suspensions that can be attributed to the Board's efforts to be inclusive, and to help students to express themselves in ways that are appropriate. She noted that any discipline given to a student is generally progressive in nature; this method addresses the issues head on and helps to reduce the number of out-of-school and/or multi-day suspensions. Trustee Hudie expressed her appreciation for the members of the Special Education Department who provide excellent support for students noting that this, too, would be a factor in keeping the number of suspensions issued low.

The members of SEAC were told that the Board very rarely identifies a student with an exceptionality of 'behaviour' because identifying students with that exceptionality creates a negative connotation that is not helpful to the student as they strive to be successful in the future. For the most part, students who are identified with a 'behaviour' exceptionality come to the LKDSB from other school boards and, often, the LKDSB staff re-evaluate the student to change the exceptionality.

Memo to SEAC re: 2016-2017 Special Equipment Amount (SEA) Claims

A memo citing details for SEA Equipment purchases made during the 2016-2017 school year was shared with the members.

Priority-Setting Exercise

The members spent time identifying areas of interest for potential presentations during the 2017/2018 school year and then worked to prioritize all of the ideas. The Special Education Team will review the information and will develop the schedule of presentations/activities for the SEAC Meetings during this school year. The schedule will be shared at a future SEAC Meeting.

Association Reports, Other Business and Sharing of Best Practices

Autism Ontario's Chatham-Kent Branch has a new Executive Director.

Eva Lizotte informed the members of SEAC that she was going to stepping back from SEAC to allow another member of Community Living, Wallaceburg to come on board. Eva was thanked for her years of service as a member of the Special Education Advisory Committee. She reported that their organization's LEAN initiative is well under way and included having management and staff trained, as well as ensuring medication management is error-free. As well, their organization is part of a province-wide Care and Share Network that has been very beneficial to members and their families. Eva noted that their organization's Annual General Meeting is scheduled for September 21st. She said that their summer employment transitions benefitted 10 members. Finally, an event called "3 Rivers Roll" was very successful so they are considering turning it into a fundraiser.

LKDSB Special Education Staff are currently training 11 new Resource Teachers.

Community Living Sarnia's Summer Employment Program served 53 students working in 80 various jobs throughout Sarnia, Lambton and area. Their Summer Youth Adventure Program had 50 participants and was very successful. Their organization just had a very successful fundraiser at Orchard View Campground which resulted in over \$20,000 in funding.

Superintendent Barrese noted that, because of additional one-time 2-year funding from the Province, the Board has been able to hire additional staff focused on student supports.

St. Clair Child and Youth had been offering a walk-in clinic on Tuesdays from noon – 8 p.m. and, because of its success, they will now be offering a walk-in clinic on Thursday mornings too.

Next Meeting

Thursday, October 19, 2017, Wallaceburg District Secondary School, Room 141, 6:00 p.m.

Rose Gallaway, SEAC Chair

REGULAR BOARD, PUBLIC SESSION

REPORT NO.: B-17-142

REPORT TO BOARD

FROM: Trustees Randy Campbell, Ruth Ann Dodman and Jack Fletcher

DATE: October 10, 2017

**SUBJECT: Supervised Alternative Learning Committee Meeting
Summary 2016/17 School Year**

Trustees Ruth Ann Dodman, Dave Douglas, Randy Campbell, Jack Fletcher and Chair Jane Bryce participated in Supervised Alternative Learning (SAL) Committee meetings throughout the year.

The SAL Committee met on the following dates:

September 20, 2016

- Six cases were approved by the Committee

October 3, 2016

- Nine cases were approved by the Committee

October 18, 2016

- Six cases were approved by the Committee

October 31, 2016

- Fifteen cases were approved by the Committee.

November 15, 2016

- Twenty cases were approved by the Committee.

November 28, 2016

- Fourteen cases were approved by the Committee.

December 13, 2016

- Fifteen cases were approved by the Committee

January 24, 2017

- Seventy-eight cases were approved by the Committee

February 21, 2017

- Twelve cases were approved by the Committee.

March 6, 2017

- Fourteen cases were approved by the Committee.

March 28, 2017

- Forty cases were approved by the Committee.

April 10, 2017

- Twenty-two cases were approved by the Committee.

April 25, 2017

- Fifteen cases were approved by the Committee.

May 8, 2017

- Fourteen cases were approved by the Committee.

May 23, 2017

- Twenty-one cases were approved by the Committee.

2016/2017 SAL Data is indicated below.

SAL Referrals

<u>SAL Referrals Semester #1</u>	<u>Transitioned during Semester #1</u>	<u>Remaining on SAL for Semester #2</u>	<u>Newly Approved for Semester #2</u>	<u>End of Semester #2 Currently on SAL</u>
85	37	79	138	217

Credits Attempted/Earned

<i>Semester #1</i>		<i>Semester #2</i>		<i>Totals 2016-17</i>	
<u>Attempted</u>	<u>Earned</u>	<u>Attempted</u>	<u>Earned</u>	<u>Attempted</u>	<u>Earned</u>
99	24	94	64	193	88

The Lambton Kent District school board continues to have an active Supervised Alternative Learning Program during the 2017-2018 school year.

The students in this program are working toward either an Ontario Secondary School Certificate (OSSC) or an Ontario Secondary School Diploma (OSSD).

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

REPORT NO. B-17-143

FROM: Trustee Ruth Ann Dodman, Chair of the Ad Hoc Naming Committee for the Consolidated John N. Given and Tecumseh Public School

DATE: October 10, 2017

SUBJECT: Ad Hoc Naming Committee for the Consolidated John N. Given and Tecumseh Public School

The Ad Hoc Naming Committee for the Consolidated John N. Given and Tecumseh Public School met on October 4, 2017.

The Committee is comprised of the following members:

Administration

Trustee Ruth Ann Dodman
Trustee Shannon Sasseville
Superintendent Angie Barrese
Superintendent Gary Girardi

John N. Given Public School

Principal	Daphne Zondag
Staff Representative	Elizabeth Mariconda
Staff Representative	Deb Brecevic
School Advisory Committee Representative	Daloni Van Goethem
School Advisory Committee Representative	Della Lambkin
Community Representative	Rev. Andrew Martin
Community Representative	Stephany Knight

Tecumseh Public School

Principal	Chris Moore
Staff Representative	Sue Bond
Staff Representative	Shelby Sims
School Advisory Committee Representative	Stacey Gore
School Advisory Committee Representative	Shannon Evans
Community Representative	Eric Vankesteren
Community Representative	Sheri Gifford

After Committee member introductions, Superintendent Girardi reviewed the Policy and Regulations associated with the Naming and Renaming of the Board Facilities (P-AD-105 and R-AD-105).

Committee members discussed criteria for the school name, process for input, timelines for obtaining input and a timeline for presenting a recommendation to the Board for approval of the school name.

The members of the Ad Hoc Naming Committee for the Consolidated John N. Given and Tecumseh Public School is planning to seek input on keeping the name Tecumseh Public School.

Members felt that the name Tecumseh is historical to the area with Tecumseh Public School and Tecumseh Park in downtown Chatham. Tecumseh was a significant person in Canadian history and has a connection to First Nation Communities. In Chatham-Kent there is also the Tecumseh Parkway that follows the Thames River and includes a stop at the Tecumseh Monument commemorating the Native Leader as a figure of national importance.

Members also discussed the possibility of forming a school committee in the future to consider renaming of a portion of the school to reflect the John N. Given name.

Process for Input

On the LKDSB website, under the ARC – Ad Hoc Naming Committee for the Consolidated John N. Given and Tecumseh Public School section, an electronic form will be available for stakeholders to provide input and rationale.

The option of printing off the form and submitting a hardcopy by mail or drop off will also be available. Hard copies may be placed in drop boxes at the schools or the Chatham Board Office. Electronic submission and hard copy submissions would be accepted from October 16 to October 27, 2017.

The Ad Hoc Committee will meet again on November 2, 2017 to determine next steps.

A final recommendation on a name is expected to be presented to the Board for approval at the November 28, 2017 Board Meeting.