



REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY SEPTEMBER 26, 2017

7:00 p.m.

A

Board Room
Sarnia Education Centre
200 Wellington Street, Sarnia

| | Page Reference |
|--|---|
| 1. Call to Order | |
| 2. Approval of Agenda | |
| 3. Declaration of Conflict of Interest | |
| 4. Approval of the Minutes of the September 12, 2017 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: | |
| a) Summer Learning Program – Superintendent Lounsbury | |
| 9. Delegations: | |
| 10. Questions from the Public | |
| 11. Reports for Board Action: | |
| a) LKDSB Staff and Volunteer Appreciation Day | Chair Bryce/Director Costello Report B-17-131 6 |
| <u>Recommendation</u> | |
| “That the Lambton Kent District School Board observe Staff and Volunteer Appreciation Day on October 5, 2017.” | |
| b) Policy and Regulation on <i>Display of Flags</i> | Director Costello Report B-17-132 7 |
| <u>Recommendation</u> | |
| “That the Board approve the review of the policy and regulation on <i>Display of Flags</i> .” | |
| c) Policy and Regulation on <i>Occupational Health and Safety</i> | Director Costello Report B-17-133 11 |
| <u>Recommendation</u> | |
| “That the Board approve the revised policy and regulation on <i>Occupational Health and Safety</i> .” | |

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| d) | Policy and Regulation on <i>Secondary School Organization</i> | Director Costello Superintendent Sherman Report B-17-134 | 15 |
| | <u>Recommendation</u> "That the Board approve the review of the policy and revised Regulation on <i>Secondary School Organization</i> . | | |
| e) | Policy and Regulation on <i>Activities and Supplemental Learning Material Fees</i> | Director Costello Superintendent Sherman Report B-17-135 | 18 |
| | <u>Recommendation</u> "That the Board approve the review of the policy and revised Regulation on <i>Activities and Supplemental Learning Materials Fees</i> ." | | |
| 12. | Reports for Board Information: | | |
| | a) Ontario Public School Boards' Association Update | Trustee Fletcher Oral Report | |
| | b) Summer Learning Program 2017 | Superintendent Lounsbury Report B-17-136 | 21 |
| 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 October 10, 2017 at the Chatham Education Centre at 7:00 p.m. | | |
| 19. | Adjournment | | |

Lambton Kent District School Board

Minutes of the Regular Board Meeting September 12, 2017 held at the Chatham Education Centre

PRESENT:

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

Student Trustee Elisabeth Guthrie, Evan Rogers

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Helen Lane, Taf Lounsbury, Mark Sherman and Phil Warner

Regrets: Superintendent Gary Girardi

Recording Secretary: Heather Hughes, Public Relations Officer

Call to Order: Chair Bryce called the meeting to order at 7:05 p.m.

#2017-141
Approval of the Agenda
Sept/12/2017

Chair Bryce read the Traditional Territorial Acknowledgement.

Moved by Scott McKinley, seconded by Vice Chair Elizabeth Hudie.

“That the Agenda for the Regular Board Meeting Public Session of September 12, 2017 be approved.”

CARRIED.

Declaration of Conflict of Interest:

None.

#2017-142
Approval of Minutes
Aug/29/2017

Moved by Randy Campbell, seconded by Ruth Ann Dodman

“That the Board approve the Minutes of the Regular Board Meeting of August 29, 2017.”

CARRIED.

#2017-143
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.

Ad Hoc Naming
Committee for the
Consolidated John N.
Given Public School and
Tecumseh Public School
Report B-17-128

Chair Bryce informed Trustees that the Board passed the following Motion at the May 9, 2017 Board Meeting:

“That the Board approve the establishment of an Ad Hoc Naming Committee to recommend to the Board a name for the consolidated Tecumseh Public School and John N. Given Public School and appoint two Trustees to serve on the Committee.”

Trustees Ruth Ann Dodman and Shannon Sasseville have agreed to serve on the Ad Hoc Naming Committee for the Consolidated John N. Given Public School and Tecumseh Public School. Superintendent Girardi is working with Principals Moore and Zondag to collect the names of School Council Chairs, students and staff to serve on the Ad Hoc Committee. A link will be placed on the Accommodation Review section of the LKDSB website to allow community members who are interested in serving on the Ad Hoc Committee to submit their names. Director Costello will appoint the members to the Ad Hoc Naming Committee.

The Ad Hoc Committee will be established as of September 1, 2017. As per Board By-laws, Ad Hoc committees exist for a period of three months.

The Ad Hoc Naming Committee will meet to establish criteria for the new consolidated school name, process to gather input from appropriate stakeholders, timelines for community input. The Committee will be asked to report back to Board at the October 10, 2017 Board Meeting with this information. The Naming Committee will be asked to submit a final report containing a recommended name for the consolidated school to the Board for approval at the November 28, 2017 Board Meeting.

#2017-144

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

Moved by Bob Murphy, seconded by Scott McKinley

“That the Board approve the appointment of Ruth Ann Dodman and Shannon Sasseville to serve on the Ad Hoc Naming Committee for the Consolidated John N. Given and Tecumseh Public School.”

CARRIED.

Schedule for Regular
Board Meetings for the
period December 2017 to
December 2018
Report B-17-129

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 5, 2017 to December 4, 2018. 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 months 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.

#2017-145

Schedule for Regular
Board Meetings for the
period December 2017 to
December 2018
Approved

Moved by Shannon Sasseville, seconded by Ruth Ann Dodman

“That the Board approve the Regular Board Meeting Schedule for the period December 2017 to December 2018.”

CARRIED.

Trustee Questions

In response to Trustee Sasseville’s question, Director Costello explained that Superintendent Lounsbury had discussions with principals regarding supporting positive mental health to ease the back to school transition for students and noted that further discussion and direction could be provided to principals to support consistent practices. Superintendent Lounsbury stated that she is supportive to developing an administrative procedure.

Chair Bryce inquired about whether the LKDSB experienced any transportation issues at the start of the school year. Director Costello provided an overview of the school bus delays and disruptions that occurred in the Toronto District and Toronto Catholic District school boards in 2016-2017 and the resulting Ontario Ombudsman’s investigation and report, *The Route of the Problem*. Director Costello noted the LKDSB’s transportation provider, CLASS, has reviewed the Ombudsman’s report and confirmed that actions have been taken to ensure that a similar issue does not occur in the LKDSB. No transportation issues have been reported to date. Superintendent McKay noted that the driver shortage issue in Toronto was in part due to the minimum wage increase. He advised that this wage increase will have an approximately \$1 million impact on the available funding for drivers. He noted that further discussion will be brought forward during the LKDSB budget cycle.

Student Trustee Rogers requested an update on the transition of French Immersion students from John N. Given Public School to McNaughton Avenue Public School. Superintendent Barrese noted that she met with the McNaughton Avenue Public School Principal Van De Wiele and reported the transition of the French Immersion students has been smooth.

Announcements

The next Regular Board Meeting will be held on Tuesday, September 26, 2017, 7:00 p.m. at the Sarnia Education Centre.

Adjournment 7:28 p.m.

There being no further business, Chair Bryce declared the meeting adjourned at 7:28 p.m.

Chair of the Board

Director of Education and Secretary of the Board

REGULAR BOARD, PUBLIC SESSION

REPORT NO: B-17-131

Report to Board

From: Jane Bryce, Chair of the Board/Jim Costello, Director of Education

Date: September 26, 2017

Subject: Staff and Volunteer Appreciation Day 2017

The Lambton Kent District School Board 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 has made the decision to celebrate Staff Appreciation Day on October 5 to acknowledge the contributions of all employees.

The Lambton Kent District School Board truly appreciates everything staff does to enhance learning opportunities for our students.

RECOMMENDATION:

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

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education,
DATE: September 26, 2017
SUBJECT: Policy and Regulations on *Display of Flags*

The LKDSD 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.

RECOMMENDATION:

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



POLICY

SUBJECT: Display of Flags

It is the policy of the Lambton Kent District School Board to display the National Flag of Canada at all schools and education centres on an external flagpole and to display the National Flag of Canada and the Provincial Flag of Ontario inside schools as per Ontario Regulation 262 with dignity and respect.

Changes not recommended

Implementation Date: January 17, 2006
Reviewed: January 11, 2011

Reference: Education Act, Regulation 262 Operation of Schools – General, Section 5. Flag
Government of Canada, Canadian Heritage
LKDSB Regulations *Display of Flags*



REGULATIONS

SUBJECT: Display of Flags

1. The National Flag of Canada shall be displayed on an exterior flagpole during normal hours of each school or working day. It is not contrary to etiquette to have the Flag flying at night.
2. New buildings shall be equipped with an exterior flagpole at the time of construction. Existing buildings not so equipped shall be provided with an exterior flagpole.
3. The National Flag of Canada and the Provincial Flag of Ontario shall be displayed in a prominent place inside each school.
4. Principals and building supervisors are responsible for monitoring the condition of, requesting the replacement of, and disposing of flags.
5. The National Flag must receive prominence at all times when displayed with other flags.
6. At the discretion of a Principal, a school may also display, on the flagpole or inside the school, the flag of the local municipality or other special purpose flag provided the flag meets acceptable community standards and is not directly connected with any political or religious group or cause.
7. Exterior flags throughout the system shall be lowered half-mast on the death of:
 - a) the Sovereign or member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister),
 - b) the Governor-General or former Governor-General,
 - c) the Prime Minister of Canada or a former Prime Minister,
 - d) the Lieutenant-Governor of Ontario or a former Lieutenant-Governor,
 - e) the Premier of Ontario or a former Premier,
 - f) a Member of the Federal or Provincial Electoral Riding, and
 - g) a Trustee of the Board.
8. Exterior flags at the Board's Education Centres shall be lowered to half-mast on the death of a present employee or student in the system when information is made available in a timely manner.

Changes not recommended

9. The Director of Education may order the lowering of flags to half-mast throughout the system or at an individual location, on the death of a person held in special regard in the system.
10. Exterior flags at individual schools shall be lowered to half-mast on the death of a present staff member or student.
11. Principals may lower exterior flags to half-mast on the death of any non-employee such as volunteers and community resource persons who are held in special regard in the school or community.
12. Exterior flags shall be lowered briefly at 11:00 a.m. on Remembrance Day in memory of those who lost their lives in service for our Country.
13. Exterior flags shall be lowered on April 28 to honour the National Day of Mourning for Persons Killed or Injured in the Workplace.

Implementation Date: January 17, 2006
Reviewed: January 11, 2011
Revised: April 24, 2012

Reference: Education Act, Regulation 262 Operation of Schools – General, Section 5. Flag
Government of Canada, Canadian Heritage
LKDSDB Policy *Display of Flags*

REGULAR BOARD, PUBLIC SESSION

Report To Board

FROM: Jim Costello, Director of Education

DATE: September 26, 2017

SUBJECT: Policy and Regulations – *Occupational Health & Safety*

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.*

Recommendation:

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



POLICY

SUBJECT: Occupational Health and Safety

~~The Lambton Kent District School Board recognizes that health and safety is a corporate value and is of paramount importance and is committed to the protection of its employees from workplace injury and occupational disease. The Board strives to achieve continual improvement in health and safety and expects that employees at all levels within the organization will share in this goal.~~

~~As the employer, the Board acknowledges that it is responsible for worker health and safety. Although the Occupational Health and Safety Act only pertains to workers, the Board believes that health and safety is a shared responsibility and expects that all staff, students and visitors will behave in a safe and responsible manner while on School Board Property or while participating in School Board functions.~~

Move to Regulation

It is the policy of the Board to strive to comply with the Occupational Health and Safety Act, and all other applicable health and safety legislation, to protect staff, students and visitors and reduce workplace injury and illness by providing a safe and healthy environment.

Implementation Date: September 25, 2001

Revised: October 28, 2008

Reviewed: May 11, 2010, May 10, 2011, January 14, 2014, February 24, 2015

Reference: Occupational Health and Safety Act and all applicable Federal, Provincial Health and Safety legislation and associated LKDSB Policies, Regulations and Administrative Procedures



REGULATIONS

DRAFT

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| SUBJECT: Occupational Health and Safety |
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Added from the Regulation.

The Lambton Kent District School Board recognizes that health and safety is a corporate value and is of paramount importance and is committed to the protection of its employees from workplace injury and occupational disease. The Board strives to achieve continual improvement in health and safety and expects that employees at all levels within the organization will share in this goal.

As the employer, the Board acknowledges that it is responsible for worker health and safety. Although the Occupational Health and Safety Act only pertains to workers, the Board believes that health and safety is a shared responsibility and expects that all staff, students and visitors will behave in a safe and responsible manner while on School Board Property or while participating in School Board functions.

1. The Lambton Kent District School Board takes responsibility as the employer for the health and safety of its employees.
2. Supervisors will be trained on a continual basis as appropriate and will be held accountable for the health and safety of workers under their supervision.
3. Supervisors will ensure that equipment, materials and protective devices provided by the Board are maintained in good condition, and that workers work in compliance with established safe work practices, procedures and applicable legislation.
4. Supervisors will ensure that workers receive adequate training on a continual basis as appropriate in their specific work tasks to protect their health and safety.
5. Every worker will support the Board's health and safety initiative and protect her or his own health and safety by working in compliance with the law and with safe work practices and procedures established by the Board.
6. Each worker will report to their supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace that they have knowledge of.
7. Senior Management will evaluate on an annual basis in order to measure the effectiveness of the health and safety management system, identify any improvements needed, and communicate to employees and to appropriate groups when appropriate (i.e. Parent Council etc.) the results of the evaluation and resulting plan for improvements.

8. The Board reserves the right to establish and enforce more stringent standards as may be considered appropriate.

Implementation Date: October 28, 2008

Reviewed: May 11, 2010, May 11, 2011, January 14, 2014, February 24, 2015

Reference: Occupational Health and Safety Act and all applicable Federal, Provincial Health and Safety legislation and associated LKDSB Policies, Regulations and Administrative Procedures

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

FROM: Jim Costello, Director of Education
Mark Sherman, Superintendent of Education – Student Success/Secondary

DATE: September 26, 2017

SUBJECT: Policy and Regulations on *Secondary School Organization*

The LKDSD policy and regulations on *Secondary School Organization* have been reviewed as part of the LKDSB cyclical review.

Changes are not recommended to the policy.

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.

RECOMMENDATION:

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

POLICY

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| SUBJECT: Secondary School Organization |
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It is the policy of the Lambton Kent District School Board to organize secondary schools in accordance with the accompanying regulations, to meet the learning needs of the students of each secondary school that will enable teachers and staff to deliver high quality programs in an effective and economical manner.

Changes not recommended.

Implementation Date: May 25, 1999

Revised: October 8, 2002, January 15, 2013

Reference: LKDSB Regulation *Secondary School Organization*



REGULATION

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| SUBJECT: Secondary School Organization |
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1. The Principal, in determining the type of program schedule to be offered, will consult with the Area Superintendent, the staff, and the School Council.
2. When contemplating changes in program scheduling, the principal should consider the:
 - a) available research regarding scheduling models;
 - b) experiences of other school administrators;
 - c) opinions of staff, students and parents;
 - d) advantages and disadvantages occurring to various subjects;
 - e) physical plant;
 - f) financial implications;
 - g) **teaching qualifications of teaching staff at the specific secondary school and** staffing implications;
 - h) impact upon student achievement;
 - i) **the availability of on-line courses;**
 - j) **the possibility of cross-school scheduling and timetabling with other secondary schools;**
 - k) potential impact upon other secondary schools.
3. Changes in program schedule may only be initiated with the approval of the Director of Education.
4. The final decision to alter a school's program scheduling must be made by January 31 for implementation for the following September.

Implementation Date: May 25, 1999
Revised: October 8, 2002
Reviewed: January 15, 2013

Reference: LKDSB Policy *Secondary School Organization*

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

FROM: Jim Costello, Director of Education
Mark Sherman, Superintendent of Education – Student Success/Secondary

DATE: September 26, 2017

SUBJECT: Policy and Regulations on *Activities and Supplementary Learning Material Fees*

The LKDSD policy and regulations on *Activities and Supplementary Learning Material Fees* have been reviewed as part of the LKDSB cyclical review.

Changes are not recommended to the policy.

The regulations have been updated to include a 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.

RECOMMENDATION:

“That the Board approve the review of the policy and the revised regulations on *Activities and Supplementary Learning Material Fees*.”



POLICY

SUBJECT: Activities and Supplemental Learning Material Fees

It is the policy of the Lambton Kent District School Board to support the charging of fees to students where schools choose to offer enhancements or supplementary learning materials beyond the core curriculum and to ensure that no student be excluded from participating based on their ability to pay.

Changes not recommended.

Implementation Date: December 8, 1998
Revised: February 26, 2002,
Reviewed: June 10, 2008
Revised: August 30, 2011,

Reference: Ministry of Education Fees for Materials and Activities Guidelines
LKDSB Regulations and Administrative Procedure *Activities and Supplementary Learning Material Fees*



REGULATIONS

DRAFT

SUBJECT: Activities and Supplementary Learning Material Fees

Co-Curricular Activities: Co-curricular activities or materials are defined as those related to the regular day school program.

Extra-Curricular Activities: Extra-curricular activities are defined as those that are outside the regular day-school program.

The Lambton Kent District School Board supports the charging of fees to students as follows:

1. Fees to share the cost of consumable supplies and personal equipment required to participate in enhanced optional programs, co-curricular, and extra-curricular activities.

~~Co-curricular activities are defined as related to the regular day school program. Extra-curricular activities are defined as outside the regular day school program.~~

2. Fees to pay the full cost of items (such as physical education clothing), which become the personal property of the student.
3. Fees to share in the cost, or pay the full cost, (as determined by the Principal) of special events, program enhancements or field trips that are not a mandatory element of a subject or course.

4. Fees to share in the cost, or pay the full cost, (as determined by the Principal) of co-curricular and extra-curricular activities such as but not limited to, athletics, dramatic productions, school clubs, and student council activities.

5. Principals will ensure all acceptable accounting, business, and board procedures are followed to meet audit requirements as per Board Regulations *School Generated Funds, R-PR-208*.

6. Principals will ensure that no student is excluded from participating based on their ability to pay.

Implementation Date: February 26, 2000
Revised: June 10, 2008, August 30, 2011

Reference: Ministry of Education Fees for Materials and Activities Guidelines
LKDSB Regulations and Administrative Procedure *Activities and Supplementary Learning Material Fees*

REGULAR BOARD, PUBLIC SESSION

MEMORANDUM TO: The Director of Education

FROM: Taf Lounsbury Superintendent of Education

DATE: September 26, 2017

SUBJECT: Summer Learning Program 2017

The Lambton Kent District School Board received \$120 000 from the Council of Directors of Education to facilitate the Summer Learning Program (SLP) in four locations in our district. SLP sites operated in Chatham at King George VI, in Blenheim at Harwich Raleigh, in Sarnia at P.E. McGibbon and in Corunna at Sir John Moore. In total, 134 students from 16 school locations participated in the summer program. Students moving into grades 3 and 4 were invited to attend. The SLP ran for a total of 15 days from July 10 to July 28, 2017. Each school team included an administrator, two teachers and 1 student tutor.

Once again this year, we offered a 'blended learning program' consisting of both literacy and numeracy support. Participating students received 90 minutes of literacy instruction and 90 minutes of math instruction daily, for a total of 45 hours over the three-week period. Each site used the Leveled Literacy Intervention reading program and worked on authentic writing during the literacy portion. During the numeracy portion, students worked to strengthen their basic math skills by focusing on number sense and flexibility of number. Students participated in number talks to improve their ability to communicate their math thinking. They learned to use a variety of strategies to solve problems, and to think flexibly with numbers.

Pre-instructional assessments were conducted with our participants to determine both baseline data and the instructional needs of our students. Diagnostic Reading Assessment scores were used to determine instructional groups for reading. In-class improvements were noted in both math and literacy for all students.

This year the instructional teams at each site organized the afternoon recreation program for our four locations instead of contracting this service to an outside agency.

Each site offered recreational activities that took advantage of local facilities and guests. One of our groups had activities to promote mental health: nature walks, yoga, pound fit and music. Another group offered learning opportunities to deepen understanding of the Indigenous culture and perspectives (story tellers, dance, artwork, environmental stewardship). Our students visited splash pads, local parks and stores.

Each of our locations held very successful family potlucks at the schools. The response to this event was overwhelmingly positive.

Healthy snacks and a hot lunch were provided for children each day of the program.

At each site, a Math Day was held. Parents and students used a variety of tools and representations together to solve open-ended problems. It was a beneficial learning experience for parents.

In the final feedback survey, all parents rated the Summer Learning Program as excellent. All reported that their children enjoyed participating in the program. One of our goals for the Summer Learning Program was to increase student confidence in Math, Reading and Writing. The vast majority of parents agreed that their child's confidence increased or greatly increased in all areas as a result of the SLP. All parents indicated that they hoped this program would continue next year and suggested that we increase the length of the program and offer the program to more students in all grades.

Administration recently received notice from CODE that the Summer Learning Program will be funded again next summer and will submit the request for classes by the end of November.