

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, Shannon Sasseville
- Student Trustee Ayla Jacobs and Keaton Jennings
- Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Helen Lane, Mark Sherman and Phil Warner
- Regrets: Superintendent Taf Lounsbury
- Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer
- Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. She referred to the LKDSB By-laws that state that *Audio or video recording devices may not be used at any meeting of the Board or its committees without the prior permission of the Chair of the Board or the Director of Education.* She advised that recording of the choir's performance would be permitted.
- #2017-96
Approval of the Agenda
May/23/2017
Moved by Ruth Ann Dodman, seconded by Elizabeth Hudie,
"That the Agenda for the Regular Board Meeting Public Session of May 23, 2017 be approved."
CARRIED.
- Declaration of Conflict of Interest: No declarations of conflict of interest were issued.
- #2017-97
Approval of Minutes
May/9/2017
Moved Randy Campbell, seconded by Scott McKinlay,
"That the Board approve the Minutes of the Regular Board Meeting of May 9, 2017."
CARRIED.
- #2017-98
Action of the Regular
Board Private Session be
the Action of the Board
Moved by Elizabeth Hudie, seconded by Jack Fletcher,
"That the Action of the Board in Private Session be the Action of the Board."
CARRIED.
- Presentations:
P.E. McGibbon Public
School Choir
Superintendent Warner introduced Ben Hazzard, Principal at P.E. McGibbon Public School. Principal Hazzard stated that it was a privilege to work with Tim Mellanby, a very hard working elementary teacher and leader of the P.E. McGibbon Public School choir. Tim Mellanby and the student choir entertained the Trustees with a musical performance. Chair Bryce thanked the choir and Tim Mellanby for sharing their musical talents. She thanked the parents/guardians for attending with their children.
- Director of Education
Snap Shots of Excellence
Director Costello explained that the purpose of the Snap Shots of Excellence presentation is to celebrate all the exciting things occurring across the district. His presentation included slides on the work that Chris Riley, LKDSB Aboriginal Liaison, is doing regarding the Calls to Action issued by the Truth and Reconciliation Commission. The project involves the development of a video resource focusing on the residential school experience and legacy. He has interviewed a number of people, including former Prime Minister Hon. Paul Martin, Ontario Chief Isadore Day and Dr. Jean Clinton. Director Costello shared examples of health and safety activities, anti-tobacco projects, students engaging

with the community, students giving back, LKDSB schools hosting an Apple Innovation Tour, full day kindergarten engagement activities, mathematics projects, military co-operative education activities, staff receiving awards of excellence, Indigenous Education activities, skilled trades opportunities, school technology focused family evenings, Education Week activities, the Black Heritage Symposium, coding club activities, Northern Collegiate Institute and Vocational School students' involvement in the Shell Eco-marathon Americas (SEMA) 2017 event (first and only high school from Canada) and Tilbury District High School students' participation in the Skills Ontario competition that resulted in an entry in the Guinness Book of World Records.

Trustee Rising joined the Meeting.

Ed Boudreaux from +VG Architects, The Ventin Group Ltd., Presenting Drawings for Great Lakes Secondary School

Superintendent McKay introduced Ed Boudreaux from +VG Architects, The Ventin Group Ltd. and advised that he was going to present the concept drawings for Great Lakes Secondary School (GLSS). Superintendent McKay advised that the LKDSB had asked the Ministry for a \$16M grant for the project and received \$10.3 M for the addition. Additional funds from the LKDSB budget were worked into the project bringing the total to \$19M. This will cover the cost of the \$13M Facility Conditions Index (FCI) needs and the ideas raised by school staff regarding program flow in the school, cafeteria expansion, increased parking spaces and physical education areas.

Ed Boudreaux presented slides on the concept design for the renovations, external changes and outlined the relocation of programs within the building and the green house. The bus loading and unloading area will be expanded and 250 more parking spots added. The athletic track will be completed in a future phase.

He explained the plans for upgrading the mechanical and electrical systems, classroom remodeling including a heritage seminar room, refurbishing of the library and manufacturing rooms, along with the installation of a new elevator. The plans also include the addition of a 600 seat auditorium with a professional size stage, storage room, drama room, washrooms and music rooms. He explained that the second floor will consist of general classrooms, two foods labs, one new, and the existing sewing lab. He confirmed that seats come in various sizes for the auditorium and that they could incorporate some wider seats. Ed Boudreaux highlighted the new outside features of the school, commenting that the goal is for the school to look like a new building.

He explained that the tendering process is being done in stages for budget flexibility. The first stage involves the abatement and demolition work to clean out the existing building and the second phase will be for the construction. The +VG Architects expect to begin phase 1 in July 2017. Phase 2 will take between 11 to 12 months to complete and should start in August 2017. Ed Boudreaux acknowledged that this is not the normal tendering process. He explained that they broke it into 2 phases to be able to get the project completed by August 2018. Approving the tender for phase 1 will allow work to begin now. +VG Architects hope to have costs for phase 2 and the tender issued mid-June with a closing date mid-July for Trustees to approve. Superintendent McKay confirmed that the Board does not have Board Meetings scheduled in July. He explained that +VG Architects split the tender to be able to start work in the building now and not delay the project. Chair Bryce confirmed that in the past the Board has passed motions to preapprove tenders providing that the tender came in within the budgeted amount so work could begin during the summer months. A Special Board Meeting would be called if the tender was above the budgeted amount. Trustees expressed concern about awarding this tender when a tender for the

entire cost of the project has not been received. Concern was expressed over demolishing part of the school before knowing if the entire project is affordable. Ed Boudreaux confirmed that if Trustees put off awarding the phase 1 tender then no work would be able to be performed until the entire project tender is approved in the middle of July. Trustees expressed concern over the timeline noting the need to have the project completed by August 2018.

Superintendent McKay advised that the Ministry grant of \$10.3 M will cover the cost of the new addition, elevator and some other classroom space in the school. The LKDSB School Condition Improvement funding will cover the \$5.7M cost for the HVAC upgrades. The cost of the other improvements, that were generated by staff and student comments on program needs for the school (relocation of the greenhouse) will be covered by the School Condition Improvement funds that the LKDSB was able to carryover from last summer. This will bring the estimated total cost of the project to \$19M.

Chair Bryce confirmed that the Chair could call a Special Board Meeting during the summer to approve the tender for phase 2 of the project if necessary.

Ed Boudreaux explained that the phase 2 tender would have a separate bid option for air conditioning the gymnasium. It is hoped that the option can be included in the project. Traditionally shops are not air conditioned because it is not cost effective due to the volume of air being exhausted out of the shops each day.

Ed Boudreaux confirmed that +VG Architects could provide costing information for phase 2 tender of the project for the June 13, 2017 Board Meeting. Chair Bryce thanked Ed Boudreaux for his presentation and the firm for the ideas presented.

#2017-99
Policy and Regulations on
*Employee Discipline and
Employees "Under
Review"* and Regulations
*Employee Discipline and
Employees "Under Review"*
Report B-17-92

Director Costello explained that the policy and regulations on *Employee Discipline and Employees "Under Review"* and Regulations *Employee Discipline and Employees "Under Review Extra-Curricular Programs"* have been reviewed as part of the LKDSB cyclical review. Superintendent Warner explained that there are two different paths that employee matters are handled. Minor word changes are proposed for the policy. The document continues to reflect the philosophy of the LKDSB. The regulations on *Employee Discipline* were revised to reflect the current LKDSB process. The regulations on *Employees "Under Review"* was revised to add an explanation as to what employee groups the regulations apply to. Superintendent Warner explained that early intervention with employees by supervisors are considered non-disciplinary. As soon as the matter becomes disciplinary, the supervisors must consult with the Manager of Human Resources or Superintendent of Human Resources.

Moved by Jack Fletcher, seconded by Bob Murphy,

"That the Board approve the revised policy on *Employee Discipline and Employees "Under Review"* and revised regulations on *Employee Discipline* and revised regulations on *Employees "Under Review."*

CARRIED.

Policy and Regulations on
*Travel and Expenses
Reimbursement for Staff,
Trustees and Student
Trustees*

Director Costello explained that the policy and regulations on Expense Reimbursement for Staff, Trustees and Student Trustees have been reviewed as part of the LKDSB cyclical review. Superintendent McKay explained that the policy reflects a change to the Canada Revenue Agency vehicle kilometer rates for Ontario. The CRA has been conducting reviews and the LKDSB internal

Report B-17-93

auditors are recommending that the LKDSB move to the CRA rate. The new LKDSB kilometer rate reimbursement will start on September 1, 2017 and will adhere to the rates as defined by the Canada Revenue Agency. Superintendent McKay explained that currently, LKDSB has two regulations and one administrative procedure for expense reimbursement. Regulation *Kilometre/Travel Expenses Reimbursement for Staff, Trustees and Student Trustees* sets out the parameters for the use of personal vehicles to carry out approved Board business. Regulation *Expenses Reimbursement for Staff, Trustees and Student Trustees* sets out the parameters for the reimbursement of all expenditures incurred while on approved Board business. Administrative Procedure *Completion of Expense Report* outlines the process for completing an expense report and ties back to the two regulations. It is proposed that the two regulations and one administrative procedure be combined into one regulation for consistent and efficient completion and processing of approved expenses.

Superintendent McKay outlined the proposed changes and additions:

- Emphasis on submission timelines for expense reports with particular wording around the submission timelines at year end August 31;
- Changes to the kilometer rate in order to align with Canada Revenue Agency prescribed kilometer rates;
- Additional explanation on the definition of claimable and non-claimable travel;
- Additional explanation on the claiming of meal expenses with the requirement for meal receipts being removed if the maximum allowable expense per meal is to be claimed;
- Emphasis on employees receiving pre-approval for expenses that may be incurred in the performance of Board business.

The Expense Report form is being revised to include a Meal Log and Allowable Kilometers spreadsheet.

Moved by Tom McGregor, seconded by Ruth Ann Dodman,

#2017-100
Policy and Regulations on
*Travel and Expenses
Reimbursement for Staff,
Trustees and Student
Trustees*

“That the Board approve the revised policy and regulations on *Travel and Expenses Reimbursement for Staff, Trustees and Student Trustees* and the implementation of the revised per kilometer travel allowance adjustment as outlined in the regulation, on September 1, 2017.”

Superintendent McKay confirmed that the 15% gratuity can be charged to the cost of the meal plus HST because that is how restaurant debit and credit machines calculate it. It was noted that sometimes the economy rate on a train is not the most cost effective rate. Superintendent McKay confirmed that alternatives for travel will be accepted with documentation. Staff are expected to travel together whenever possible. Only the standard hotel room rate is acceptable. It was noted that most of the LKDSB staff travel to government sponsored events that include reduced hotel rates. Superintendent McKay confirmed that the Administration collects HST back whenever possible.

Trustee Rising advised that she was uncomfortable with the CRA rate and referenced the Ontario provincial rate. Superintendent McKay advised that Administration has checked with the Ministry and they indicated that the CRA rate is acceptable. He advised that the Ministry is looking at changing to the CRA rate as well. Trustee McKinlay commented on the practice of other agencies to reimburse employees for only the kilometres travelled beyond their daily routine. Superintendent McKay commented on the research done by staff in the Finance Department on that concept and the LKDSB method. He talked about the concept possibly having a negative aspect on transferring staff. Administration is

not expecting a windfall for any employee compared to what they are reimbursed for now for approved travel on Board business. Trustee Sasseville referred to the Ontario Public Sector Guidelines and questioned if the regulation was consistent with them with the exception of the travel reimbursement rate. Superintendent McKay confirmed that that regulations are compliant. Superintendent McKay explained that the auditor requires receipts for meal claims less than the maximum allowance. In response to Trustee Rising's question about compliance, Superintendent McKay confirmed that tips for gratuities for valet parking and housekeeping are covered under 1.3 j), other business expenses. He commented that child care is not included because that is a broader discussion that the Board would need to have on how the Board would want to address that issue.

CARRIED.

#2017-101
Tender Award –
Demolition and Site
Preparation for Great
Secondary School
Report B-17-94

Superintendent McKay reported on the tender opening for the phase 1 of the addition and renovation project for the permanent site of Great Lakes Secondary School. It covers the demolition and site preparation including abatement of the existing mechanical system as well as asbestos. The project will be funded by the Ministry School Condition Improvement grant.

Moved by Bob Murphy, seconded by Jack Fletcher,

“That the Board award the tender to the successful bidder, Maaten Construction Ltd. for the addition and renovation project, phase 1 – abatement and demolition, Great Lakes Secondary School.”

Superintendent McKay confirmed that the contractor will use specialized subcontractors to complete various aspects of the demolition. Superintendent McKay confirmed that he will review the tender documents and determine the projected asbestos abatement costs for the project compared to the original estimates.

In response to Trustee concerns about demolishing part of the school before knowing the cost of the entire project and phase 2 tender, Director Costello explained that Trustees do not approve Requests for Proposals (RFP). Trustees approve the resulting tenders. He advised that the Ministry provides school boards with grants to improve school facilities within certain envelopes. He advised that in June, Trustees will be asked to approve the phase 2 tender of the \$19M project for Great Lakes Secondary School. Superintendent McKay advised that the cost estimates for phase 2 should be available within the next three weeks and commented on the ability to work with Maaten to change the scope of the demolition if necessary.

CARRIED.

Trustee Sasseville departed from the Meeting.

Elementary Teacher/
Board Communications
Committee
Report B-17-95

Vice-Chair Hudie reported on the Elementary Teacher/Board Communications Committee meeting held on May 9, 2017. Members discussed new student arrival, feedback from Kindergarten reporting, principals sharing assignments, Professional Activity Days, and school staff meetings.

Parent Involvement
Committee Update (PIC)

Director Costello reported on the Parent Involvement Committee (PIC) Meeting held on May 15, 2017. They reflected upon the PIC workshops offered in Sarnia and Chatham on May 10 and 11 respectively. The quality of presentations was terrific but attendance was low. They feel that parents want to engage via technology rather than in person. PIC is looking at partnering with the coterminous school board next year to submit a joint grant proposal to the

Ministry. Superintendent McKay attended the meeting and presented information on the 2017/2018 budget development process. The PIC membership is being reviewed for the 2017/2018 school year.

Chatham Accommodation
Review Process Update

Superintendent Girardi advised that he has met with the principals of Tecumseh Public School, John N. Given Public School and McNaughton Avenue Public School. Plans are in place to welcome and transition the John N. Given French Immersion students and staff to McNaughton Avenue Public School this spring. School organization plans are progressing as well as timetabling.

Superintendent Girardi explained that it is the wish of the schools for the consolidated Tecumseh Public School/John N. Given Public School to wait until September to commence the Ad Hoc Naming Committee. Dave Doey has been hired to chair the Transition Committee. They will meet once in June to establish a timetable for the fall.

Update on the Data
Gathering Process for
South Chatham-Kent

Superintendent Girardi advised that the data gathering process involving Thoughtexchange is complete. Administration is now studying the data to formulate next steps. Information will be made available to Trustees and the public in the first two weeks of June via a website. Thank you emails will be issued to participants with next steps information. The same will be provided to the 9 paper copy participants. He advised that 748 people participated with 3,653 thoughts contributed and 5,875 stars assigned. The Thoughtexchange staff thought that this participation rate was good based on the number of students and people involved. Superintendent Girardi commented on the steps taken to inform the community and promote participation. Administration is looking for ways to use the data as Administration examines pupil accommodation options. The LKDSB is unique from other school boards because it completed this process prior to commencing an Initial Staff Report. He shared the demographic overview – approximately 64% of the participants were parents/guardians, 18% were community members, 13% were staff members, 3% were students. Superintendent Girardi confirmed that a breakdown of participation from each community will be available.

Trustee Fletcher asked what the Catholic school presence was in the area and if it was possible to amalgamate in that area. Director Costello confirmed the coterminous school board has schools in Blenheim, Ridgetown and Tilbury. He confirmed that the LKDSB is open to discussing co-build opportunities if that was the will of the Board. Conversations have occurred in the past. He referred to the Ministry's Rural Engagement session on May 24 in Thedford. Superintendent Girardi shared data compiled by a media source on the LKDSB and the coterminous school board that confirms that both school boards have empty pupil places and declining enrolment. Trustee McKinlay advised that three Trustees attended a community session in Tilbury recently. He shared that a consistent theme from the people was that the Thoughtexchange process was difficult to use. They expressed appreciation for the LKDSB attempting to gather information. Superintendent Girardi confirmed that Administration did receive some concerns about the process, as well as some good feedback. Administration thinks the input provided is important and will have to see how it can be used going forward. Superintendent Girardi advised that Administration did issue a RFP for the process. The approximate cost for this phase was \$24,000.

Trustee Questions

In response to Trustee Fletcher's question, Director Costello advised that the Ministry has indicated that it will be making announcements in response to

grant applications following the Ministry's Rural Engagement sessions taking place during May. He advised that he has been in regular contact with Ministry representatives from the Capital Planning Branch regarding the LKDSB application for the Forest area, as have Superintendents McKay and Girardi.

Notice of Motion
Future Agenda Items

Trustee Rising served Notice of Motion:

"That the Board recognize the Traditional Territory Acknowledgement as recommended by the Indigenous Liaison Committee."

Announcements

The next Regular Board Meeting will be held on Tuesday, June 13, 2017, 7:00 p.m. at the Chatham Education Centre.

The Board will hold a Private Special Board Meeting on June 6, 2017 at 7:00 p.m. via video conference from the Sarnia and Chatham Board Offices. The Public Session Special Board Meeting will follow.

Adjournment
9:50 p.m.

There being no further business, Chair Bryce declared the meeting adjourned at 9:50 p.m.

Chair of the Board

Director of Education and Secretary of the Board