PRESENT:	
Trustees:	Chair Jane Bryce, Vice-Chair Elizabeth Hudie, Randy Campbell, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Scott McKinlay, Bob Murphy, Lareina Rising, Shannon Sasseville
Student Trustee	Elisabeth Guthrie, 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 and Heather Hughes, Public Relations Officer
Regrets:	Trustee 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. Chair Bryce read the Traditional Territorial Acknowledgement. Chair Bryce read an in Memoriam for Student Cody Newport. A moment of silence was observed. Chair Bryce introduced Kevin Sabourin, External Auditor, and Sandy Scott-Hillier, LKDSB Manager of Financial Services.
#2017-178 Approval of the Agenda Nov/14/2017	Moved by Scott McKinlay, seconded by Jack Fletcher, "That the Agenda for the Regular Board Meeting Public Session of November 14, 2017 be approved with the addition of 13. f) External Audit Committee Report." CARRIED.
Declaration of Conflict of Interest:	None. Chair Bryce explained that Student Trustees are expected to declare a conflict of interest if they have one.
#2017-179 Approval of Minutes Oct/24/2017	Moved by Ruth Ann Dodman, seconded by Scott McKinlay, "That the Board approve the Minutes of the Regular Board Meeting of October 24, 2017." CARRIED.
#2017-180 Approval of Minutes Nov/7/2017	Moved by Randy Campbell, seconded by Elizabeth Hudie, "That the Board approve the Minutes of the Special Board Meeting of November 7, 2017." CARRIED.
Business Arising	Director Costello referred to the Occupational Health and Safety Annual Improvement Plan on page 9 of the October 24, 2017 Board Minutes. He informed Trustees that the summary data report will be provided at the November 28, 2017 Board Meeting. Superintendent Girardi referred to the discussion on Naloxone on page 10 of the October 24, 2017 Board Minutes and advised that the Ministry of Education supports having the kits in schools but have left it up to school boards to pursue. He confirmed that the LKDSB secondary school administrators will be trained in the new year. The local Health Units will provide the training and kits. Administration will revise the LKDSB Regulations on *Administration of Medication* and bring the document to the Board for approval. He confirmed that the Health Units are going to provide complementary kits to the schools.

Support was again expressed for placing the kits in elementary schools as well as secondary schools. Superintendent Girardi confirmed that he did discuss this option with staff from the Health Units. It was also suggested that another staff member in the schools be trained in addition to the principal and vice-principal as backup when the administrators are out of the building. Director Costello confirmed that Administration would take the suggestions under advisement and speak to the Health Units. Administration will proceed with placing the kits in the secondary schools as soon as possible.

#2017-181
Action of the Regular Board Private Session be the Action of the Board

Moved by Elizabeth Hudie, seconded by Shannon Sasseville,

"That the Action of the Board in Private Session be the Action of the Board."

CARRIED.

Report from the Strategic Planning Subcommittee Report B-17-151

Moved by Lareina Rising, seconded by Elizabeth Hudie,

"That the Board approve the LKDSB Multi-Year Strategic Plan covering the Period 2015/2016 to 2019/2020."

Trustee Sasseville advised that the Strategic Planning Subcommittee members met three times and looked at different models and considered options for the draft plan to cover the next few years. They also considered options for the expanded plan. She noted that some Trustees may not be around the table for the next plan but the committee members wanted to position the Board for the next few years.

Chair Bryce commented on the draft Multi-Year Strategic Plan that would provide direction for the Board for the next few years and allow time for the new Board to sit down with Administration in 2019 to plan the direction for the Board as a team. Director Costello commented that his role was to provide support and information as the plan is developed. The draft plan is a bridge to allow the new Board of Trustees time to develop a whole new plan. He advised that facilitators are available through Ontario Education Services Corporation (OESC), of which OPSBA is a founding member. It has updated resources to assist trustees, directors of education and senior board staff in building capacity with their strategic thinking and planning processes. OESC has designed the supports to feed into school board's existing processes with the goal of meeting school board needs wherever they may be in the multi-year strategic planning cycle. OESC has assembled a roster of experience facilitators to work with school boards in whatever area of the strategic planning cycle necessary. School boards are able to select an OESC facilitator based on the school board's needs and the facilitator's areas of expertise, experience and availability. He noted that the facilitator who spoke at OPSBA, Public Education Symposium 2017 is one of the ten facilitators available through the OESC. The OESC has funding available to cover some of the costs.

Trustees discussed the overlap of the end date of the draft plan and the new plan moving forward. Chair Bryce explained that the intent was for the Board to start investigating and planning now for a new plan. Chair Bryce confirmed that a new LKDSB strategic plan would replace the existing plan once approved

CARRIED.

#2017-182
Board to begin process to develop a new Multi-Year Strategic Plan

Moved by Shannon Sasseville, seconded by Jack Fletcher,

"That the Board begin the process to develop a Multi-Year Strategic Plan to cover the period beginning 2019/2020."

CARRIED.

#2017-183
Ad Hoc Naming Committee for the Consolidated John N. Given Public School and Tecumseh Public School Named Tecumseh Public School
Report B-17-152

Moved by Ruth Ann Dodman, seconded by Elisabeth Hudie,

"That the Board name the consolidated John N. Given and Tecumseh Public School the *Tecumseh Public School*."

Trustee Dodman advised that the Ad Hoc Naming Committee for the Consolidated John N. Given Public School and Tecumseh Public School met on October 4, 2017 and decided to seek input on keeping the name Tecumseh Public School for the consolidated John N. Given and Tecumseh Public School. The committee used the following rationale:

- Tecumseh is the name of the previous high school, as well as one of the two elementary schools on the consolidated site;
- Tecumseh is recognized for making a significant contribution to society in the district, province and country and a monument is dedicated to him in Chatham-Kent; and
- The name Tecumseh is also used to identify a local park and a historical parkway along the Thames River.

She explained that input was gathered from students and parents/guardians and community members using a survey offered online and through paper copies available at both schools and Board Offices. The deadline for input was October 27, 2017. The committee met on November 2, 2017 to review the input and decide upon a recommendation. She stated that there were 119 responses and about 90% were positive to keep the name Tecumseh Public School. Trustee Sasseville referred to the representatives from both schools and advised that the John N Given Public School representatives supported the recommendation. She advised that the committee members felt strongly that something within the Tecumseh Public School be given the John N. Given name. She commented that she had asked specifically about reaching out to the LKDSB indigenous communities for input and confirmed that they were provided with the survey information without feedback. Director Costello confirmed that most schools choose to do something to incorporate the name of the closed school within the consolidated school. He advised that Chris Riley, LKDSB Indigenous Liaison, did a presentation at the Transition Committee Meeting. Chair Bryce thanked the committee members for their time and expressed appreciation for the community input.

CARRIED.

Policy and Regulations
Workplace Discrimination, Workplace Harassment, Workplace Sexual Harassment and Workplace Violence Prevention
Report B-17-153

Director Costello advised that the policy and regulations on *Workplace Discrimination, Harassment, Sexual Harassment and Violence* have been reviewed as part of the LKDSB cyclical review. Changes have been made to the policy and regulations to reflect the requirements of Bill 132 which amended the Occupational Health and Safety Act. On September 8, 2016, the Bill 132 amendments to the *Occupational Health and Safety Act* (Act) came into force. These amendments revised and expanded the definition of "workplace harassment" in the Act to include "workplace sexual harassment" and introduced new requirements with respect to workplace harassment programs.

Specifically, the program must now, among other things:

- be developed and maintained in consultation with the joint health and safety committee (JHSC) or health and safety representative within the workplace

- include a reporting mechanism for incidents of workplace harassment, including a reporting mechanism for when the alleged harasser is the employer or supervisor
- ensure that all complaints and allegations are investigated
- set out how the complainant and respondent will be informed in writing of the results of the investigation and any corrective action taken.

The members of the LKDSB Joint Health and Safety Committees have the reviewed the documents.

#2017-184
Revised policy and regulations on *Workplace Discrimination, Workplace Harassment, Workplace Sexual Harassment and Workplace Violence Prevention* approved

Moved by Scott McKinlay, seconded by Dave Douglas,

"That the Board approve the revised policy and regulations on *Workplace Discrimination, Workplace Harassment, Workplace Sexual Harassment and Workplace Violence Prevention."*

Director Costello explained that the Conflict Resolution Coordinator is responsible for investigating complaints and that the process is detailed in the LKDSB Administrative Procedures. Trustees approve policies and regulations and Administration approves the Administrative Procedures which provide principals/staff with direction. Director Costello advised that the investigation includes steps for informing the accused and confirmed that training would be provided for manages around their role when observing a possible complaint.

CARRIED.

Policy and Regulations *Activities and Supplementary Learning Material Fees*
Report B-17-154

Director Costello explained that the LKDSB policy and regulations on *Activities and Supplementary Learning Material Fees* were brought to the Board at the September 26, 2017. Trustees referred the documents back to Administration to develop a definition for the term *enhanced optional programs* included in #1 of the regulation. Superintendent Sherman advised that Administration has determined that this phrase is no longer relevant and recommend deleting it from the regulation. The intent is covered in #3 through the reference to *program enhancements or field trips that are not a mandatory element of a subject or course.*

#2017-185
Policy and Regulations *Activities and Supplementary Learning Material Fees*

Moved by Ruth Ann Dodman, seconded by Scott McKinlay,

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

Director Costello confirmed that athletic tournaments and extensive trips overseas are not part of the regulations.

CARRIED.

LKDSB Multi-Year Accessibility Plan, 2017 to 2022
Report B-17-155

Superintendent Warner advised that the Accessibility for Ontarians with Disabilities Act (AODA) came into effect in 2005 and it requires public sector institutions to map out a plan for accessibility related to Customer Service and the planning is meant to be inclusive as the Act requires persons with disabilities to be a part of the planning. LKDSB Multi-Year Accessibility Plan, 2017 to 2022 was developed by a committee with Cheryl Webster of the Human Resources Department instrumental in preparing the report. The LKDSB Plan outlines the measures to be addressed over the next five years. He referred to section 8.0 Recent Barrier Removal Achievements and advised that it includes barrier free washrooms and drinking water stations, parking lot improvements, website alterations, and training. Accessibility issues are also addressed during new construction, building renovations or upgrades. He referenced the next steps

contained in the report as well as communication of the plan.

#2017-186
LKDSB Multi-Year Accessibility Plan, 2017 to 2022

Moved by Elizabeth Hudie, seconded by Shannon Sasseville,

"That the Board approve the LKDSDB Multi-Year Accessibility Plan 2017 to 2022."

CARRIED.

LKDSB 2016/2017 School Year Audited Financial Statements
Report B-17-156

Superintendent McKay advised that the 2016/2017 audited financial statements have been completed and are due into the Ministry by November 15, 2017. He introduced Kevin Sabourin, a partner in the audit firm of Bailey Kearney Ferguson, Chartered Accountants, to present the report. Kevin Sabourin advised that the Firm had completed the audit of the Board's financial statements. He advised that the Audit Committee members went through the financial statements in detail and noted that the most important page of the report is the Independent Auditors' Report. He advised that the audit was clean. He explained that based on the evidence gathered, the financial statements fairly represent the financial position of the Board as of August 31, 2017. He explained that the Auditor is engaged by the Board to conduct an audit to ensure that the financial statements are prepared and reported within the Public Sector Accounting Standards (PSAB) for School Boards. He explained that the report is in draft until approved by the LKDSB Board. He outlined the Independent Auditors' Report. He commented on the capital investments made by the Board during the 2016/2017 school year. He referred to the Statement of Operations (income statement) that shows a surplus of $5M. He explained that this is not considered a huge surplus based on the LKDSB budget. He explained that the LKDSB investment income contributed to the surplus as well as the deferring of some expenditures. He noted that some of the surplus is designated for specific things so the true surplus is about $1.5M.

Kevin Sabourin thanked the members of the Audit Committee, Superintendent McKay, former Manager Anderson and their staff for the assistance they provided during the audit process. Superintendent McKay advised that Manager Anderson retired October 31, 2017 and acknowledged her contributions.

Kevin Sabourin commented on the school generated funds raised through fundraising at the school level. The funds are required to be included in the LKDSB financial statements. He advised that in the past, the Auditor has issued a qualified opinion regarding the funds raised at the school because it is very difficult to audit cash at the school level. He confirmed that there are systems in place at the schools to monitor the funds and the Auditor does audit 6 schools each year to ensure they are following procedures. The members of the Audit Committee reviewed the audit information. At this time, the school generated funds do not deserve a qualification due to the systems in place. Schools are doing a better job documenting and managing the risk. Superintendent McKay advised that to further minimize the risk, Administration is implementing Cash Online in twenty schools. It will remove most of the cash from schools and everything can be tracked electronically. Trustee McKinlay confirmed that this is an item that gets discussed every year at the Audit Committee. He noted that it is more of a reputational risk than a financial risk.

Superintendent McKay confirmed that the surplus is not funds that could have been spent on more Educational Assistants or other staff. Most of the surplus is created due to timing differences. The LKDSB receives funding in one school year and spends it in the following school year. The Ministry permits school

boards to carry funding forward for capital, plant and maintenance and special programs. The remaining is appropriated surplus for a defined need or purpose. It is restricted surplus to be spent in specific areas, like retirement gratuities. He explained that the Ministry permits school boards to bring 1% of the year end surplus over to the following year budget on an annual basis. Surplus funds cannot be used for annual expenses.
Superintendent McKay confirmed that the use of unappropriated surplus funds would have to be approved by the Board as part of the budget process.
Chair Bryce commented that the main responsibility of a Trustee, according to the Education Act, is to review the Independent Auditors' Report on the financial statements. She congratulated the Board and Kevin Sabourin.

#2017-187
LKDSB 2016/2017 School Year Audited Financial Statements Approved

Moved by Scott McKinlay, seconded by Ruth Ann Dodman,

"That the Audit Committee recommend to the Lambton Kent District School Board the approval of the annual audited Consolidated Financial Statements and the accompanying Independent Auditors' Report for the year ending August 31, 2017."

CARRIED.

Indigenous Liaison Committee Report (ILC)
Report B-17-157

Trustee Rising reported on the October 18, 2017 Indigenous Liaison Committee (ILC) Meeting held at Delaware Nation. New representatives from the First Nation communities were welcomed and their reports were received. Brent Stonefish is the Educational Portfolio holder for Delaware Nation replacing John Jones. The Delaware Nation is looking to hire a new Educational Manager. Craig Lindsay is the Principal of Hillside School and Acting Program Manager of the Kettle and Stony Point First Nation. Anna Riley attended on behalf of Walpole Island First Nation and shared that the Early School Year Start Pilot was receiving positive feedback as students were excited to start school in August.
Trustee Rising explained that the Four First Nations representatives caucused before the ILC meeting and four items were brought forward for further discussion and review:

- a written commitment from the Board on proceeding with a Truth and Reconciliation Protocol,
- revisiting the Data Memorandum of Understanding that was signed four years ago and up for renewal access to data,
- temporary employee access to LKDSB email addresses looking for a long term solution,
- budget presentation this Fall for the new committee members and to follow up on feedback from the May budget presentation.

She noted that some items were longer term items and advised that there was a budget information meeting scheduled for November 15, 2017 with some ILC members and Administration.
EQAO data will be presented at the next ILC meeting. The format and the items for inclusion in the Board Action Plan were discussed. A draft plan will be completed by Superintendent Lane, Chris Riley and Janette Richmond. Input will be sought from the four First Nations before it is submitted to the Ministry of Education. This year the document will require a member of the ILC to sign it along with signatures from Board officials.

Special Education Advisory Committee (SEAC)
Report B-17-158

Trustee Fletcher reported on the Special Education Advisory Committee Meeting held on October 19, 2017 at Wallaceburg District Secondary School. SEAC Members were provided with an overview of the Renewed Math Strategy (RMS) that covers students from Kindergarten to Grade 12. It is designed to

	increase student achievement, well-being and engagement and increase math knowledge and pedagogical expertise for educators. He noted that the members of the Special Education Team took the input provided during the 2017/2018 Priority-Setting Exercise and developed an outline of SEAC Meeting presentations for the 2017/2018 school year. He informed the Board that on November 16, 2017, SEAC Members would be visiting Lambton County to tour a Snoezelen Room. A copy of the LKDSB Multi-Year Accessibility Plan (September 2017 to August 2022) was shared with SEAC Members. He mentioned the member associations updates that benefit LKDSB students.
Ontario Public School Boards' Association Update (OPSBA)	Trustee Fletcher reported on the OPSBA Western/Central West Regional Meeting held on November 4, 2017 which included presentations by two mental health leads. The minutes from the meeting will be shared with Trustees. It was confirmed that the Thames Valley District School Board is the first school board in Canada to elect an Indigenous Student Trustee to serve on the Board. Director Costello advised that Administration is looking into the process the school board followed.
Ontario Student Trustees' Association (OSTA)	Student Trustees Guthrie and Evans reported on the Ontario Student Trustee Association (OSTA) fall general meeting held in Toronto from November 2 to 5, 2017. Trustee Guthrie advised that 70 students from public and catholic school boards attended. She stated that the experience shifted her entire perspective on the student trustee role and mentioned the networking opportunities. She commented on the messages shared by the key note speakers and the opportunity to reach out to LKDSB students through an anonymous survey. Student Trustee Rogers commented on his experience noting the amazing key note speakers, the messages received and the role of student voice in education.
Budget Meeting Schedule for the 2018/2019 School Year Report B-17-159	Superintendent McKay explained that the Board's annual budget process for the 2018/2019 school year will start in February 2018. The meeting timelines proposed will be used to guide the budget development process, but ultimately will depend upon the date when the Ministry provides school boards with the grant regulations. It is expected that the Ministry will release the Grant Regulations during January or February 2018. Budget Workshops will be held for Trustees and Administration on April 3 and May 1, 2018 from 5:00 p.m. to 7:30 p.m. via video conference. Presentation, review, public input and development of the budget will take place at the Regular Board Meetings on April 10 and 24 and May 8 and 22, 2018. Budget Information Sessions will be held for the Parent Involvement Committee on May 14, 2018, Indigenous Liaison Committee on May 16, 2018 and Special Education Advisory Committee on May 17, 2018. Final approval of the 2018/2019 Budget is scheduled for the June 12, 2018 Regular Board Meeting.
External Audit Committee Report	Trustee McKinlay reported on the Audit Committee meeting held on October 30, 2017. The Audit Committee members decided, in the spirit of transparency, to issue a Request for Proposals (RFP) for the LKDSB auditor. This is an annual appointment by the Board at the December Organization Meeting. He assured the Board that it is no reflection on the current firm's work, just part of the LKDSB's due diligence process. A RFP has not been issued since amalgamation 1998. Superintendent McKay advised that the dollar amount is not a significant enough to meet the requirements of the LKDSB regulation to require Board approval of the results. The RFP will be approved by a staff team including Superintendent McKay and Manager Scott-Hiller. The RFP does not

have to be awarded based on the lowest price. The RFP would be based 40% on price and 60% on experience and qualifications of the firm. He confirmed that very close priced bids are awarded based on other services provided.

Trustee Questions

In response to Student Trustee Rogers' question about what the LKDSB is doing to support student mental health, Director Costello advised that the LKDSB has a full time Mental Health Lead working to support students throughout the system. He advised that Administration had been speaking with her to arrange for a presentation to the Board on the recent student survey data. Superintendent Barrese explained that she had been reviewing the Speak Up data with Superintendent Girardi, Mental Health Lead Fraser and LKDSB Manager of Psychological Services Davenport. In May 2017, the third LKDSB Speak Up survey was conducted involving students in grades 4 to 6 and a separate survey for students in grades 7 to 12. They are in the process of sharing the data with schools. Over 2,600 Grade 4 to 6 students participate and over 1,800 Grade 7 to 12 students participated. She shared that 305 staff completed the online "Well-being in the Classroom" module which outlines components of a mentally healthy class and strategies for how it can be fostered by staff. As well, 1638 staff completed the online Anxiety Module which reviews signs and symptoms of clinical anxiety in students and strategies for supporting students in the classroom. Director Costello advised that the members of the Student Senate focused on mental health the past two years.

In response to Student Trustee Rogers' question about possibly training students in schools, Superintendent Barrese advised that the LKDSB does have Safe Talk Trainers on staff who train other LKDSB staff. She is not aware of students being trained. Safe Talk is a 3-hour training program that provides a very broad understanding on how to support others who are feeling vulnerable or overwhelmed. She explained that the one caution always considered when staff are participating in training of this magnitude is the readiness of the individuals involved. Trustees expressed support for the LKDSB Mental Health Lead, Ellie Fraser, to provide a workshop on the topic of Mental Health. She previously presented in March 2016.

In response to Trustee Fletcher's question about the merits and usefulness of the EQAO testing, Director Costello explained that EQAO is not a standardized test but a standard test based on the Ontario Curriculum. Academic superintends feel that that there is relevancy in the EQAO data. It is used to inform provincial decision making like the creation of the Renewed Math Strategy (RMS). He explained that without data, issues cannot be identified. Administration uses EQAO data as one component to develop the Board Improvement Plan, School Improvement Plans and Student Improvement Plans. Principals and teachers use it to inform their decisions along with other student data. He explained that a pause for a year while the curriculum is being revised will negatively impact future important cohort data. The current Grade 9 students did not write EQAO in Grade 6 and it is difficult to program for them in Grade 9.

Notices of Motion

Trustee Dodman served Notice of Motion

"That the Board investigate the possibility of adding an Indigenous Student Trustee position to the Lambton Kent District School Board."

Trustee Fletcher served Notice of Motion.

	"That the Board write a letter to the Ministry of Education to recommend the suspension of EQAO testing in light of the ongoing review of curriculum, report cards and student assessments."
Announcements	The next Regular Board Meeting will be held on Tuesday, November 28, 2017, 7:00 p.m. at the Sarnia Education Centre.
Adjournment 9:55 p.m.	There being no further business, Chair Bryce declared the meeting adjourned at 9:55 p.m.

_____ _____

Chair of the Board Director of Education and Secretary of the Board