
NPRESNT: Trustees:	Chair Jane Bryce, Vice-Chair Elizabeth Hudie, Randy Campbell, Dave Douglas, Jack Fletcher, Scott McKinlay, Tom McGregor, Bob Murphy. Lareina Rising (via teleconference), Shannon Sasseville
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:	Trustee Ruth Ann Dodman
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.
#2017-167 Approval of the Agenda Oct/24/2017	Moved by Randy Campbell, seconded by Elizabeth Hudie, "That the Agenda for the Regular Board Meeting Public Session of October 24, 2017 be approved." <p style="text-align: right;">CARRIED.</p>
Declaration of Conflict of Interest:	No declarations of conflict of interest were issued.
#2017-168 Approval of Minutes Oct/10/2017	Moved Jack Fletcher, seconded by Scott McKinlay, "That the Board approve the Minutes of the Regular Board Meeting of October 10, 2017." <p style="text-align: right;">CARRIED.</p>
Business Arising	Superintendent McKay referred to page 5 of the October 10, 2017 Board Minutes regarding the Ministry of Transportation's electric school bus program. He advised that it is an application based program whereby bus operators may apply for \$400,000 for new battery operated school buses. He confirmed that two local operators applied, Hull Bus Lines from Sarnia and Blenheim Bus Lines. Announcements regarding funding are to be made on November 15 2017.
#2017-169 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." <p style="text-align: right;">CARRIED.</p>
Policy and Regulations on <i>Alcohol and Drugs</i> Report B-17-145	Director Costello explained that the policy and regulations on <i>Alcohol and Drugs</i> have been reviewed as part of the LKDSB cyclical review. The documents have been revised to include Trustees, parents/guardians, volunteers, contractors and service providers. He explained that the board prohibits the establishment of bar facilities for serving alcoholic beverages in any of its schools or offices. It was agreed that the documents would be referred back to Administration to bring forward once the impact of legalized cannabis is known.

#2017-170
Policy and Regulations on
*Representation and
Communication on Behalf
of the Board*
Report B-17-146

Director Costello explained that the policy and regulations on *Representation and Communication on Behalf of the Board* have been reviewed as part of the LKDSB cyclical review. Changes have been made to the documents to provide clarity.

Moved by Tom McGregor, seconded by Bob Murphy,

*“That the Board approve the revised policy and regulations *Representation and Communication on Behalf of the Board.*”*

It was confirmed that the Chair speaks on behalf of the Board on governance issues and the Director on operational and administrative issues. The policy was revised to reflect this wording.

It was confirmed that when an individual Trustee expresses their opinion they must make it clear that they are expressing their own opinion and not speaking on behalf of the LKDSB.

Director Costello referenced Section 11.7 of the LKDSB Procedural By-Laws, *Upholding Decisions of the Board All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee. A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution. Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order. The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.*

It was confirmed that the LKDSB OPSBA delegate and alternate have the authority to act on behalf of the LKDSB at OPSBA.

It was confirmed that the Chair is the spokesperson during negotiations and the Negotiations Committee members are to keep the Chair informed.

CARRIED.

Report on the Meeting with
Chair and Director from
the St. Clair Catholic
District School Board

Chair Bryce advised that the Chairs and Directors of the LKDSB and St Clair Catholic District School Board (SCCDSB) met on October 17, 2017 in response to the letter Chair Bryce sent to the Chair of the SCCDSB regarding the possibility of sharing facilities. The LKDSB passed a motion on June 27, 2017 to write to the SCCDSB on the topic. She explained that, at this time, the boards do not see opportunity for facility sharing based on the needs of the respective school boards.

It was confirmed that it is possible that the position could change once the Ministry releases the revised Public Accommodation Review Guidelines.

Chair Bryce confirmed that the conversations that took place during the meeting were very forthright. Director Costello confirmed that the SCCDSB Director advised that they are not in a position to co-build at this time. Trustee McKinlay commented on past discussions with the SCCDSB on this topic and confirmed that they have made it clear that this is not on their agenda. Director Costello explained that the school boards share back office services through CLASS and

	<p>will continue to pursue further opportunities. The sharing of administrative offices was not discussed.</p> <p>Chair Bryce confirmed that the motion passed by the LKDSB regarding the school boards meeting to find solutions to keeping more schools open through the possibility of sharing school buildings was sent to the SCCDSB. The meeting occurred and it is not the direction of the SCCDSB at this time. Chair Bryce confirmed that, at this time the boards saw no opportunity for facility sharing.</p>
Elementary Teacher/Board Communications Committee Report B-17-147	<p>Vice-Chair Hudie reported on the Elementary Teacher/Board Communications Committee Meeting held on October 10, 2017. Members discussed Ontario Student Records (OSR) movement, school supply ordering and responsibility, progress reports, computer systems and reporting timelines and Full Day Kindergarten (FDK) reports.</p>
Student Senate Report	<p>Student Trustee Rogers reported on the Student Senate Meeting held on October 16, 2017 at Wallaceburg District Secondary School. Trustees Murphy and Sasseville were in attendance. Director Costello explained the roles of the Trustees and the Student Trustees and the importance of and impact the Student Senate can have throughout the LKDSB. Student Senate members discussed possible projects for the 2017/2018 school year and selected student voice. The Student Senators elected Co-Chairs Nathalie de Rechter, Great Lakes Secondary School, and Dheepthi Thommandram, Chatham-Kent Secondary School, and Recorder, Rihana Kukkadi, John McGregor Secondary School.</p>
Audit Committee	<p>Trustee McGregor reported on the Audit Committee Meeting held on October 2, 2017. Trustee McKinlay chaired the meeting. Kevin Sabourin, LKDSB External Auditor, presented on the roles and responsibilities of the Audit Committee and reported on the 2016/2017 fiscal year audit process. Kevin Sabourin commented that the school generated funds are a low risk to the LKDSB because even though it is a significant amount of money, no single person is in control of the money and controls are in place. Trustee McGregor advised that the LKDSB Internal Audit Plan is a 3-year plan that involves 2 internal audits each fiscal year. The Ministry provides funding to cover the cost of about 1.5 audits per year. He advised that the 2 internal audits chosen for the 2017/2018 school year are International Education and the social media strategy for the LKDSB and schools. Trustee McGregor explained that the LKDSB is part of the Regional Internal Audit-South Region. The Region outsources the internal auditor process and recommended that this model continue as it is working well.</p>
Pupil Accommodation Report 2017 Report B-17-148	<p>Director Costello explained that the LKDSB Pupil Accommodation Report 2017/2018 is presented to the Board in compliance with LKDSB Regulation No: R-AD-106. In March 2015, the Ministry of Education released a revised Pupil Accommodation Review Guideline and a new Community Planning and Partnerships Guideline. In accordance with these guidelines and LKDSB policies and regulations, Administration presented the LKDSB Capital Plan to Trustees at the June 27, 2017 Board Meeting to which all agencies on the LKDSB entities list were invited. He advised that on June 28, 2017, the Ministry stated that Ontario would be taking steps to strengthen the quality and delivery of education in rural and Northern communities. This was following feedback that was presented to the government during ten rural education engagement sessions held between April 21, 2017 and June 9, 2017 and from responses to online surveys. One such rural engagement session was held in Thedford, Ontario in the jurisdiction of the LKDSB. As a result, the Ministry announced</p>

that they would be overhauling the process that school boards use to review schools for potential closure. School boards will not begin any new reviews until the revised Pupil Accommodation Review Guideline (PARG) is complete. The only exceptions will be reviews which are currently underway and those which would support joint-use projects between school boards or for student safety. The LKDSB is awaiting the Ministry's revision of the Community Planning and Partnerships Guideline (CPPG) and the Pupil Accommodation Review Guideline (PARG). The Ministry has released the 2018/2019 Education Funding Engagement Guide, which states that the upcoming revisions are "to create a stronger, more collaborative process that better promotes student achievement and well-being and better recognizes the impact of school closures on rural communities." The following elements are proposed by the Ministry: Revising Pupil Accommodation Review (PAR) timeframes, introducing minimum requirements for the Initial Staff Report, promoting community input in the PAR processes, Reforming the PAR administrative process and developing Ministry supports. Director Costello advised that the purpose of the LKDSB Pupil Accommodation Report 2017 is to summarize data in order to provide an overview of accommodation issues across the geographic area of the LKDSB. The study of current student enrolment, demographic and financial data as well as Ministry initiatives is key to future planning.

Director Costello commented on the significant capital projects underway – Great Lakes Secondary School, Plympton-Wyoming Public School, consolidation of John N. Given and Tecumseh Public School and the funding application for a Kindergarten to Grade 12 School in Forest. He referred to the remaining four visions in the Pupil Accommodation Report and noted that they may change as enrolment and demographics change. He commented that the data presented in the Pupil Accommodation Report indicates the LKDSB faces two ongoing challenges: demographics/declining enrolment and financial challenges (including maintaining aging facilities). He referred to the pupil accommodation pictograph shared with Trustees and advised that it will be posted on the LKDSB website.

Superintendent Girardi noted that the enrolment in the LKDSB has continued to decline since amalgamation in 1998. Since the 2007/2008 school year, the LKDSB has experienced an overall enrolment decline of 14.4%. He confirmed that enrolment is expected to continue to decline but at a slower rate. He commented on the difficulties in elementary schools when the enrolment drops below 150 students. In addition to the funding implications, the ability to meet Ministry class size requirements across the district is difficult. Some schools with low enrolment may result in triple grade splits. He explained that in secondary schools with enrolment under 400, it is difficult to provide programs for the senior secondary students. He commented on the need to have equity across the board for all students. Superintendent Girardi outlined the 10-year enrolment history. Elementary and secondary enrolment has been in decline since amalgamation. However, in the 2016/17 school year, elementary enrolment experienced an unexpected increase. This increase is attributed to families relocating to the LKDSB from other boards, provinces and countries. While the increase in elementary enrolment is a welcomed change, based on demographic information and birth rate assumptions, this will not be a consistent trend. He also outlined the birthrate data. He commented on the demographic data provided by the County of Lambton Official Plan and the Municipality of Chatham-Kent. He outlined the projected enrolment for the

LKDSB is expected to decline by approximately 600 students in 2027. The LKDSB currently has 8,489 empty pupil spaces, with a utilization rate of 72.17%. As of September 28, 2017, there are 14,577 elementary students and 7,348 total secondary students. This enrolment data may fluctuate based on additional student admissions and/or departures that will occur between now and the first Ministry funding date of October 31, 2017.

Superintendent McKay reminded Trustees of the changes in Ministry funding impacting the LKDSB which began in the 2015/2016 school year budget. He confirmed that once the new model for Top-up Funding is completely phased in the LKDSB, without changes to the number and location of schools, will lose \$4,047,129 on an annual basis. The LKDSB, under the new Top-up Funding formula will receive funding for only 11 elementary schools rather than its current 47 elementary schools and only 3 secondary schools rather than its current 12 secondary schools. The new Top-up funding formula no longer supports under-capacity schools that are operating in close proximity to other LKDSB schools. He commented on the Geographic Circumstances Grant and School Foundation Grant. Superintendent McKay advised that the LKDSB receives approximately \$15M each year for capital needs. The LKDSB receives grant funding on an annual basis to carry out capital repair and maintenance programs on school facilities. Capital projects are prioritized based on school need and condition. The capital need and condition of our schools is used to calculate the Facility Condition Index (FCI). The FCI is a common facilities management benchmark that compares the relative condition of a group of facilities. The FCI compares the total cost of required capital work in LKDSB schools against the replacement value of those same schools. A facility with a high FCI would generally require a larger capital investment than a similar sized facility that has a lower FCI. High FCI scores are generally found in older buildings. He advised that the FCI charts contained in the report are dated May 18, 2017. It is the latest data available. Superintendent McKay commented that the current annual funding is not sufficient to cover the current capital needs of the LKDSB, which is resulting in a sizable funding gap. Failure to reduce the number of schools will only create a larger unfunded gap. A reduction in the number of schools is necessary in order for the LKDSB's capital dollars to be efficiently allocated to strengthen the learning environment for the maximum number of students on an equitable basis. As school buildings are closed and consolidated, the proceeds of disposition from the sale of surplus properties can only be used as a funding source for capital work.

Superintendent Girardi commented on the four proposed pupil accommodation phases included in the report that have not been commenced. He advised that the descriptions of the phases have not changed since the 2016/2017 Pupil Accommodation Report. Information on the community engagement project conducted in South Chatham Kent was added and the plan to conduct a similar engagement process for Sarnia elementary schools was noted.

In response to Trustee McKinlay's request for an explanation about the 380 students at Tilbury District High School, Superintendent Girardi explained that approximately 160 of the students are from the Mennonite community and enrolled in co-operative education opportunities as well evening programs. This is a regular day program designed to meet the needs of one of our community partners. He confirmed that the students have minimal impact on the overall student program offerings at the school. Director Costello

commented on the flexibility of program design and hours for the 160 in the specialized program.

In response to Student Trustee Rogers' question about calculating the Facility Condition Index (FCI) Superintendent McKay explained that a Ministry consultant assesses the total cost of work required for the facility and develops a capital need. The capital need is transferred into a dollar amount. The total cost of facility work is divided by the facility replacement value to determine the FCI for the facility.

Chair Bryce commented on the pause the Ministry placed on pupil accommodation reviews while they revise the PARG and CPPG and the need for the LKDSB to continue to make positive changes for the students.

Trustees thanked Administration for the report.

Occupational Health and
Safety Annual
Improvement Plan
2016/2017

Director Costello explained that the LKDSB Health & Safety Annual Improvement Plan 2016/2017 is being presented in response to the motion passed at the September 26, 2017 Board Meeting. *"That Administration bring a report annually to the Board for information on the results of the LKDSB occupational health and safety annual evaluation and plans for improvement."* He introduced Wendy Pitvor and Connie Ogilvie, LKDSB Health and Safety Officers, and explained that they had prepared the Health & Safety Annual Improvement Plan 2016/2017. LKDSB staff conduct an evaluation of the effectiveness of the LKDSB Health & Safety Program every year as this is a requirement of the Occupational Health and Safety Act. This review is done in conjunction with the members of the Joint Health & Safety Committees. The Joint Health and Safety Committees are comprised of representatives from CUPE, ETFO, OSSTF, ETFO occasional, non-union workers and management. There is a Secondary Committee and an Elementary Committee. Each year, three elementary schools and two secondary schools are selected to be audited on all the LKDSB Administrative Procedures and programs pertaining to safety. The schools are randomly picked. Health and Safety Officer Connie Ogilvie and several committee members visit each of the selected schools to meet with the Principal and site-based health and safety representatives. During these interviews, staff review a series of questions based on a pre-designed audit document in order to determine how the programs and administrative procedures are functioning in their schools. The team also interviews two or three other staff members at each location, reviews school documentation pertaining to health safety and conducts an observational walkthrough of each building. This process typically requires a full day at each school. Subsequently, the representatives of the Joint Health and Safety Committees meet to develop the LKDSB Annual Improvement Plan. The plan includes follow-up actions and assignments for appropriate staff members. The plan is posted on the Health and Safety Section of the LKDSB staff web.

Trustee Rising departed from the Meeting.

Director Costello explained that the items on the report are to be addressed during the 2017/2018 school year. Trustees expressed appreciation for the report. Regarding violence in the work place data, Wendy Pitvor explained that a questionnaire is sent to all staff annually to voluntarily complete. The response rate has been low but the questions are very specific to schools. A subcommittee reviewed the questions and are developing a broader focused questionnaire for this year. The survey will be shared with Trustees. Director Costello advised that every Friday, the members of Executive Council and the

- Joint Health and Safety Committees receive a summary of incident reports and follow up steps. Some Trustees expressed an interest in receiving additional data. It was agreed that further summary data that speaks to safe schools and trends would be provided to Trustees.
- Chair Bryce thanked Wendy Pitvor and Connie Ogilvie for attending the Board Meeting and sharing their expertise.
- Correspondence The Board received a letter from the Minister of Education and Minister of Infrastructure regarding the Ministry of Education's plans to revise the Pupil Accommodation Review Guideline (PARG) and Community Planning and Partnerships Guideline (CPPG), October 12, 2017.
- New Business In response to Student Trustee Rogers questions about options for students on Take Our Kids to Work Day and liability insurance, Superintendent Sherman explained that Take Our Kids to Work is a National Program for Grade 9 students that occurs annually on the first Wednesday of November. This year it takes place on November 1. He confirmed that the workplace must have liability insurance to cover the students. There are detailed consent forms that parents/guardians sign that outline options for students. The secondary school staff are available to work with parents/guardians/students to find suitable placements. He suggested that Student Trustee Evans direct the concerned parent back to the school to work with the staff to find a placement for the student.
- In response to Trustee Sasseville's question about making the free lifesaving opioid antidote Naloxone available in the schools, Director Costello advised that he met with the Medical Officers of Health last week and discussed the topic. He shared Dr. Colby's comment that the first response upon finding someone in distress was to call 911 and then administer Naloxone. Ontario's Good Samaritan legislation covers the person helping the individual in distress. Dr. Colby advised that no harm can be done to the individual by administering Naloxone if they do not actually need the drug. It is a nasal spray. Very little training is required to administer the drug. Director Costello commented that Administration at Great Lakes Secondary School have received training and have a kit. Administration has agreed that providing training and kits to all secondary schools would be pursued. Director Costello advised that he will be talking to the Deputy Ministry about supporting the initiative. The Public Health Units have indicated that they would provide training free of charge for school administrators. He confirmed that Administration is not aware of any local incidents requiring the use of the kit. Support for having the kits available in elementary schools was expressed.
- Announcements The next Regular Board Meeting will be held on November 14, 2017 at the Chatham Education Centre at 7:00 p.m.
- Adjournment
9:15 p.m. There being no further business, Chair Bryce declared the meeting adjourned at 9:15 p.m.