

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY NOVEMBER 27, 2018
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 November 13, 2018 Board Meeting	2
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) Presentation to Trustees Hudie, McGregor and Murphy	
9. Delegations:	
10. Questions from the Public	
11. Reports for Board Action:	
a) Ad Hoc Naming Committee for the Kindergarten to Grade 12 School In Forest <u>Recommendation</u> "That the Board approve the appointment of Jane Bryce and Jack Fletcher to serve on the Ad Hoc Naming Committee for the Consolidated Kindergarten to Grade 12 School in Forest."	Chair Hudie Report B-18-124 10
b) 2018/2019 Internal Audit Plan <u>Recommendation</u> "That the Board approve the 2018/2019 Internal Audit Plan"	Superintendent McKay Report B-18-125 11
12. Reports for Information:	
a) Special Education Advisory Committee Report	Trustee Fletcher Report B-18-126 12
b) Annual Audit Committee Report	Trustee McGregor Report B-18-127 13
c) Budget Meeting Schedule for the 2019/2020 School Year	Superintendent McKay Report B-18-128 16

12. Reports for Information: (cont'd)
 - d) Parent Involvement Committee Report
13. Correspondence
14. New Business
15. Trustee Question Period
16. Notices of Motion
17. Future Agenda Items
18. Announcements
 - a) Organization Board Meeting will be held on Tuesday, December 4, 2018, 7:00 p.m. at the Sarnia Education Centre
 - b) The next Regular Board Meeting will be held on January 15, 2019 at the Chatham Education Centre at 7:00 p.m.
19. Adjournment

Director Costello
Oral Report

Lambton Kent District School Board

Minutes of the Regular Board Meeting held on November 13, 2018 held at the Chatham Education Centre

PRESENT:

- Trustees: Acting Chair Scott McKinlay, Acting Vice-Chair Dave Douglas, Jane Bryce, Randy Campbell, Ruth Ann Dodman, Jack Fletcher, Tom McGregor, Bob Murphy, Shannon Sasseville
- Student Trustees Autumn Bressette, Lexi Graham and Rihana Kukkadi
- Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Ben Hazzard and Phil Warner and Heather Hughes, Public Relations Officer
- Regrets: Chair Elizabeth Hudie, Trustee Lareina Rising, Superintendents Helen Lane and Mark Sherman
- Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer
- Call to Order: Acting Chair McKinlay called the meeting to order at 7:00 p.m. Trustee Douglas served as Acting Vice-Chair for the Meeting. Acting Chair McKinlay read the Traditional Territorial Acknowledgement. Acting Chair McKinlay read an in Memoriam for student Tamara Lumley. A moment of silence was observed.
- #2018-150
Approval of the Agenda
Nov/13/2018
Moved by Tom McGregor, seconded by Bob Murphy,
"That the Agenda for the Regular Board Meeting Public Session of November 13, 2018 be approved with the reordering of the Agenda to move item 12 f) up to proceed 12 a)."
CARRIED.
- Declaration of Conflict of Interest: None
- #2018-151
Approval of Minutes
Oct/9/2018
Moved by Ruth Ann Dodman, seconded by Jack Fletcher,
"That the Board approve the Minutes of the Regular Board Meeting of October 9, 2018."
CARRIED.
- Business Arising
Trustee Campbell withdrew the notice of motion that he served at the October 9, 2018 Board Meeting.
- #2018-152
Action of the Regular Board Private Session be the Action of the Board
Moved by Dave Douglas, seconded by Jane Bryce,
"That the Action of the Board in Private Session be the Action of the Board."
CARRIED.
- Presentations:
Presentation to Trustee Sasseville
Acting Chair McKinlay thanked Trustee Sasseville for her service to the LKDSB Students and presented her with a token of the Board's appreciation for her service in the role of LKDSB Trustee. She commented that it was her privilege to be at the Board Table.
- Director of Education's Snap Shots of Excellence
Director Costello advised that the format for the Director's Snap Shots of Excellence presentation has been converted to a web-based format to provide more options for sharing the information. It will be posted on the Communications area of the LKDSB website. He confirmed that the purpose of Snap Shots of Excellence is to celebrate all the exciting things occurring across the LKDSB district and shared several examples.
- Questions from the Public None

LKDSB 2017/2018
School Year Audited
Financial Statements
Report B-18-119

Superintendent McKay advised that the 2017/2018 audited financial statements have been completed and are due into the Ministry by November 15, 2018. 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 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, 2018. 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 presented the consolidated statement of financial position as of August 31, 2018 and the statement of operations. He commented on the capital investments made by the Board during the 2017/2018 school year. He commented on the liabilities and deferred capital. He referred to the Statement of Operations (income statement) that shows a surplus of \$6.7M. 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. Kevin Sabourin thanked the members of the Audit Committee, Superintendent McKay, Manager Scott-Hillier and their staff for the assistance they provided during the audit process. Acting Chair McKinlay confirmed that the members of the Audit Committee reviewed the statements in detail and are recommending that the Board approve them.

#2018-153
Audited Financial
Statements for August
31, 2018 Approved

Moved by Tom McGregor, seconded by Dave Douglas,

"That the Board approve the annual audited consolidated Financial Statement and the accompanying Independent Auditors' Report for the year ending August 31, 2018."

Superintendent McKay explained the meaning of the term local taxation. He advised that property tax bills are broken down into categories and one is school board. The municipalities collect the taxes and forward the funds to the school board. The Ministry adjusts the Ministry funding based on what the municipality provides the school board.

Superintendent McKay explained that school generated funds are funds raised or generated by schools through various activities for various reasons (field trips, equipment). The funds flow through the schools (funds in and expenses out). At times, schools raise funds for larger items and the funds are not totally expensed in the same school year as they are raised. Kevin Sabourin advised that his firm conducts audits on the school generated funds at 6 schools annually to verify they are following school procedures. They will be conducting 12 school audits this year. Administration implemented a new system called Cash Online to help mitigate risks.

Superintendent McKay reminded Trustees that the government had moved to provincial employee life and health benefit trusts. School boards still receive the funding for the employee life and benefits from the Ministry and are responsible for flowing the funds to the benefit trust companies for employee benefits. It was confirmed that Special Education grants are not impacted by this.

CARRIED.

Superintendent McKay explained the Detail of Accumulated Surplus (Deficit) chart for 2017/2018 fiscal year end and explained the differences between the

Unappropriated, Internally Appropriate and Unavailable for Compliance categories. He stressed the importance of developing a plan to use the Unappropriated surplus.

#2018-154
Combining of
Unappropriated Surplus
Funds into a General
Unappropriated Surplus
Funds Approved

Moved by Dave Douglas, seconded by Jane Bryce,

“That the Board combine all the unappropriated surplus funds into one general unappropriated surplus fund as noted in the chart Detail of Accumulated Surplus Report included in Report B-18-119.”

Superintendent McKay confirmed that any expenditures out of accumulated surplus must be approved by the Board. It has been a past practice of the Board to designate unappropriated surplus in categories as well as a general fund, but it is not necessary. Superintendent McKay confirmed that the funds are not protected under the unappropriated categories. He explained that the Board needs an approved plan for the surplus to protect the funds. Acting Chair McKinlay explained that this topic was discussed in detail at the Audit Committee Meeting.

CARRIED.

#2018-155
Accumulated surplus
allocation approved

Moved by Tom McGregor, seconded by Jane Bryce,

“That the Board approve accumulated surplus allocation amounts from August 31, 2018 year end as presented in the Accumulated Surplus part of Report B-18-119.”

CARRIED.

Ad Hoc Naming
Committee for the
Former John N. Given
Public School site
Report B-18-114

Trustee Dodman advised that the Ad Hoc Naming Committee met on October 16, 2018. She outlined the membership on the Committee and explained that the members proposed the name John N. Given Learning Centre because it reflected the historical name of the facility. Input was gathered from October 19 to November 1, 2018 using a survey offered online and through paper copies available at the former John N. Given Public School site, Tecumseh Public School and the Chatham Education Centre. The Naming Committee members reviewed the submissions and confirmed that the name John N. Given Learning Centre be recommended to the Board for approval.

#2018-156
Former John N. Given
Public School site
renames the John N.
Given Learning Centre

Moved by Ruth Ann Dodman, seconded by Shannon Sasseville,

“That the Board name the former John N. Given Public School site the *John N. Given Learning Centre*.”

Trustee Sasseville confirmed that including the word Alternative in the name had been proposed but the Committee members felt that Learning Centre was more general and inclusive.

CARRIED.

#2018-157
LKDSB Regulations on
Alcohol and Drugs
Report B-18-115

Director Costello advised that the policy and regulations on *Alcohol and Drugs* have been reviewed as part of the LKDSB cyclical review. The implications of the legalization of cannabis have been considered as well. The documents have been revised to include Trustees, parents/guardians, volunteers, contractors, services providers. Corresponding administrative procedures have been developed and include a form for employees to complete to disclose the usage of prescribed/authorized medication which may impair an individual from performing their assigned duties safely and effectively.

Moved by Ruth Ann Dodman, seconded by Jack Fletcher,

“That the Board approve the revised policy and regulations on *Alcohol and Drugs*.”

It was agreed to add guests/visitors to the documents as well.

CARRIED.

#2018-158
LKDSB Policy on
*Advertising
Expenditures for Public
Information and
Awareness*
Report B-18-116

Director Costello stated that in December 2006, the Ministry of Education released new School Board Expenditure Guidelines that required school boards to establish new policies or revise existing policies to be consistent with the Ministry's Guidelines. As required, the LKDSB developed policies and regulations to address board expenditures in the following areas: 1) use of corporate credit cards, 2) travel, meals and hospitality, 3) advertising and 4) advocacy. The policy on *Advertising Expenditures for Public Information and Awareness* has been reviewed as part of the LKDSB cyclical review.

Moved Randy Campbell, seconded by Bob Murphy,

"That the Board approve the review of the policy on *Advertising Expenditures for Public Information and Awareness*

CARRIED.

#2018-159
LKDSB Policy and
Regulation on
Hospitality
Report B-18-117

Director Costello stated that the policy and regulations on *Hospitality* have been reviewed as part of the cyclical review. They were created in March 2007 in response to the Ministry of Education's release of the School Board Expenditure Guidelines. Hospitality at Board expense may only be extended by the Director of Education or Superintendents under specific circumstances as outlined in the regulations.

Moved by Jack Fletcher, seconded by Jane Bryce,

"That the Board approve the review of the policy and regulations on *Hospitality.*"

It was agreed that "off Board property" would be added to #8.

CARRIED.

#2018-160
LKDSB Policy and
Regulations on
*Communications and
Social Media*
Report B-18-118

Director Costello advised that the policy and regulations on *Communications and Social Media* have been reviewed as part of the cyclical review. The documents were updated to reflect the name change to the LKDSB policy and administrative procedures *Responsible Use of Technology* that are referenced in the documents.

Moved by Bob Murphy, seconded by Tom McGregor,

"That the Board approve the revised policy and regulations on *Communications and Social Media.*"

CARRIED.

Indigenous Liaison
Committee Report
Report B-18-120

Trustee Bryce reported on the Indigenous Liaison Committee Meeting held on October 23, 2018 at Kettle and Stony Point First Nation. Reports from the First Nation Communities were received. The Delaware First Nation is looking for a new Education Manager. Brent Stonefish spoke about the adult language immersion program being offered in the community and the impact that it potentially will have for the community. Zandra Bear-Lowen, from Kettle and Stony Point First Nation, reported on the Professional Development Day activities that were held in partnership with Jordan's Principal – Trauma Informed Schools. Some LKDSB teachers attended the session which offered strategies on how to better connect with students. Everett Kicknosway and Dr. Mark Aquash, from Walpole Island First Nation, informed the committee of the Task Force being formed to review the language immersion program at their elementary school and to determine a strategic plan to move forward with language acquisition in the community with the involvement of families and Elders.

Trustee Bryce stated that Trustee Rising had commented on the fact that there will be some Trustee changes due to the municipal election and that a new First

Nation Trustee will be selected by the four First Nations by the end of November. Trustee Bryce noted that Trustee Rising commented on the draft memorandum of understanding (MoU) about the terms of reference for the Indigenous Liaison Committee noting that the document was still in discussion with the communities. The nature of the MOU is about the nature of the relationship of the Board with the communities. It was noted at the ILC Meeting that there have been a lot of changes with the focus of the committee since its inception and the changes are not meeting the vision of the communities. At the ILC Meeting, Trustee Bryce acknowledged the political changes and how things change is often out of the Board's control. The mandate from the Ministry has a broader scope.

Trustee Bryce advised that Indigenous Lead, Minogiizhgod, spoke about the Board Action Plans Final Report 2017/2018 requiring signatures before being able to submit to the Ministry. He also spoke about the activities that occurred to recognize Orange Shirt Day on September 27, 2018 across the system and the plans for Treaties Recognition Week, November 5 to 9, 2018. He also shared that Language Teachers gathered on the October 26, 2018 PD Day with language teachers from the communities to ensure consistency with expectations across our region.

Trustee Bryce commented on the reports provided by the administrators from Lakeroad Public School, Lansdowne Public School, Bosanquet Central Public School, North Lambton Secondary School and Errol Village Public School and stated that the members of the committee challenged the administrators to bring to the table the challenges that they face in their schools so that it could be brought to the Board level.

Director Costello referred to the need to develop terms of reference for the ILC as per the LKDSB Regulation that requires all Board Committees to have a LKDSB Regulation that outlines the committee terms of reference. He referenced the MoU being discussed and noted that the committee terms of reference would need to be agreed upon by all parties and approved by the Trustees.

Special Education
Advisory Committee
Report
Report B-18-121

Trustee Fletcher reported on the Special Education Advisory Committee Meeting held on October 18, 2018 at Wallaceburg District Secondary School. SEAC heard about the Pre-School Intake Process from a parent/guardians' perspective. English Language Learners (ELL) Students shared their experiences. The finalized presentation topic schedule for the 2018/2019 school year was shared. Trustee Fletcher advised that SEAC members will be touring the Alternative Learning and Life Skills classrooms at Tecumseh Public School, Indian Creek Road Public School and John McGregor Secondary School on November 15, 2018 as part of the SEAC Meeting.

Parental Involvement
Committee Report

Director Costello reported on the Parent Involvement Committee Meeting held on October 15, 2018. He noted that Trustee Dodman was in attendance and that there was a good representation of parents from across the district. The implementation of School Cash Online was discussed. Input was obtained on the LKDSB school climate survey being developed for April 2019. PIC members brainstormed ideas for an event to host in the spring.

Student Senate Report

Student Trustees Bressette, Graham and Kikkadi reported on the Student Senate Meeting held on October 29, 2018 at Wallaceburg District Secondary School. Director Costello shared with the Senators that the purpose of Student Senate was to gather student input and unite students for common causes. They created a SLACK group to communicate electronically. The Senators elected the Co-Chairs and the Recorder. The next meeting is scheduled for December 10, 2018. The Student Trustees encouraged the Senators to run for the position of Student Trustee for 2019/2020 and asked them to promote the

position in their schools.

Ontario Student
Trustees' Association
(OSTA) Conference
Report

Student Trustees Bressette, Graham and Kikkadi reported on the OSTA Conference they attended from October 25 to 27, 2018 in Toronto. They shared that over 70 Student Trustees attended. OSTA is a non-profit organization that advocates on behalf of all students at the provincial level. They commented on the workshops and key note speakers. They were also provided with information on the OSTA councils, resolution development and initiatives and they attended a session on board room basics. They were encouraged to participate in the provincial government's education consultations. They commented on how inspiring the experience was and shared their winning cheer from the cheer competition. The Student Trustees confirmed that the conference information is available on the OSTA website. Chair McKinlay thanked the Student Trustees for their presentation.

Elementary Teacher/
Board Communications
Committee Report
Report B-18-122

Trustee Dodman reported on the Elementary Teacher/Board Communications Committee meeting held on October 9, 2018. Members discussed Health and Safety web-based training, teacher performance appraisals and annual learning plans, class organization and the revised LKDSB expense form.

Transition Committee
Update for Forest
Kindergarten to Grade
12 School

Superintendent Girardi advised that the Transition Committee for the Kindergarten to Grade 12 School in Forest was being formed. The Principals of the schools involved have been submitting names to serve on the committee. There will be about 20 people. The initial meeting is scheduled for November 21, 2018 at 6:00 p.m. at North Lambton Secondary School (NLSS) and will be open to the public. Representatives from Kettle and Stony Point and the Municipality have been invited to be involved. A representative from the NLSS feeder schools not directly involved in the consolidation, have been invited to attend the meeting as observers.

Trustee Questions

Trustee Murphy referenced the tragedies occurring and questioned if the Board might consider implementing security measures for the Public Board Meetings. It was noted that at times, security has been in place for Accommodation Review Meetings. Director Costello confirmed that the meetings must be open to the public and suggested that this was a matter for elected officials to consider.

Trustee McGregor introduced his Granddaughter who was attending the Board Meeting as part of her Take Your Child to Work Day experience.

In response to Trustee Fletcher's question about the Federal government announcement about funding for reducing climate change, Superintendent McKay confirmed that school boards have not been given any information yet.

In response to Trustee Fletcher's question about the comparative fund raising abilities of schools, Director Costello confirmed that some schools, due to size, location and school council involvement, are able to raise more funds than other schools. He noted the difficulties associated with finding a balance. It was noted that a neighbouring school board implemented a partnering initiative some years ago but has since discontinued the practice. Superintendent McKay will investigate.

Director Costello confirmed that the LKDSB was providing busing for students to attend the Experience the Trades Event on November 14 and 15, 2018.

Announcements

The next Regular Board Meeting will be held on Tuesday, November 27, 2018, 7:00 p.m. at the Sarnia Education Centre.

The Organization Board Meeting will be held on Tuesday, December 4, 2018, 7:00 p.m. at the Sarnia Education Centre.

Trustee Bryce commented on the LCCVI Graduation event held on November 3, 2018 and congratulated Student Trustee Bressette on receiving her diploma.

Adjournment
9:17 p.m.

There being no further business, Acting Chair McKinlay declared the meeting adjourned at 9:17 p.m.

Chair of the Board

Director of Education and Secretary of the Board

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

REPORT NO. B-18-124

FROM: Elizabeth Hudie, Chair

DATE: November 27, 2018

SUBJECT: Ad Hoc Naming Committee for the Kindergarten to Grade 12 School in Forest

Trustees passed the following Motion at the March 21, 2017 Special Board Meeting.

“That the Board approve the establishment of an Ad Hoc Naming Committee to recommend to the Board a name for the consolidated Kindergarten to Grade 12 Aberarder Central School, Bosanquet Central School, Kinnwood Central School and North Lambton Secondary School and appoint two Trustees to serve on the Committee in the event that the Ministry approves the grant request for the construction of a Kindergarten to Grade 12 school.”

In January 2018, the LKDSB was informed that the Ministry had approved the funding for a Kindergarten to Grade 12 school in Forest.

Trustees Jane Bryce and Jack Fletcher have agreed to serve on the Ad Hoc Naming Committee.

Superintendent Girardi is working with Principals of the schools involved to collect the names of School Council Chairs, students, staff and community representatives to serve on the Ad Hoc Committee. He has also contacted Kettle and Stony Point First Nation for a representative to serve on the Ad Hoc Committee.

The Ad Hoc Naming Committee will meet to establish criteria for the new consolidated school name, the process to gather input from appropriate stakeholders and timelines for community input. The Committee will report back to the Board with this information. The Ad Hoc Naming Committee will submit a final report containing a recommended name for the consolidated school to the Board for approval.

As per Board By-laws, Ad Hoc committees exist for a period of three months.

Recommendation:

“That the Board approve the appointment of Jane Bryce and Jack Fletcher to serve on the Ad Hoc Naming Committee for the Consolidated Kindergarten to Grade 12 School in Forest.”

**BOARD REPORT
REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-18-125

Memorandum To: Jim Costello, Director of Education

FROM: Brian McKay, Superintendent of Business

DATE: November 27, 2018

SUBJECT: 2018/2019 Internal Audit Plan

Committee members finalized their recommendation of the 2018-19 Internal Audit Plan, at the Audit Committee Meeting of May 28, 2018. The two audits recommended are 1) Attendance Management Practices & Employee Wellness Programs and 2) Social Media Strategy (Board and School). A Pricewaterhouse Coopers member will participate in the audits.

RECOMMENDATION:
“That the Board approve the 2018/19 Internal Audit Plan.”

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

REPORT NO: B-18-126

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

DATE: November 27, 2018

SUBJECT: SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) MEETING SUMMARY

The Special Education Advisory Committee of the Lambton Kent District School Board met on November 15, 2018 at John McGregor Secondary School in Chatham.

Alternative Learning and Lifeskills Program Classroom Tours

The members of SEAC were able to visit three (3) Alternative Learning and Lifeskills Program (ALLP) classrooms. They toured Tecumseh Public School's ALLP classroom first, and then they toured the ALLP classrooms at Indian Creek Road Public School and John McGregor Secondary School. The members appreciated the chance to see the resources available to students utilizing those classrooms.

Business Arising from the Minutes

The Chair cited the correspondence received from the Peterborough Victoria Northumberland and Clarington Catholic District School Board regarding special education funding; after discussion it was decided the Committee would defer this matter until the new year when the two Trustees appointed to the Special Education Advisory Committee can be in attendance.

Correspondence

Correspondence forwarded to the Minister of Education from the Upper Grand District School Board (UGDSB) regarding Bill 44 was discussed. The challenges of supporting students suspected of having Fetal Alcohol Spectrum Disorder were noted; staff explained that the issue is that it's difficult to get a formal diagnosis. Superintendent Barrese said two FASD Coordinators have recently been hired by outside agencies (one in the North and one in the South); they will be invited to make a presentation as soon as possible so the members can be fully informed before deciding whether to support the UGDSB SEAC's correspondence.

Association Reports

Community Living Chatham-Kent will be hosting an Information Session about the Registered Disability Savings Plan and the Henson Trust.

Community Living Sarnia-Lambton has recently purchased a new Group Home for those that they support.

Next Meeting

Thursday, December 13, 2018, Wallaceburg District Secondary School, Room 141, 6:00 p.m.
Rose Galloway, SEAC Chair

**BOARD REPORT
REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-18-127

Memorandum To: Jim Costello, Director of Education

FROM: Trustee Tom McGregor, Audit Committee Chair

DATE: November 27, 2018

SUBJECT: 2017-18 Annual Audit Committee Report

This report summarizes the Audit Committee's actions for the year ending August 31, 2018 and includes the Summarized Annual Report to the Ministry of Education, Appendix A (attached).

Audit Committee Members

The Audit Committee consisted of the members listed below:

- Tom McGregor – Chair & Trustee representative
- Scott McKinlay – Trustee representative
- Dave Douglas – Trustee representative
- Jonathan Krohn, CPA, CGA – External community member
- Dianne Morden, CPA, CGA – External community member

In addition, attendance at the Committee meetings was:

- Suk Bedi – Manager, Pricewaterhouse Coopers LLP or a representative of the firm, and
- Kevin Sabourin – Partner, Bailey Kearney Ferguson LLP

Meetings

Four (4) meeting dates were scheduled for the 2016-2017 year. The members in attendance at each meeting are as follows:

<i>Member's Name</i>	<i>Member's Title</i>	<i>Oct. 2 2017</i>	<i>Oct. 30 2017</i>	<i>Mar. 19 2018</i>	<i>May 28 2018</i>
Tom McGregor	<i>Chair</i>		x	x	x
Scott McKinlay	<i>Trustee</i>	x		x	
Dave Douglas	<i>Trustee</i>	x	x		x
Jon Krohn	<i>Community</i>	x	x	x	x
Dianne Morden	<i>Community</i>	x	x	x	x
Suk Bedi	<i>Internal Auditor</i>	x			x
Bruce Lowe	<i>Internal Auditor</i>			x	
Kevin Sabourin	<i>External Auditor</i>	x	x		
Sandy Anderson	<i>Administration</i>	x	x		
Sandy Scott Hillier	<i>Administration</i>		x	x	x
Brian McKay	<i>Administration</i>	x	x	x	x
Jim Costello	<i>Administration</i>		x	x	x

Governance

The Audit Committee operated throughout the fiscal year ending August 31, 2018. All the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The external auditors, Bailey Kearney Ferguson LLP presented the scope and extent of their work to the committee at the meetings of October 2 & 30, 2017. The audit committee recommended the approval of the annual audited financial statements on October 30, 2017.

Per Ontario Regulation 361/10, the Audit Committee has the duty to review, at least once in each fiscal year, the performance of the external auditor. At the Committee Meeting of October 30, 2017, members approved to proceed with the process of a Request For Proposal for the Board's Auditing Firm. The RFP process was completed and there was no change in the external auditor. The Board of Trustees approved Bailey Kearney Ferguson LLP as the external auditor for the term of December 2017 to November 2018.

Internal Auditors

At the Audit Committee meeting of October 2, 2017, members finalized their recommendation of two audits: 1) International Education Program Review and 2) Social Media Strategy (Board and School). The 2017-18 Internal Audit Plan was approved at the Board Meeting of November 28, 2017.

During the 2017-18 year, the auditors performed the following work:

Planned Audits

- Payroll/Compensation & Benefits, began in the 2013-2014 year (November 2013). In 2016-17 there was a scope change. The audit is complete and was reported at the May 28, 2018 meeting.
- Absence Management Engagement, was on the 2016-17 Audit Plan and was incomplete by August 31, 2018.
- International Education Program Review was on the 2017-18 Audit Plan and was incomplete by August 31, 2018.
- Social Media Strategy (Board and School) was on the 2017-18 Audit Plan and was incomplete by August 31, 2018.

Unplanned Audits

- No unplanned audits were performed in the 2017-18 year.

Summary of the Work Performed

In addition to the items noted above, the following outlines further work performed by the audit committee in the 2017-2018 year.

- Approved to proceed with the RFP process for an external auditor;
- Performed recruitment process and recommended the reappointment of a community member;
- Reviewed reports and work performed by the external auditors;
- Reviewed materials on internal audit practices;
- Reviewed reports and work performed by the internal auditors;
- Members completed a self-assessment & a consolidated results report was created for review;
- Selected the number to be held & dates of the 2018-2019 school year audit committee meetings.

By the signature noted below, we attest that we have discharged our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the Audit Committee

Tom McGregor, Trustee - Audit Committee Chair

Appendix A
Summarized Annual Report

**Annual Report to the Board of Trustees and Forwarded
to the Ministry of Education
for the year ended August 31, 2018**

District School Board Name: **Lambton Kent District School Board**

Fiscal Year: **2017/18**

Re: **Annual Audit Committee Report to the Ministry of Education,
as per Ontario Regulation 361/10**

During the 2017/18 fiscal year, the following internal audits were incomplete by August 31st:

- Absence Management Engagement (planned audit, 2016/17)
- International Education Program Review (planned audit, 2017/18)
- Social Media Strategy (Board and School) (planned audit, 2017/18)

During the 2017/18 fiscal year, the following internal audits were completed by August 31st:

- Payroll/Compensation & Benefits (planned audit, 2013/14)

Based on the multi-year internal audit plan, we are not expecting any enrolment audits to be performed

Date

Signature

Audit Committee Chair
Title

**BOARD REPORT
REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-18-128

Memorandum To: Jim Costello, Director of Education

FROM: Brian McKay, Superintendent of Business & Treasurer

DATE: November 27, 2018

SUBJECT: Budget Meeting Schedule for the 2019-2020 School Year

The Board's annual budget process for the 2019-20 school year will start in February 2019. This report establishes the budget schedule that will guide the planning of revenues and expenses, for the upcoming 2019-20 school year.

The meeting timelines proposed below will be used to guide the budget development process. The timelines will ultimately depend upon the date when the Ministry provides school boards with the grant regulations.

- Development and release of the Grant Regulations, by the Ministry of Education, is expected during the month of March.
- Budget Workshops (2) for Trustees and Administration: April 2 and May 7, 2019; all meetings from 5:00 p.m. to 7:30 p.m. via video conference.
- Presentation, review, public input and development of the budget, as required, at the public Regular Board Meetings on April 9 & 23 and May 14 & 28.
- Budget Information Sessions: Parent Involvement Committee on May 13, Indigenous Liaison Committee on May 23 and Special Education Advisory Committee on May 16.
- Final approval of the 2019/2020 Budget scheduled for the June 11, 2019 Regular Board Meeting {contingency plan, if required - June 25, 2019 Regular Board Meeting}.