

REGULAR BOARD MEETING AGENDA  
PUBLIC SESSION

TUESDAY, SEPTEMBER 11, 2018  
7:00 p.m.

Board Room  
Chatham Education Centre  
476 McNaughton Avenue East, Chatham

**A**

Page Reference

1. Call to Order		
2. Approval of Agenda		
3. Declaration of Conflict of Interest		
4. Approval of the Minutes of August 28, 2018 Regular Board Meeting		3
5. Business Arising from the Minutes		
6. Motions Emanating from the Regular Board Private Session		
7. Motion that the Actions of the Regular Board Private Session be the Action of the Board.		
8. Presentations:		
9. Delegations		
10. Questions from the Public		
11. Reports for Board Action		
a) Proposed Cancellation of the October 23, 2018 Regular Board Meeting	Director Costello Report B-18-88	8
<u>Recommendation</u> "That the Board cancel the Regular Board Meeting scheduled for October 23, 2018."		
b) Schedule for Regular Board Meetings for the period December 2018 to December 2019	Director Costello Report B-18-89	9
<u>Recommendation</u> "That the Board approve the Regular Board Meeting Schedule for The period December 2018 to December 2019."		
c) LKDSB Regulations on <i>Programs In Care, Treatment, Custodial and         Correctional Facilities</i>	Director Costello Report B-18-90	11
<u>Recommendation</u> "That the Board rescind the regulation on <i>Programs In Care, Treatment,         Custodial and Correctional Facilities.</i> "		
d) LKDSB Policy and Regulations on <i>Child Abuse and Neglect</i>	Director Costello Report B-18-91	13
<u>Recommendation</u> "That the Board approve the review of the policy and regulations on <i>Child         Abuse and Neglect.</i> "		

- e) LKDSB Policy *Job Description for the Director of Education and Secretary of the Board* Director Costello 16  
Recommendation  
"That the Board approve the revised policy on *Job Description of the Director of Education and Secretary of the Board.*"  
Report B-18-92
12. Reports for Board Information:  
a) Capital Projects Update Superintends Girardi/McKay  
Oral Report
13. Correspondence  
a) Letter from Provincial ETFO President regarding the 2015 Health and Physical Education Curriculum, dated July 24, 2018 20
14. New Business
15. Trustee Question Period
16. Notices of Motion:
17. Future Agenda Items
18. Announcements  
a) The next Regular Board Meeting will be held on Tuesday, September 25, 2018, 7:00 p.m. at the Sarnia Education Centre.
19. Adjournment

Lambton Kent District School Board

Minutes of the Regular Board Meeting of August 28, 218 held at the Saria Education Centre

**PRESENT:**

Trustees: Chair Elizabeth Hudie, Acting Vice-Chair Lareina Rising, Ruth Ann Dodman, Jane Bryce, Randy Campbell, Dave Douglas, Jack Fletcher

Student Trustees 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, Helen Lane, Mark Sherman and Phil Warner and Heather Hughes, Public Relations Officer

Excused: Vice-Chair Scott McKinlay

Regrets: Trustees Tom McGregor, Bob Murphy and Shannon Sasseville and Student Trustee Autumn Bressette

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Hudie called the meeting to order at 7:00 p.m. Trustee Rising served as Acting Vice-Chair.  
Chair Hudie read the Traditional Territorial Acknowledgement.  
Chair Hudie read an in Memoriam for student Zachary Bedard. A moment of silence was observed.  
Chair Hudie welcomed Student Trustees Rihanna Kukkadi and Lexi Graham and Superintendent Hazzard to the Board.

#2018-104  
Approval of the Agenda  
Aug/28/2018  
Moved by Randy Campbell, seconded by Jack Fletcher  
"That the Agenda for the Regular Board Meeting Public Session of August 28, 2018 be approved."  
CARRIED.

Declaration of Conflict of Interest: None

#2018-105  
Approval of Minutes  
June/26/2018  
Moved by Jane Bryce seconded by Dave Douglas,  
"That the Board approve the Minutes of the Regular Board Meeting of June 26, 2018."  
CARRIED.

Business Arising  
Director Costello confirmed that municipal trustee election information has been posted on the LKDSB website in the Trustee section with links to the various municipalities and the Ontario Public School Board's Association (OPSBA) website.

Motions Emanating from Private Session  
Moved by Lareina Rising, seconded by Jack Fletcher,  
"That the Board approve the Performance Appraisal of the Director of Education dated August 28, 2018."  
CARRIED

#2018-106  
Action of the Regular Board Private Session be the Action of the Board  
Moved by Lareina Rising, seconded by Jane Bryce,  
"That the Action of the Board in Private Session be the Action of the Board."  
CARRIED.

Questions from the Public None

Policy and Regulations on  
*Trustee Honoraria*  
Report B-18-83

Director Costello explained that under Ministry of Education Ontario Regulation 357/06, Honoraria for Board Members, an outgoing board must set the trustee remuneration policy for the next term of office. The deadline for setting the remuneration policy is October 15 of an election year to reflect the advancement of Voting Day under the Municipal Elections Act, 1996.

The four main components of the honoraria are:

- a) The base amount for the year.
- b) The enrolment amount for the year.
- c) The attendance amounts payable to the member for the year.
- d) The distance amounts payable to the member for the year.

In 2017, the Ministry engaged with education partners on five governance topics, one of which was trustee honoraria. As a result of the review, effective December 2018, the honorarium base amount, as per Ontario Regulation, was changed from \$5,900.00 to \$6,300.

In 2006, each school board had to create a "Citizen's Advisory Committee on Honoraria" to review the proposed new honoraria. The Citizen's Advisory Committee on Honoraria was required to make recommendations to the Board on all four components of the honoraria. The LKDSB Citizen's Advisory Committee on Honoraria recommended that the Board not provide Trustees with an attendance amount for attending committees required to be established by an Act or regulations under an Act (SEAC and SAL) because they felt it was not equitable. The LKDSB does not qualify for the distance amount.

Director Costello advised that on August 24, 2018, the Ministry of Education issued a memorandum advising that compensation adjustments are being suspended until the new government can conduct a review and put in place an appropriate expenditure management strategy. The base amount for trustees is to remain \$5,900.00 for December 2018. The Ministry may review trustee honoraria in the future. Executive Council has reviewed the policy and regulations. Changes are not recommended to the policy. The regulation has been revised to reflect the new date.

Director Costello advised that Ontario Regulation 7/70 determines the honorarium paid to student trustees which is \$2,500.

#2018-107  
Policy and Regulations on  
*Trustee Honoraria*

Moved by Jack Fletcher, seconded by Ruth Ann Dodman,

"That the Board approve the review of the policy and revised regulations on *Trustee Honoraria*."

CARRIED.

Director Costello confirmed that if the government announced an increase with an effective date, the LKDSB regulation would be amended accordingly.

LKDSB Regulations on  
*Student Trustees*  
Report B-18-

Director Costello advised that in May 2018, the government amended Ontario Regulation 7/07 – Student Trustees. The Regulation now:

- 1) Provides school boards with the option to provide their student trustees with one-year or two-year terms of office.
- 2) Requires all school boards to have either two or three student trustees.
- 3) Requires school boards that decide to have student trustees serving two-year terms of office to stagger their terms where possible.
- 4) Moves the student trustee election date to the end of February for school boards that maintain a one-year term of office.

The amendment providing for a two-year term of office in #1 is effective immediately.

Director Costello explained that Administration reached out to past Student Trustees to obtain their thoughts on possibly moving to a two-year term. Overall, the respondents supported the one-year term of office to give more students the

opportunity to serve as a Student Trustee. Some supported the option of serving for a second year by reapplying the following year. This has happened in the past at the LKDSB. A Student Trustee reapplied to serve the following year and was elected by the Student Senate to continue for a second year. Some of the respondents felt that a mandatory two-year term would deter some students from applying due to the time commitment. The earlier election date, February instead of April, will create opportunities for the current Student Trustees to work with the in-coming Student Trustees and share information. Respondents supported providing opportunities for them to meet. Director Costello advised that the LKDSB regulations on *Student Trustees* has been revised to reflect the changes.

#2018-108  
Policy and Regulations on  
*Student Trustees*

Moved by Ruth Ann Dodman, seconded by Jane Bryce,

“That the Board to approve the revised regulation on *Student Trustees*.”

Director Costello confirmed that the Ministry has a Minister’s Student Advisory Council that LKDSB students have served on over the years. It is not known if they were consulted on the term of office change.

CARRIED.

Establishment of the  
LKDSB Election  
Compliance Audit  
Committee  
Report B-18-85

Director Costello advised that the Municipal Elections Act, 2996 (MEA) states that every district school board must appoint a Compliance Audit Committee by October 1, 2018, to hear and decide on applications for compliance audits regarding a candidate’s campaign expenses. The Committee must be comprised of three to seven people, who cannot be members of the school board, an employee, or a candidate in the election. The responsibilities of the compliance audit committee and the compliance audit process are set out in section 81 of the MEA. Members of the committee serve a four-year term beginning December 1, 2018, on an as-needed basis. Municipalities and school boards can appoint the same members to their respective audit committees (i.e. the same person may serve on more than one compliance audit committee), but each appoint all the members of their committee.

Mike Lowther, Daniel Whittal and Mike Phipps have agreed to serve on the Election Audit Compliance Committee for the Lambton Kent District School Board. Director Costello confirmed that the Committee has not needed to meet in the past.

#2018-109  
LKDSB Election Audit  
Compliance Committee

Moved by Jack Fletcher, seconded by Randy Campbell,

“That the Board approve the appointment of Mike Lowther, Daniel Whittal and Mike Phipps to the Lambton Kent District School Board Election Compliance Audit Committee for the term December 1, 2018 to November 14, 2022. “

CARRIED.

Financial Report  
2017/2018 School Year  
Expenditures to May 31,  
2018  
Report B-18-86

Superintendent McKay presented the financial report that summarizes expenditures for the period of September 1, 2017 to May 31, 2018. The period represents about 75% of operating expenses that occur over 12 months and approximately 80 to 85% of the salary and benefits portion of the instructional operating expenses that occur over a 10 to 12 month period. He explained that the variance in supply teacher usage account is impacting the salaries and wages budget which is being balanced due to savings in other categories. The benefits expenditures are under budget due to the delay in moving over to the provincial benefit trust plans. All employee groups will be on the benefit trust plans for the 2018/2019 school year. The winter maintenance budget is over but Superintendent McKay stated that he is confident it will be covered by savings elsewhere in the budget. For this reporting period the total expenditure categories are tracking well against the budget

Superintendent McKay confirmed that the LKDSB will receive \$1.7M through the Greenhouse Gas Reduction Fund for the 2018/2019 school year because the LKDSB had entered into contracts to spend the funding prior to July 4, 2018. The new government has indicated that it will honour the contracts. He advised that the LKDSB 2019/2020 budget will be impacted. The Greenhouse Gas Reduction Fund covered LED lights, new HVAC units and more high efficiency boilers. In 2019/2020, the LKDSB will have to use School Condition Improvement funding for the same items. Moving forward the capital budget will be reduced by \$1.7M. Superintendent McKay confirmed that the capital funding for a new gymnasium at King George VI Public School in Chatham is on hold pending a complete review by the new government. He has contacted the Ministry regarding the status of the grant application process and is waiting information from the new government.

## Capital Projects Update

Superintendent McKay updated Trustees on the Great Lakes Secondary School (GLSS) construction project. Concrete floors are being poured but the concrete block laying and steel construction are still behind. Administration will be meeting with the contractor next week to obtain their project timelines. The asphalt needs to be poured to open the existing building and the companies responsible for this usually close down at the end of November due to cold temperatures. He will provide a further update on September 11.

Superintendent McKay advised Trustees that a lot of work in a very short period of time has taken place at Tecumseh Public School. The project is on track for occupancy on September 4, 2018. Approvals are expected from the Municipality on August 31, 2018. He commented on the weather related challenges and the need to put a concrete layer down over the large gas line that runs through the property prior to laying asphalt. Union Gas just provided approval for this to proceed. This will require part of the parking lot to be closed next week and a revised traffic plan is in place. Superintendent Girardi advised that registration for Tecumseh Public School will take place at the John N. Given site from August 27 to 30, 2017. The School Administration posted a letter on the school website with information regarding school crossings and the parking lot construction. Senior Administration has been advocating to the Municipality of Chatham-Kent, on behalf of the Tecumseh Public School Transition Committee, for a change to the pedestrian crossing near the school. The pedestrian crossings are located on municipal property and therefore any changes to pedestrian infrastructure are outside the scope of the LKDSB. The Municipality of Chatham-Kent has indicated Municipal Council must approve such a capital request, and pending approval, the timeline for implementation is unknown. Students who live south of McNaughton Avenue West are encouraged to use the pedestrian crossing device at the Chatham Tennis Club near Craven Drive or the pedestrian crossing at Sandy Street. Once students arrive on the school property, they will be able to access the school yard by the walkway located beside the daycare or the walkway located by the tennis courts.

The LKDSB's Adult and Continuing Education program is currently in the process of moving over to the John N. Given site and will be ready for September 4, 2018. Construction at Plympton-Wyoming Public School is complete and staff are moving into their space. An Open House event is planned for September 20, 2018 from 5:00 to 7:00 p.m. with the official ribbon cutting at 6:00 p.m. The Municipality has installed crossing lights on Niagara Street.

Superintendent McKay confirmed that the delays at GLSS do not cost the LKDSB any more money. Any delays are absorbed by the contractor. The only time there would be any extra costs to the LKDSB would be if we changed or added to the project.

Superintendent McKay confirmed that Administration is moving forward with the architect for the design of the Kindergarten to Grade 12 School in North Lambton. Superintendent McKay hopes to have more information for Trustees at the September 25 Board Meeting. The new government has delayed the land purchase process while it conducts a review.

In response to Trustee Dodman's question about the completion date for Tecumseh Public School, Superintendent McKay explained that Administration hopes to have building inspector clearance from the Municipality to occupy the school on August 31, 2018. The parking lot should be completed by then as well with the possible exception of the section needing a cement barrier as required by Union Gas.

Correspondence	The Board received a letter from OPSBA regarding the past year's activities, dated June 27, 2018.
New Business	Trustee Bryce commented on the fact that within the jurisdiction of the LKDSB, there are two MPPs with the sitting government. She suggested that the Chair of the Board send letters to them to inform them about the LKDSB and share information about what OPSBA does and how it works with the government. Chair Hudie noted that OPSBA has been lobbying the government on several issues and will consider the suggestion. Trustee Fletcher suggested the MPPs be invited to meet to share information about the role that OPSBA plays.
Trustee Questions	In response to Trustee Fletcher's question about students from Point Edward obtaining bus rides to Northern Collegiate Institute and Vocational School, Superintendent Girardi advised that he had spoken with a number of parents and explained the LKDSB policy in place for all students and the mechanism in place to apply for a courtesy seat. He explained that some areas of Point Edward do not meet the walking distance requirements to receive busing. He confirmed that there are a number of courtesy seats available on the buses for the Point Edward area. Director Costello commented that the student mentioned in the newspaper article had received a courtesy but did not like the fact that they had to apply annually. He explained that courtesy seats are usually granted in September after all eligible bus riders have been determined.
Announcements	The next Regular Board Meeting will be held on Tuesday, September 11, 2018, 7:00 p.m. at the Chatham Education Centre.
Adjournment 7:53 p.m.	There being no further business, Chair Hudie declared the meeting adjourned at 7:53 p.m.

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Chair of the Board

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Director of Education and Secretary of the Board

**REGULAR BOARD, PUBLIC SESSION**

**REPORT NO.: B-18-88**

**Report to the Board**

**From: Jim Costello, Director of Education**

**Date: September 11, 2018**

**Subject: Proposed Cancellation of the October 23, 2018 Regular Board Meeting**

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Municipal elections are scheduled for Monday, October 22, 2018. School board trustees will be elected for the term December 1, 2018 to November 14, 2022.

It has been the past practice of the Board to cancel the Regular Board Meeting scheduled for the evening following an election.

**Recommendation**

“That the Board cancel the Regular Board Meeting scheduled for October 23, 2018.”

**REGULAR BOARD, PUBLIC SESSION**

**REPORT NO.: B-18-89**

**Report to the Board**

**From: Jim Costello, Director of Education**

**Date: September 11, 2018**

**Subject: Schedule for Regular Board Meetings for the period of December 2018 to December 2019**

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The schedule for the Regular Meetings of the Board of Trustees is set out in the LKDSB's Procedural By-laws.

**Section 2.2**

*The annual Organization Meeting of the Board shall be held at 7:00 p.m. on the first Tuesday of December in the Board Room in the office of the Board....*

**Section 3.1**

*Except as set forth in the following sections, the Regular Monthly Meetings of the Board shall be held on the second and fourth Tuesday in each month commencing at 7:00 p.m. unless such Tuesday shall fall on a Public holiday in which case, the Board shall meet at the call of the Chair on any evening at the same hour within eight (8) days*

**Section 3.2**

- a) *With the consent of two-thirds of the members eligible to attend, Regular Meetings of the Board may be held on a date other than that mentioned in the preceding section.*
- b) *With the consent of two-thirds of the members eligible to attend, any Regular Meeting may be cancelled.*

In accordance with the above, the attached schedule for Regular Board Meetings for the period December 2018 to December 2019 is proposed. Additional meetings would continue to be at the call of the Chair as needed. Typically, Regular Board Meetings are not scheduled during the months of December and July and only one meeting is held during the months of March and August. Board business is usually lighter during these months. Special Meetings of the Board will be called as required.

**Recommendation**

**“That the Board approve the Regular Board Meeting schedule for the period December 2018 to December 2019.”**



# Lambton Kent District School Board

*Student Achievement* ✓ *Community Success*

## Meetings of the Board of Trustees December 4, 2018 to December 3, 2019

Month	Regular Board Meeting Held in Chatham 7:00 p.m.	Regular Board Meeting Held in Sarnia 7:00 p.m.
December 2018		December 4, 2018 Organizational Meeting of the Board @ 7:00 p.m.
January 2019	January 15 3 <sup>rd</sup> Tuesday	January 29 5 <sup>th</sup> Tuesday
February	February 12	February 26
March	Cancelled	March 26
April	April 9	April 23
May	May 14	May 28
June	June 11	June 25
July	Cancelled	At the Call of the Chair
August	Cancelled	August 27
September	September 10	September 24
October	October 8	October 22
November	November 12	November 26
December 2019		December 3, 2019 Organizational Meeting of the Board @ 7:00 p.m.

**REGULAR BOARD, PUBLIC SESSION**

**REPORT TO BOARD**

**FROM:** Jim Costello, Director of Education

**DATE:** September 11, 2018

**SUBJECT:** Regulation on *Programs in Care, Treatment, Custodial and Correctional Facilities*

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The regulation on *Programs in Care, Treatment, Custodial and Correctional Facilities* have been reviewed as part of the LKDSB cyclical review.

Administration is recommending that the regulation be rescinded because the content is outlined in the Education Act and covered by the corresponding LKDSB Administrative Procedure that has been updated to reflect the current process and requirements.

**Recommendation:**

**“That the Board rescind the regulation on *Programs in Care, Treatment, Custodial and Correctional Facilities*.”**



**Rescind – replaced by Administrative Procedure**

# **REGULATIONS**

<b>SUBJECT:       PROGRAMS IN CARE, TREATMENT, CUSTODIAL AND CORRECTIONAL FACILITIES</b>
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## Preamble

Lambton Kent District School Board policy "Donations, Sponsorships and Partnerships", recognizes and promotes community partnerships as being critical to providing the best possible learning opportunities for students. The Ministry of Education, through Legislative Grants, provides opportunities for school boards to enter into agreements with government approved care, treatment, custodial, and correctional facilities (referred to as "the partners" in any agreement). In the spirit of board policy and recognizing the needs of students requiring special services, the Lambton Kent District School Board has historically entered into agreements, dependent upon approval of the Ministry of Education, to provide educational programs in these specialized settings.

1. The Lambton Kent District School Board may enter into agreements for the provision of educational programs with agencies, government institutions, and/or facilities licensed under the Ministry of Community and Social Services, the Ministry of Child and Youth Services, the Ministry of the Solicitor General and Correctional Services or the Ministry of Health.
2. Costs to the Board for operating these programs shall be covered in their entirety by Ministry of Education grants.
3. Each approved program in a care, treatment, custodial and correctional facility shall develop an admission/demission procedure in consultation with the Superintendent of Education - Special Education that is in accordance with Ministry of Education Regulations and Guidelines.
4. The Lambton Kent District School Board, upon confirmation of approval from the Ministry of Education, will employ staff, as identified in the program application, to deliver the educational program.
5. For educational programs that are delivered in treatment or custodial facilities a principal will be named as the immediate supervisor of the teaching staff.
6. Support for programming delivered by educational staff in care, treatment, and correctional facilities shall be available through Board resources and in-service opportunities offered for all Lambton Kent District School Board staff.
7. The Board's policy and procedures for teaching staff and support staff shall apply to staff providing educational programs in care, treatment, and correctional facilities.
8. All agreements established between the Board and government approved care, treatment, custodial, and correctional facilities will be reviewed annually by the Superintendent of Education, or designate, and the partners.
9. Agreements will remain in effect only for such length of time that Ministry funding is available to cover the costs of the educational program.

Implementation Date: June 13, 2001  
Revised: May 13, 2008, April 10, 2012

Reference: Education Act and Ministry of Education Guidelines for Approval of Educational Programs for Pupils in Government Approved Care and/or Treatment, Custody and Correctional Facilities

**REGULAR BOARD, PUBLIC SESSION**

**REPORT TO BOARD**

**FROM:** Jim Costello, Director of Education

**DATE:** September 11, 2018

**SUBJECT:** Policy and Regulation on *Child Abuse and Neglect*

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The policy and regulation on *Child Abuse and Neglect* has been reviewed as part of the LKDSB cyclical review. Changes are not recommended. The corresponding LKDSB Administrative Procedure has been updated to reflect the current legal requirements.

**Recommendation:**

**“That the Board approve the review of the policy and regulation on *Child Abuse and Neglect*.”**



## **POLICY**

<b>SUBJECT:</b> <b>Child Abuse and Neglect</b>
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It is the policy of the Lambton Kent District School Board that all employees will comply with the Child and Family Services Act and will report suspected abuse and neglect of children according to the Act.

Implementation Date: February 22, 2000  
Revised: August 2002  
Reviewed: August 26, 2008  
Revised: February 14, 2012

Reference: Child and Family Services Act  
Regulations  
Administrative Procedures



## REGULATIONS

**SUBJECT: Child Abuse and Neglect**

1. The Superintendent of Education, responsible for Special Education, on an annual basis, shall review the Administrative Procedures to ensure compliance with the Child and Family Services Act.
2. Principals will review with school staff, on an annual basis, the legal requirements and Administrative Procedures for reporting suspected child abuse.
3. All Lambton Kent District School Board employees must remain vigilant about neglect and abuse. In the event an employee suspects that abuse or neglect has occurred, the employee will report forthwith his/her suspicions to the Children's Aid Society.
4. When reporting suspected abuse or neglect, employees will follow the reporting procedures as outlined in the Administrative Procedures.
5. Employees will NOT take on the responsibility of investigating suspected cases of abuse. Proving abuse or neglect is the responsibility of Children's Aid Society workers.
6. The dignity and legal rights to privacy of those affected by an abuse disclosure will be respected.

Implementation Date: February 22, 2000  
Revised: August 2002  
Reviewed: August 26, 2008, February 14, 2012

Reference: Child and Family Services Act  
Board Policy and Administrative Procedures

**REGULAR BOARD, PUBLIC SESSION**

**Report To Board**

**FROM:** Jim Costello, Director of Education

**DATE:** September 11, 2018

**SUBJECT:** *Policy – Job Description of the Director of Education and Secretary of the Board*

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The policy on *Job Description of the Director of Education and Secretary of the Board* has been reviewed as part of the Board’s cyclical review. Minor changes are recommended to reflect the current terminology, philosophy and the focus of the position. The Director’s responsibility as the curriculum leader have been included under the Chief Educational Officer section.

**RECOMMENDATION:**

**“That the Board approve the revised policy on *Job Description for the Director of Education and Secretary of the Board.*”**



## POLICY

**SUBJECT: Job Description for the Director of Education and Secretary of the Board**

It is the policy of the Lambton Kent District School Board to hold the Director of Education and Secretary of the Board, ~~is~~ the Board's Chief Educational Officer and Chief Executive Officer, ~~and is responsible and~~ accountable for all aspects of the Lambton Kent District School Board from here on referred to as *the Board*.

As Chief Educational Officer, the Director of Education will:

- be responsible for performing the duties prescribed by the Minister of Education in the Acts and Regulations;
- be responsible for the development, implementation, operation, supervision and review of **all** educational programs in schools under the jurisdiction of the Board;
- ~~remain keep~~ informed about the latest developments in education;
- inform the Board and its employees of significant issues and ~~trends that will impact LKDSB schools and the Board affecting the school system;~~
- ~~promote good communications and public relations for the Board the LKDSB and public education by attending public through a variety of activities such as attendance at public~~ and system functions and effectively communicating with the community, the media, and external organizations.
- ~~to coordinate the activities of the Student Senate~~
- provide for high level of learning and achievement by students in the school district;
- provide support and direction to schools and staff;
- hold schools and staff accountable for the achievement of students;
- ensure that every student has the opportunity to meet or exceed the standards of education established by the Ministry of Education;
- provide for the development, delivery and evaluation of educational programs and services in the district;
- provide leadership for the development, implementation and evaluation of district and school improvement plans;
- advise the Board in matters of policies with respect to educational programs and services.

As Chief Executive Officer, the Director of Education will:

- act as chief administrator responsible for the management of the system;
- be responsible for long-range and strategic planning together with trustees of the Board;
- be responsible for budget planning in conjunction with the Superintendent of Business;
- communicate with external organizations such as the Ministry of Education, other government agencies, and professional organizations;

- take action considered necessary but not covered by Board decision or policy when the Board is not in session and report such actions to the Chair immediately and to the Board at the first opportunity;
- be responsible for policy and regulation review, development, implementation, and administer in accordance with legislative requirements;
- be responsible for pupil accommodation
- participate in publicly funded consortiums (CKLAG/CLASS) to achieve cost efficiencies for the Board and the community;
- develop and maintain an effective organizational structure;
- be responsible for developing and maintaining job descriptions and classifications of Board employees;
- maintain on going communication with: coterminous school boards, Medical Officers of Health, municipal, provincial and federal elected officials to sustain productive partnerships;
- develop, implement and maintain administrative procedures in accordance with Board policies, regulations and legislative requirements;
- be responsible for correspondence and administration related to the operation of the system;
- act as the official channel of authority between the Board and its employees;
- be responsible for the performance appraisals of the superintendents, the Public Relations Officer, the Executive and Administrative Assistants to the Director and any other employees reporting directly to the Director of Education;
- appoint, promote, demote, transfer, discipline or dismiss Board employees;
- act as chair of the Executive Council of the Board:
- implement provincial legislation and Board policies in accordance with provincial and Board regulations;
- coordinate the activities of the School Councils and the Parent Involvement Committee;
- serve as a channel of communications with Federations, Unions and other employee groups and liaise with Ad Hoc Committees such as negotiations;
- be responsible for Principals' Council in conjunction with the superintendents.

As Secretary of the Board, the Director of Education will:

- act as chief advisor to the Board;
- attend or be represented at all meetings of the Board, Standing and Ad Hoc Committees;
- coordinate meetings of the Board and committees of the Board, coordinate with the Chair and Vice-Chair the preparation of agendas for such meetings, maintain records of such meetings and handle related correspondence;
- act for the Board as Corporate Secretary in executing contracts and fulfilling legal requirements;
- in conjunction with the trustees, review and update the Board's bylaws;
- in conjunction with the Chair of the Board, call press conferences and issue press releases;
- prepare an Annual Report on all facets of the Board's operations;
- perform such other duties as may be assigned by the Board.

~~As Curriculum Leader of the Board, the Director of Education will:~~  
 Moved up to Chief Educational Officer

- ~~• provide for high level of learning and achievement by students in the school district;~~
- ~~• provide support and direction to schools and staff;~~
- ~~• hold schools and staff accountable for the achievement of students;~~

- ~~ensure that every student has the opportunity to meet or exceed the standards of education established by the Ministry of Education;~~
- ~~provide for the development, delivery and evaluation of educational programs and services in the district;~~
- ~~provide leadership for the development, implementation and evaluation of district and school improvement plans;~~
- ~~advise the Board in matters of policies with respect to educational programs and services.~~

As Cultural Leader for the Board, the Director of Education will:

- Maintain a culture of respect and responsibility in the schools;
- Create a focus on educational excellence in the school district;
- Promote the use of educational research in the establishment of best practices in the district;
- Ensure a safe and caring environment for students and staff.

Implementation Date: August 26, 1998  
Revised: September 26, 2000  
Revised: April 25, 2006  
Reviewed: June 8, 2010  
Revised: November 25, 2014

Reference: Education Act



Elementary Teachers' Federation of Ontario  
Fédération des enseignantes et des enseignants  
de l'élémentaire de l'Ontario

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July 24, 2018

**AUG 09 2018**

Elizabeth Hudie  
Chairperson  
Lambton Kent District School Board  
P.O. Box 2019, 220 Wellington Street  
Sarnia, ON N7T 7L2

Dear Elizabeth Hudie:

I am writing on behalf of the Elementary Teachers' Federation of Ontario (ETFO) to seek your school board's support in pressing the provincial government to leave the 2015 Health and Physical Education Curriculum in place while it conducts another round of consultations on the sexual health component of the curriculum to fulfill an election promise. ETFO is concerned that requesting teachers to jettison the updated curriculum and return to the 1998 version will create unnecessary confusion and stress at the beginning of the school year.

Teachers and parents need clarity and assurance that there will not be chaos and uncertainty regarding how teachers will deliver the sexual health component of the curriculum in the coming year. Abrupt changes when teachers have already successfully transitioned to the updated curriculum undermine the legitimacy of provincially mandated curriculum. The current uncertainty will lead to unnecessary confusion on the part of school staff and parents and is not in the best interest of students.

ETFO is strongly opposed to the government's promise to repeal the curriculum. The Federation is concerned that making concessions to a vocal minority of parents, many of whom are misinformed about the current curriculum content, will have serious consequences for the health and safety of students.

We will continue to advocate against the repeal of the curriculum. As the Minister of Education proceeds with the upcoming consultations and navigating the politics of the issue, we hope the government will seriously consider the views of educators, school trustees, health experts and the majority of parents who support the updated sexual health curriculum.

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Elizabeth Hudie

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Any action your board takes to oppose the repeal of the curriculum and the government's plan to implement that policy change prior to the consultations would be an important contribution to the public advocacy on this issue.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sam Hammond', is written over a light blue rectangular background.

Sam Hammond  
President

SH:VM

Copy Director of Education, Lambton Kent District School Board