

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, FEBRUARY 25, 2020
7:00 p.m.

Board Room
Sarnia Education Centre
200 Wellington Street, Sarnia

A

Page Reference

1. Call to Order
2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Approval of the Minutes of February 11, 2020 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) 2020/2021 Student Trustee and Indigenous Student Trustee Appointments Director Howitt
Report B-20-23

The report will be distributed at the Board Meeting.

 - b) Tender Award - Great Lakes Secondary School Roof Restoration Superintendent McKay
Report B-20-24

Recommendation
"That the Board award the tender to the successful bidder, Bullock & Sons Roofing for Great Lakes Secondary School Roof Restoration in roof areas E, E1 and F5."
12. Reports for Board Information
 - a) Student Senate Report Student Trustees Bressette/Harris/Newcombe
Oral Report
 - b) Director of Education's Entry Plan Director Howitt
Oral Report
 - c) Financial Report 2019/2020 School Year Expenditures to November 30, 2019 Superintendent McKay
Report B-20-25
13. Correspondence
14. New Business
15. Trustee Questions

16. Notices of Motion:

17. Future Agenda Items

Lambton Kent District School Board

Minutes of the Regular February 11, 2020 Board Meeting held at the Chatham Education Centre

PRESENT:

- Trustees: Chair Jane Bryce, Greg Agar, Janet Barnes (via teleconference), Ruth Ann Dodman, Dave Douglas (via teleconference), Jack Fletcher, Brittany Jenkins, Lareina Rising (Acting Vice-Chair)
- Staff: Director of Education John Howitt, Superintendent of Business Brian McKay
Superintendents of Education Angie Barrese, Gary Girardi, Ben Hazzard, Helen Lane, Mary Mancini, Mark Sherman and Public Relations Officer Heather Hughes
- Student Trustees: Aurora Bressette, Simon Harris and Byren Newcombe
- Excused: Trustee Scott McKinlay
- Regrets: Vice Chair Randy Campbell, Trustee Derek Robertson;
- Recording Secretary: Joyce Hastings, Administrative Assistant, Superintendent of Business
- Call to Order: Chair Bryce called the meeting to order at 7:07 p.m. Trustee Rising served as Vice-Chair for the Meeting.
Chair Bryce read the Traditional Territorial Acknowledgement.
- #2020-36
Approval of the Agenda Moved by Jack Fletcher, seconded by Ruth Ann Dodman,
“That the Agenda for the Regular Board Meeting of February 11, 2020 be approved.”
CARRIED.
- Declaration of Conflict of Interest None
- #2020-37
Approval of the Minutes Jan/28/2020 Moved by Greg Agar, seconded by Lareina Rising,
“That the Board approve the Minutes of the Regular Board Meeting of January 28, 2020.”
CARRIED.
- Business Arising None
- #2020-38
Action of the Regular Board Private Session be the Action of the Board Moved by Greg Agar, seconded by Jack Fletcher,
“That the Action of the Board in Private Session be the Action of the Board.”
CARRIED.
- Presentations: None
- Delegations: None
- Questions from the Public None
- LKDSB Policy and Regulations on Concussion Protocol Report B-20-18 Director Howitt advised that the LKDSB policy and regulations *Concussion Protocol* have been reviewed as part of the LKDSB cyclical review. Policy/Program Memorandum (PPM) No. 158 “School Board policies on Concussion” was recently received and the red indicates new information, however, the bulk of information is a reorganization of information. Superintendent Mancini advised that the Regulation focused on six components which review the various roles: Role of LKDSB; Role of Principal; Role of Activity Supervisors; Role of LKDSB Staff; Role of Students; Role of Parents/Guardians. All LKDSB staff must complete the training through an online training software program which alerts staff, by email, on when to complete it and maintains a record of who and when completion has taken place. Superintendent Mancini stated that regardless of where the concussion takes place, school or outside of

the school, the school relies on the support of the parents/guardians to advise school staff of the concussion in order to assist accordingly. Superintendent Mancini confirmed that the forms used in the Regulations are provided by the Ministry, through the Ontario Physical Health Education Association (Ophea) which indicates only a medical doctor can sign the forms.

#2020-39
LKDSB Policy and
Regulations on
Concussion Protocol

Moved by Ruth Ann Dodman, seconded by Brittany Jenkins,

“That the Board approve the revised policy and regulations on *Concussion Protocol*.”

CARRIED.

Ontario Public School
Boards' Association
(OPSBA) – Public
Education Symposium
Report B-20-19

Student Trustee Harris reported on the Ontario Public School Boards' Association Public Education Symposium (PES) held from January 23 to 25, 2020. He expressed that it was an amazing experience and would welcome the opportunity to participate again. The LKDSB is hosting a Regional OPSBA Meeting on March 28, 2020 at Tecumseh Public School.

Chair Bryce confirmed that she would forward the survey, provided by OPSBA to Student Trustee Harris for completion.

Parent Involvement
Committee Report

Director Howitt reported on the Parent Involvement Committee (PIC) Meeting held on February 10, 2020. He advised that Trustee Dodman was in attendance and overall meeting attendance was good. Director Howitt advised that there has been a change on how the Ministry distributes the Parent Reaching Out Grants (PRO). School boards receive a lump sum and are required to distribute the funds to local schools. The LKDSB received \$13,700.00 to distribute and PIC members were able to approval all applications from schools.

Dr. Karyn Gordon, DK Leadership, will be presenting at Lambton Kent Composite School, Dresden, on April 30, 2020 on Building Confidence – Learn 3 Strategies Parents Can Use to Build Their Kids' Confidence. The presentation will be of interest to parents/guardians and educators (Grades K to 12). Advertising of this event will be distributed.

At the next PIC Meeting on May 11, 2020, the main topic will be budget preparations for the 2020/2021 school year.

Student Senate Report

Superintendent Barrese reported on the Student Senate Meeting held on February 10, 2020, where herself, Student Trustees and Mental Health Leader Katie Colameco met at the Learning Commons at Wallaceburg District Secondary School. Trustee Fletcher and Trustee Agar both attended the meeting.

The Student Senators discussed elements of the School Climate Survey results and resources available to them through the School Mental Health Ontario (SMHO). There was an in-depth conversation about how youth would suggest working together as a community to create a welcoming space at their schools where they and others feel welcomed. In addition, there was discussion from a youth's perspective of barriers to accessing mental health supports at school. Superintendent Barrese and the Student Senate are developing an action plan about how together they can begin to remove barriers at the school level. They are also working on a plan to share student created resources at all LKDSB secondary schools and how to access various supports at the school level.

Announcements

The next Regular Board Meeting will be held on Tuesday, February 25, 2020, 7:00 p.m. at the Sarnia Education Centre.

Adjournment
7:42 p.m.

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 7:42 p.m.

BOARD REPORT
REGULAR BOARD, PUBLIC SESSION

REPORT NO: B-20-24

Memorandum To: John Howitt, Director of Education
FROM: Brian McKay, Superintendent of Business
DATE: February 25, 2020
SUBJECT: Tender Award – GLSS Roof Restoration

Tenders were received electronically by Sandy Huizinga of the Purchasing Department and opened on February 6, 2020 by Don Masse and Brian Pelletier of the Plant & Maintenance Department. Bid results are as follows (** indicates successful bidder):

Tendered Base Bid: Roof restoration in roof area E
Separate Prices 1 & 2: Roof restoration in area E1 and area F5

PROJECT BIDDER	BASE BID (nic, h.s.t.)	TOTAL BID (nic, h.s.t.)
** Bullock & Sons Roofing, Sarnia	142,834.	448,298.
Horizon Roofing Ltd., Windsor	153,000.	481,400.
H. N. Roofing & Sheet Metal Limited, London	153,650.	488,054.
Keller Roofing & Sheet Metal Inc., Exeter	162,800.	526,300.
Flynn Canada Ltd., London	166,210.	544,384.
Smith-Peat Roofing & Sheet Metal Ltd., Exeter	169,070.	552,886.
T. Hamilton & Son Roofing Inc., Scarborough	193,300.	582,050.
Solar Roofing & Sheet Metal Ltd., Toronto	195,000.	600,000.
Atlas-Apex Roofing Inc., Kitchener	186,326.	607,123.

PROJECT SUMMARY	
Successful Bid Total (nic. h.s.t.)	448,298.00
Design Fees	38,105.33
Net HST	10,506.32
Total Project, This Report:	496,909.65
Budget Funding:	
- School Condition Improvement	496,909.65
Total Project Budget:	\$ 496,909.65

Recommendation:

“That the Board award the tender to the successful bidder, Bullock & Sons Roofing for GLSS Roof Restoration in roof areas E, E1 and F5.”

**BOARD REPORT
 REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-20-25

Memorandum To: John Howitt, Director of Education
FROM: Brian McKay, Superintendent of Business
DATE: February 25, 2020
SUBJECT: Financial Report 2019-20 School Year
 Expenditures to November 30, 2019

This financial report summarizes the 1st quarter expenditures for the period from September 1 to November 30, 2019.

This period represents about 25% of operating expenses that occur over 12 months, and approximately 30 - 35% of the salary and benefit portion of the instructional operating expenses that occur over a 10 to 12 month period.

Comments on the Financial Report (Appendix A):

Report Ref. No.	Notes on the following selected Expenditure Categories:
A	For the first quarter, any differences are due to timing differences and no year end variance between actual expenditures and budget amounts is expected.

School generated funds are showing on the financial report. The inclusion of school generated funds is a new addition to the budget report this year. The school generated expense amount in the report is the offset to the school generated revenue currently held by LKDSB schools.

For this reporting period the expenditure categories are tracking well against the budget with any identified variances due to timing differences in spending.

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2019

EXPENDITURE CATEGORIES	2019-2020 REVISED BUDGET	SEPT. TO NOV. 2019 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2019 \$	BUDGET REMAINING AT NOV. 30, 2019 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
SALARIES AND WAGES							
Classroom Teachers (Includes Preparation Time)	\$ 122,581,314	\$ 34,366,725	\$ 88,214,589	72.0%	72.0%	0.0%	
Occasional / Supply Teachers	\$ 4,663,789	\$ 1,194,141	\$ 3,469,648	74.4%	71.1%	3.3%	
Teacher Assistants	\$ 11,283,974	\$ 3,014,412	\$ 8,269,562	73.3%	72.4%	0.9%	
Paraprofessionals & Technicians	\$ 4,266,869	\$ 934,062	\$ 3,332,807	78.1%	78.1%	0.0%	
Library & Guidance	\$ 3,867,948	\$ 1,014,324	\$ 2,853,624	73.8%	72.0%	1.8%	
Staff Development	\$ 44,000	\$ 12,720	\$ 31,280	71.1%	70.5%	0.6%	
Coordinators & Consultants	\$ 2,982,145	\$ 737,285	\$ 2,244,860	75.3%	74.2%	1.1%	
Early Childhood Educators	\$ 4,924,095	\$ 1,169,174	\$ 3,754,921	76.3%	75.6%	0.6%	
Principals and Vice-Principals	\$ 10,796,910	\$ 2,413,484	\$ 8,383,426	77.6%	76.4%	1.2%	
School Office - Secretarial & Supplies	\$ 5,060,272	\$ 1,165,489	\$ 3,894,783	77.0%	74.7%	2.3%	
Continuing Education	\$ 626,490	\$ 183,778	\$ 442,712	70.7%	71.4%	-0.8%	
Trustees	\$ 124,551	\$ 31,346	\$ 93,205	74.8%	75.0%	-0.2%	
Directors & Supervisory Officers	\$ 896,806	\$ 206,956	\$ 689,850	76.9%	75.2%	1.7%	
Board Administration	\$ 3,419,563	\$ 750,348	\$ 2,669,215	78.1%	77.2%	0.9%	
Department Heads	\$ 420,000	\$ 118,503	\$ 301,497	71.8%	71.7%	0.1%	
Operations and Maintenance - Schools	\$ 10,652,750	\$ 2,278,025	\$ 8,374,725	78.6%	78.1%	0.5%	
TOTAL SALARIES AND WAGES	\$ 186,611,476	\$ 49,590,771	\$ 137,020,705	73.4%	73.1%	0.4%	A
EMPLOYEE BENEFITS							
Classroom Teachers	\$ 15,847,645	\$ 4,912,778	\$ 10,934,867	69.0%	70.7%	-1.7%	
Occasional / Supply Teachers	\$ 353,284	\$ 99,758	\$ 253,526	71.8%	68.2%	3.6%	
Teacher Assistants	\$ 3,448,360	\$ 518,300	\$ 2,930,060	85.0%	79.4%	5.5%	
Paraprofessionals & Technicians	\$ 1,132,228	\$ 142,471	\$ 989,757	87.4%	84.5%	2.9%	
Library & Guidance	\$ 493,541	\$ 32,401	\$ 461,140	93.4%	90.1%	3.4%	
Staff Development	\$ 6,000	\$ 1,479	\$ 4,521	75.4%	75.0%	0.4%	
Coordinators & Consultants	\$ 338,523	\$ 21,747	\$ 316,776	93.6%	91.1%	2.5%	
Early Childhood Educators	\$ 1,247,685	\$ 185,539	\$ 1,062,146	85.1%	81.5%	3.7%	
Principals and Vice-Principals	\$ 967,719	\$ 266,350	\$ 701,369	72.5%	72.5%	0.0%	
School Office - Secretarial & Supplies	\$ 1,382,522	\$ 195,486	\$ 1,187,036	85.9%	81.6%	4.3%	
Continuing Education	\$ 112,991	\$ 15,482	\$ 97,509	86.3%	85.8%	0.5%	
Trustees	\$ 6,513	\$ 1,366	\$ 5,147	79.0%	79.0%	0.0%	

Appendix A

Board Meeting - February 25, 2020

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2019

EXPENDITURE CATEGORIES	2019-2020 REVISED BUDGET	SEPT. TO NOV. 2019 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2019 \$	BUDGET REMAINING AT NOV. 30, 2019 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
Directors & Supervisory Officers	\$ 90,219	\$ 13,152	\$ 77,067	85.4%	83.7%	1.7%	
Board Administration	\$ 901,258	\$ 238,318	\$ 662,940	73.6%	73.6%	-0.1%	
Operations and Maintenance - Schools	\$ 3,150,079	\$ 382,464	\$ 2,767,615	87.9%	83.3%	4.5%	
TOTAL EMPLOYEE BENEFITS	\$ 29,478,567	\$ 7,027,093	\$ 22,451,474	76.2%	75.4%	0.8%	A
STAFF DEVELOPMENT							
Staff Development - Classroom	\$ 542,181	\$ 156,274	\$ 385,907	71.2%	62.9%	8.3%	
Principals and Vice-Principals	\$ 64,195	\$ 1,438	\$ 62,757	97.8%	97.2%	0.6%	
Continuing Education	\$ 1,250	\$ 1,225	\$ 25	2.0%	2.0%	0.0%	
Trustees	\$ 35,000	\$ 4,095	\$ 30,905	88.3%	89.9%	-1.6%	
Board Administration	\$ 72,861	\$ 36,476	\$ 36,385	49.9%	62.6%	-12.7%	
Operations and Maintenance - Schools	\$ 68,250	\$ 6,608	\$ 61,642	90.3%	90.0%	0.3%	
TOTAL STAFF DEVELOPMENT	\$ 783,737	\$ 206,117	\$ 577,620	73.7%	69.1%	4.6%	A
SUPPLIES AND SERVICES							
Classroom Teachers	\$ 259,040	\$ 39,302	\$ 219,738	84.8%	82.4%	2.5%	
Classroom Computers	\$ 611,331	\$ 126,322	\$ 485,009	79.3%	76.2%	3.1%	
Textbooks, Supplies & Equipment	\$ 5,095,664	\$ 1,166,372	\$ 3,929,292	77.1%	78.2%	-1.1%	
Paraprofessionals & Technicians	\$ 531,017	\$ 90,435	\$ 440,582	83.0%	85.6%	-2.7%	
Library and Guidance	\$ 64,619	\$ 16,352	\$ 48,267	74.7%	69.1%	5.6%	
Coordinators & Consultants	\$ 257,972	\$ 47,553	\$ 210,419	81.6%	80.0%	1.6%	
Principals and Vice-Principals	\$ 182,074	\$ 5,709	\$ 176,365	96.9%	96.4%	0.5%	
School Office - Secretarial & Supplies	\$ 660,690	\$ 130,108	\$ 530,582	80.3%	72.2%	8.1%	
Continuing Education	\$ 52,450	\$ 7,840	\$ 44,610	85.1%	77.0%	8.1%	
Trustees	\$ 90,867	\$ 5,419	\$ 85,448	94.0%	89.7%	4.3%	
Board Administration	\$ 705,065	\$ 218,073	\$ 486,992	69.1%	71.0%	-1.9%	
Operations & Maintenance - Schools	\$ 11,878,433	\$ 2,027,052	\$ 9,851,381	82.9%	83.0%	-0.1%	
TOTAL SUPPLIES AND SERVICES	\$ 20,389,222	\$ 3,880,538	\$ 16,508,684	81.0%	81.0%	0.0%	A

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EXPENDITURE CATEGORIES	2019-2020 REVISED BUDGET	SEPT. TO NOV. 2019 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2019 \$	BUDGET REMAINING AT NOV. 30, 2019 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
CAPITAL EXPENDITURES							
Classroom Computers & SEA Computers	\$ 1,640,066	\$ 82,953	\$ 1,557,113	94.9%	90.2%	4.8%	
Textbooks, Supplies & Equipment	\$ 1,269,222	\$ 141,619	\$ 1,127,603	88.8%	89.7%	-0.8%	
Paraprofessionals & Technicians	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	
Coordinators & Consultants	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	
School Office	\$ 20,000	\$ -	\$ 20,000	100.0%	100.0%	0.0%	
Principals and Vice-Principals	\$ 52,000	\$ -	\$ 52,000	100.0%	100.0%	0.0%	
Board Administration	\$ 70,000	\$ 18,823	\$ 51,177	73.1%	71.9%	1.2%	
Operations & Maintenance - Schools	\$ 115,000	\$ -	\$ 115,000	100.0%	100.0%	0.0%	
School Renewal	\$ 28,888,468	\$ 1,755,648	\$ 27,132,820	93.9%	93.7%	0.2%	
TOTAL CAPITAL EXPENDITURES	\$ 32,104,756	\$ 1,999,043	\$ 30,105,713	93.8%	93.4%	0.4%	A
NON-OPERATING EXPENDITURE							
NPF Debt Repayment	\$ 3,294,245	\$ 1,125,976	\$ 2,168,269	65.8%	65.8%	0.0%	
TOTAL CAPITAL EXPENDITURES	\$ 3,294,245	\$ 1,125,976	\$ 2,168,269	65.8%	65.8%	0.0%	
RENTAL EXPENDITURE							
Paraprofessionals & Technicians	\$ 9,770	\$ 2,442	\$ 7,328	75.0%	75.0%	0.0%	
TOTAL RENTAL EXPENDITURE	\$ 9,770	\$ 2,442	\$ 7,328	75.0%	75.0%	0.0%	
FEES AND CONTRACTUAL SERVICES							
Classroom Supplies & Services	\$ 30,000	\$ 34,145	\$ (4,145)	-13.8%	-13.8%	0.0%	
Computers	\$ 8,444	\$ 8,444	\$ 0	0.0%	0.0%	0.0%	
Textbooks, Supplies & Equipment	\$ 200,000	\$ 172,077	\$ 27,923	14.0%	13.1%	0.9%	
Paraprofessionals & Technicians	\$ 708,856	\$ 162,520	\$ 546,336	77.1%	70.9%	6.1%	
Coordinators & Consultants	\$ 37,752	\$ 12,937	\$ 24,815	65.7%	72.3%	-6.5%	
School Office	\$ 8,300	\$ 9,194	\$ (894)	-10.8%	-10.8%	0.0%	
Continuing Education	\$ 74,000	\$ 18,570	\$ 55,430	74.9%	70.0%	4.9%	
Board Administration	\$ 681,166	\$ 341,213	\$ 339,953	49.9%	54.7%	-4.8%	
Pupil Transportation	\$ 13,532,271	\$ 4,080,587	\$ 9,451,684	69.8%	70.0%	-0.1%	
Operations & Maintenance - Schools	\$ 3,336,828	\$ 336,846	\$ 2,999,982	89.9%	89.0%	0.9%	
TOTAL FEES AND CONTRACTUAL SERVICES	\$ 18,617,617	\$ 5,176,533	\$ 13,441,084	72.2%	72.0%	0.2%	

Appendix A

Board Meeting - February 25, 2020

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2019

EXPENDITURE CATEGORIES	2019-2020 REVISED BUDGET	SEPT. TO NOV. 2019 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2019 \$	BUDGET REMAINING AT NOV. 30, 2019 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
OTHER							
Board Administration	\$ 95,846	\$ 95,023	\$ 823	0.9%	0.0%	0.9%	
Other Non-Operating Expense	\$ 744,654	\$ -	\$ 744,654	100.0%	100.0%	0.0%	
School Generated Funds	\$ 5,829,000	\$ 116,027	\$ 5,712,973	98.0%	98.0%	0.0%	
TOTAL OTHER	\$ 6,669,500	\$ 211,050	\$ 6,458,450	96.8%	11.2%	85.7%	
CHARGES-NON FINANCIAL ASSETS							
Amortization	\$ 479,500	\$ -	\$ 479,500	100.0%	100.0%	0.0%	
TOTAL CHARGES-NON FINANCIAL ASSETS	\$ 479,500	\$ -	\$ 479,500	100.0%	100.0%	0.0%	
TOTAL EXPENDITURES	\$ 298,438,390	\$ 69,220,194	\$ 229,218,196	76.8%			