



REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, JANUARY 14, 2020
7:00 p.m.

A

Board Room
Chatham Education Centre
476 McNaughton Avenue, Chatham

Page Reference

1. Call to Order
2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Approval of the Minutes of:
 - a) November 26, 2019 Regular Board Meeting 3
 - b) December 3, 2019 Annual Organization Board Meeting 6
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) LKDSB Practice Regarding Student Trustee Participation in Private Session Meetings and Distribution of Private Session Material Chair Bryce Report B-20-04 11
Recommendation
 "That the Board confirm the current practice of the LKDSB of not providing Private Session Board Agenda packages to Student Trustees and excluding Student Trustees from Private Session when the subject under consideration involves, individual student issues, disciplinary matters involving students and staff, personnel matters, negotiations and land negotiations."
 - b) LKDSB Policy on *In Grade Retention of Students* Director Howitt/Superintendent Barrese Report B-20-05 13
Recommendation
 "That the Board approve the review of the policy on *In Grade Retention of Students*."
 - c) LKDSB Policy and Regulations on *Provision of Accessible Student Transportation Services* Director Howitt/Superintendent Barrese Report B-20-06 15
Recommendation
 "That the Board approve the review of the policy and revised regulations on the *Provision of Accessible Student Transportation Services*."

d) LKDSB Policy on <i>Donations, Sponsorships and Partnerships</i>	Director Howitt/Superintendent McKay Report B-20-07	19
<u>Recommendation</u>		
"That the Board approve the review of the policy on <i>Donations, Sponsorships and Partnerships..</i> "		
e) Tender Award – Roof Guard Rails	Superintendent McKay Report B-20-08	21
<u>Recommendation</u>		
"That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Inc. to supply and install roof guard rails at twelve schools."		
12. Reports for Board Information		
a) Indigenous Liaison Committee Report	Trustee Rising Report B-20-09	22
b) Special Education Advisory Committee Report	Trustees Barnes Report B-20-10	24
c) LKDSB Director's Annual Report	Director Howitt Report B-20-11	26
13. Correspondence		
14. New Business		
15. Trustee Questions		
16. Notices of Motion:		
17. Future Agenda Items		
18. Announcements		
a) The next Regular Board Meeting will be held on Tuesday, January 28, 2020 7:00 p.m. at the Sarnia Education Centre.		
19. Adjournment		

PRESENT:

Trustees: Chair Jane Bryce, Vice-Chair Randy Campbell, Greg Agar, Janet Barnes, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Brittany Jenkins, Lareina Rising and Derek Robertson

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

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the meeting to order at 7:00 p.m.
Chair Bryce read the Traditional Territorial Acknowledgement.

#2019-144
Approval of the Agenda
Moved by Lareina Rising, seconded by Ruth Ann Dodman,
"That the Agenda for the Regular Board Meeting of November 26, 2019 be approved with the addition of 12.c) OPSBA Advocacy Day."
CARRIED.

Declaration of Conflict of Interest
None

#2019-145
Approval of the Minutes
Nov/12/2019
Moved by Randy Campbell, seconded by Lareina Rising,
"That the Board approve the Minutes of the Regular Board Meeting of November 12, 2019."
CARRIED.

Business Arising
None

#2019-146
Action of the Regular
Board Private Session be
the Action of the Board
Moved by Randy Campbell, 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

#2019-147
Municipal Local
Improvement Policy
Report B-19-109
Chair Bryce explained that Trustee Robertson served Notice of Motion at the November 12, 2019 Board Meeting.

Moved by Derek Robertson, seconded by Greg Agar,
"That the Board send a formal request to the Municipality of Chatham-Kent, the City of Sarnia and surrounding lower tier municipalities to review the respective Local Improvement Policy, prioritizing new sidewalk implementation in accordance with policies that promote safe routes to school."

Trustee Robertson explained that the purpose of the motion is to ensure the safety of all students travelling to school. He provided an example of an unsafe situation in Chatham that a constituent had brought to his attention. He suggested that the Board make a formal request to have all municipalities review their Local Improvement Policy. Safe routes to schools should be a priority for all municipalities. He noted the importance of making this request now as

municipalities and local governments are about to approach annual reviews and budget deliberations. Trustees expressed support for student and community safety.

CARRIED.

#2019-148
LKDSB Policy and
Regulations on *Guide
Dog, Service Dog and
Service Animal*
Report B-19-110

Moved by Janet Barnes, seconded by Derek Robertson,

“That the Board approve the revised policy and regulations on *Use of Guide Dog, Service Dog or Service Animal by a Student.*”

Director Howitt advised that the LKDSB policy and regulations on *Use of Guide Dog, Service Dog or Service Animal by a Student* have been revised to meet the new requirements of the Ministry of Education’s Policy/Program Memorandum No. 163, issued September 9, 2019. School boards must implement and make publicly available on their websites their newly developed or updated policies and procedures on student use of service animals by January 1, 2020. He explained that currently the LKDSB policy and regulations cover students, staff and community members. PPM 163 requires the LKDSB to update the documents and have separate policies and regulations for students. Senior Administration consulted with the LKDSB legal team and insurance provider as well as the Council of Directors of Education.

The LKDSB currently has a separate administrative procedure for students and one for staff. The draft revised administrative procedure for students was shared with Trustees. It is in draft form and will be finalized following a Ministry webinar on November 28, 2019. Director Howitt commended Superintendent Barrese for her work on the documents. Input was obtained through the community partners represented on the LKDSB Special Education Advisory Committee.

Superintendent Barrese confirmed that currently there are no services animals in the LKDSB schools.

Director Howitt confirmed that some of the language in the regulation is required as per the PPM from the government. School boards must inform the community that a service animal is being considered for the competing human rights of other students and staff but not the reason the service animal is being considered.

Superintendent Barrese explained that the intent of #2 was to provide opportunity for discussion prior to someone spending significant dollars on acquiring a service animal only to find out that the animal could not be included in the school environment. The intent is not to prevent the purchase of an animal but to allow for consultation. It is not a requirement.

#2019-149
Amendment to the Original
Motion Approved

Moved by Derek Robertson, seconded by Lareina Rising,

“That the motion be amended to add that #2 in the regulation be revised to read *Parents, guardians or adult students when considering the purchase of a Guide Dog, Service Dog or Service Animal may want to consult with the school principal before making a commitment.*”

AMENDMENT CARRIED.

MOTION AS AMENDED CARRIED.

Director Howitt confirmed that Administration will adjust any similar language in the administrative procedure.

#2019-150
LKDSB 2018/2019 Annual
Accessibility Report
Report B-19-111

Moved by Ruth Ann Dodman, seconded by Lareina Rising

“That the Board approve the LKDSB 2018/2019 Annual Accessibility Report.”

Superintendent Girardi outlined the composition of the LKDSB Accessibility Committee. He explained that the LKDSB 2018/2019 Annual Accessibility Report describes the measures that have been taken during the 2018/2019 school year to identify barriers and enhance accessibility for individuals who work, learn and participate in the LKDSB and environment. He advised that the LKDSB Annual Accessibility Plan has been reviewed by the members of the LKDSB Special Education Advisory Committee.

CARRIED.

Annual Audit Committee
Report
Report B-19-112

Trustee Douglas provided a summary of the Audit Committee's actions for the year ending August 31, 2019. The External Auditors presented the LKDSB detailed Financial Statements to the Audit Committee members and the Audit Committee members recommended the approval of the Annual Audited Financial Statements to the Board. He commented on the activity of the Internal Auditors and the audits completed. Superintendent McKay confirmed that Administration had recently received an application from a community member to join the Audit Committee.

Budget Meeting Schedule
for the 2020/2021 School
Year
Report B-19-113

Superintendent McKay explained that the LKDSB annual budget process for the 2020/2021 school year will begin in February 2020. He reviewed the budget schedule that will guide the planning of revenues and expenses, for the upcoming 2020/2021 school year. The timelines will ultimately depend upon the date when the Ministry provides school boards with the grant regulations. Budget Workshops for Trustees and Administration will be held on April 7 and May 5, 2020. Budget development information will be shared at the Regular Board Meetings scheduled for April 14, 28, May 12 and 26. The Budget Information Session with the Student Senate will be on May 4, the Parent Involvement Committee session will be on May 11, the Indigenous Liaison Committee session will be on May 20 and Special Education Advisory Committee session will be on May 21. The final approval of the 2020/2021 Budget is scheduled for the June 9, 2020 Regular Board Meeting with June 23, 2020 as the backup date.

OPSBA Advocacy Day

Trustee Fletcher advised that he attended the OPSBA Advocacy Day on November 25, 2019 in Toronto. There were various Trustees, Directors of Education and MPPs in attendance. He had the opportunity to speak with MPP Percy Hatfield from Windsor and MPP Rick Nicholls from Chatham-Kent - Leamington. Trustee Fletcher stated that he raised a couple of points one of which was the need for school boards to have more autonomy to reflect local needs. Trustee Fletcher had asked Chair Bryce and Director Howitt for input prior to the event which he shared with the MPPs. They advised that the government eliminated the Top of Funding which was provided to cover costs associated with excess pupil space. School boards need the funding back or the ability to proceed with accommodation reviews to address or eliminate the excess pupil places. Rick Nichols referred to a meeting he had with former Director Costello regarding the secondary schools in South Kent. Trustee Fletcher referenced the media release on the OPSBA Advocacy Day. He commented on the survey which indicated tremendous support for the public education system.

Announcements

The Organization Board Meeting will be held on Tuesday, December 3, 2019, 7:00 p.m. at the Sarnia Education Centre.
The next Regular Board Meeting will be held on Tuesday, January 14, 2020, 7:00 p.m. at the Chatham Education Centre.

Adjournment
7:43 p.m.

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 7:43 p.m.

PRESENT:

Trustees: Chair Jane Bryce, Vice-Chair Randy Campbell, Greg Agar, Janet Barnes (via teleconference), Ruth Ann Dodman, Jack Fletcher, Brittany Jenkins, Lareina Rising, Derek Robertson

Staff: Director of Education John Howitt, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Helen Lane, Mary Mancini, Mark Sherman and Public Relations Officer Heather Hughes

Student Trustees: Aurora Bressette and Byren Newcombe

Excused: Trustee Scott McKinlay

Regrets: Trustee Dave Douglas, Student Trustee Simon Harris and Superintendent Ben Hazzard

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Director Howitt called the meeting to order at 7:00 p.m. and explained that as per the LKDSB Procedural By-laws and the Education Act, the Director presides over the meeting until a Chair of the Board is elected. Director Howitt read the Traditional Territorial Acknowledgement.

Director Howitt explained that, on August 1, 2019, he joined a dedicated staff of nearly 3000 employees who, regardless of their role, put the nearly 22,000 students first. Everyone works hard to address the needs of the students and focus on their best outcomes. He noted that this has been very evident in his school visits. He has nearly completed his goal of visiting all 62 schools and 2 alternative and continuing education sites before the holiday break. He commented that this goal will be accomplished on December 13, 2019. He noted that throughout these visits he has been warmly welcomed by students, staff and volunteers who are all eager to tell him that he is visiting the best school in the province. It is a great feeling to know we have such broad support in our schools. He commented that equally, the Trustees provide strong governance on behalf of the students and the entire Senior Administrative team looks forward to operationalizing our Vision of "Our Students Shaping our World" and our Mission of "Fostering Success for Every Student Every Day." He noted the important work before everyone in the coming year to refresh our Strategic Plan and its priorities. He informed Trustees that this work will begin on Friday, March 6, 2020 and that more details will be shared with Trustees soon. Director Howitt stated that he takes great pride in being the Director of Education for the Lambton Kent District School Board. The Trustees, staff, Indigenous partners and communities all support students. He is looking forward to another year of incredible success for the LKDSB students.

Musical Performance Director Howitt welcomed the members of the Sir John Moore Community School Choir, staff, parents/guardians and community members to the Board Meeting. He advised that the members of the Sir John Moore Choir will be performing a few musical selections including O'Canada under the direction of Mme Curts and Mlle Millar. He introduced Principal Smith as well.

Invocation Superintendent Lane delivered the invocation.

#2020-1 Appointment of Student Trustee Scrutineers Moved by Derek Robertson, seconded by Ruth Ann Dodman, "That the Board appoint Student Trustees Bressette and Newcombe to serve as Scrutineers for the Annual Organization Meeting."

CARRIED.

Director Howitt invited Trustees to submit nominations for the position of Chair of the Board for the term December 3, 2019 to December 1, 2020.

#2020-2
Nominations for Election of the Chair of the Board

Moved by Janet Barnes,

“That Jane Bryce be nominated to serve as Chair of the Lambton Kent District School Board.”

Moved by Greg Agar,

That Jack Fletcher be nominated to serve as Chair of the Lambton Kent District School Board.”

Trustees Bryce and Fletcher allowed their names to stand.

#2020-3
Nominations Closed for Election of Chair of the Board

Moved by Randy Campbell , seconded by Brittany Jenkins

“That the nominations for Chair of the Board be closed.”

CARRIED.

Trustee Fletcher addressed the Board and outlined the reasons he felt he should be elected to the position of Chair of the Board.

Trustee Bryce addressed the Board and outlined the reasons she felt she should be elected to the position of Chair of the Board.

Election of Chair

Trustee Bryce was elected to the position of Chair of the Lambton Kent District School Board and assumed the Chair position.

Address by the Chair

Chair Bryce addressed the Board and shared an inspirational message. She expressed her sincere appreciation to everyone in the room for their commitment to public education. She thanked everyone for their dedication to and pride in our system, in our schools and most of all in our students. She reflected on the accomplishments of the Board over the past 11 months. She noted that the Director’s Entry Plan is almost complete and stated that everyone is looking forward to coming together to work as a team to improve the strategic plan that will carry the Board forward into the next decade. She commented that the Board was still waiting for the moratorium on pupil accommodation review to be lifted. She commented that the job of Trustees is to deliver meaningful learning and timely services to the LKDSB students. She noted the need for the Ministry to give school boards the supports and tools they need to accomplish their goals of providing quality education. Trustees are locally elected for the good of the whole, governing today and holding in trust the future leaders. She thanked Trustees for their involvement, vision and being ready to shape the future of the LKDSB.

Chair Bryce invited Trustees to submit for nominations for the position of Vice-Chair of the Board for the term December 3, 2019 to December 1, 2020.

#2020-4
Nominations for Vice-Chair of the Board

Moved by Greg Agar,

“That Randy Campbell be nominated to serve as Vice-Chair of the Lambton Kent District School Board.”

Trustee Campbell allowed his name to stand.

Moved by Trustee Jenkins.

“That Jack Fletcher be nominated to serve as Vice-Chair of the Lambton Kent District School Board.”

Trustee Fletcher declined the nomination.

<p>#2020-5 Nominations Closed for Election of Vice-Chair of the Board</p>	<p>Moved by Derek Robertson, seconded by Lareina Rising, “That the nominations for Vice-Chair of the Board be closed.” CARRIED</p> <p>Trustee Campbell allowed his name to stand.</p>
<p>Election of Vice-Chair</p>	<p>Trustee Campbell was acclaimed to the position of Vice-Chair of the Lambton Kent District School Board and assumed the Vice-Chair position.</p>
<p>Address by Vice-Chair</p>	<p>Vice-Chair Campbell thanked the Trustees for the opportunity to serve as Vice-Chair. He commented that one of the purposes of the Trustee position is to reflect the needs of community and the district of the Board. He noted that this is going to be very apparent in the coming term with the declining student population in some areas and the aging school facilities. He commented that this can be accomplished, as in the past, with all Trustees working together and keeping an open mind and coming up with a solution that will be beneficial to both students and their communities. He referenced the LKDSB Motto <i>Student Achievement √ Community Success</i> and commented that he is looking forward to the coming year.</p> <p>Chair Bryce invited Trustees to submit nominations for the position of Ontario Public School Boards’ Association (OPSBA) Delegate for the LKDSB.</p>
<p>#2020-6 Nomination for OPSBA Delegate</p>	<p>Moved by Greg Agar, “That Jack Fletcher be nominated to serve as the LKDSB Delegate to the Ontario Public School Boards’ Association.”</p>
<p>#2020-7 Nomination Closed for OPSBA Delegate</p>	<p>Moved by Derek Robertson, seconded by Greg Agar, “That the nominations for the LKDSB Delegate to the Ontario Public School Boards’ Association be closed.” CARRIED.</p>
<p>OPSBA Delegate</p>	<p>Trustee Fletcher allowed his name to stand.</p> <p>Trustee Fletcher was acclaimed as the LKDSB Delegate to the Ontario Public School Boards’ Association.</p> <p>Trustee Fletcher commented that he has served as the LKDSB OPSBA delegate for two or three terms and noted the importance of the role. Going forward, he encouraged all Trustees to review the OPSBA material he will be sharing.</p>
<p>#2020-8 Nominations for Election of OPSBA Alternate</p>	<p>Chair Bryce invited Trustees to submit nominations for the position of Ontario Public School Boards’ Association (OPSBA) Alternate for the LKDSB.</p> <p>Moved by Lareina Rising, “That Ruth Ann Dodman be nominated to serve as the LKDSB Alternate to the Ontario Public School Boards’ Association.”</p> <p>Trustee Dodman allowed her name to stand for alternate.</p>
<p>#2020-9 Nominations for OPSBA Alternate be closed</p>	<p>Moved by Lareina Rising, seconded by Greg Agar, “That the nominations for the LKDSB Alternate to the Ontario Public School Boards’ Association be closed.” CARRIED.</p>

Election of OPSBA Alternate	Trustee Dodman was acclaimed to the position of LKDSB Alternate for the Ontario Public School Boards' Association. Trustee Dodman commented that she is looking forward to challenge of hosting a regional OPSBA meeting.
#2020-10 Appointment of Signing Officers of the Board Report B-20-01	Moved by Randy Campbell, seconded by Derek Robertson, "That for the term December 19, 2019 to December 1, 2020 the Board appoint John Howitt, Director of Education and Secretary of the Board, and Brian McKay, Superintendent of Business and Treasurer of the Board, as the official signing officers of the Board." CARRIED.
#2020-11 Appointment of Legal Counsel for the Board Report B-20-01	Moved Ruth Ann Dodman, seconded by Jack Fletcher, "That for the term December 3, 2019 to December 1, 2020, the Board appoint the legal firms of (a) Hicks Morley; (b) Harrison Pensa as its official legal firms to conduct business." CARRIED.
#2020-12 Appointment of Auditors for the Board Report B-20-01	Moved by Brittany Jenkins, seconded by Derek Robertson, "That for the term December 3, 2019 to December 1, 2020, the Board appoint the auditing firm of Bailey Kearney Ferguson LLP as its official auditor." CARRIED.
#2020-13 Trustee Robertson Appointed to the Striking Committee	Chair Bryce explained that the Striking Committee is comprised of the Immediate Past-Chair, Chair, Vice-Chair and Director of Education. At present, the Board does not have a Past Chair. According to the Board By-laws, the Board is required to appoint a Trustee to the Striking Committee. Moved by Janet Barnes, seconded by Greg Agar, "That the Board appoint Trustee Robertson to serve on the Striking Committee." CARRIED.
Report of the Striking Committee Report B-20-02	The Striking Committee retired to meet and confirm Trustees' Board Committee appointments for the upcoming year. Director Howitt explained that as per Ontario Reg 464/97: Special Education Advisory Committees, all members of Special Education Advisory Committees are appointed for a four-year term. At the January 15, 2019 LKDSB Board Meeting, the Board appointed the community members as well as the Trustee members (Barnes and Robertson) and alternate (Trustee Fletcher) to serve on the LKDSB Special Education Advisory Committee. Members are required to serve a four-year term like the Audit Committee. There are provisions for the Board to appoint a member if someone steps down before the four-year term is over. Trustees Barnes, Robertson and Fletcher confirmed they understood the four-year commitment. Trustees agreed with Trustees Barnes, Robertson and Fletcher serving the four-year term.
#2020-14 Trustees appointed for a four-year term to SEAC	Moved by Ruth Ann Dodman, seconded by Brittany Jenkins, "That the Board understands and confirms that as per Ontario Reg 464/97: Special Education Advisory Committees, Trustees Barnes and Robertson were appointed as members and Trustee Fletcher as an alternate, to the LKDSB Special Education Advisory Committee for a four-year term, effective January 15, 2019." CARRIED.

Chair Bryce presented the report of the Striking Committee. Trustees were provided with copies of the LKDSB Trustee Board Committee Assignments. All committees are required to elect a Chair for the Committee at the first meeting.

#2020-15
Committee Structure
Approved

Moved by Lareina Rising, seconded by Greg Agar,

“That the Board approve the Striking Committee Report on the Trustee Board Committee Assignments for the period from December 3, 2019 to December 1, 2020 as outlined in Report B-20-02.”

Chair Bryce confirmed that alternates can attend Committee Meetings but unless they are replacing the Trustee committee member, they cannot make motions or speak at the table.

CARRIED.

#2020-16
Ballots to be Destroyed

Moved by Ruth Ann Dodman, seconded by Greg Agar,

“That all ballots be destroyed.”

CARRIED.

Adjournment

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 8:24 p.m.

Chair of the Board

Director of Education and
Secretary of the Board

Report to Board

From: Jane Bryce, Chair of the Board

Date: January 14, 2020

Subject: LKDSB Practice Regarding Student Trustees Participation in Private Session Meetings and Distribution of Private Session Material

Background

The Board of Trustees regularly and cyclically reviews Policy and Regulations to ensure they continue to align with the Strategic Plan, Ministry Guidelines and current legislation. Occasionally Board practices are also reviewed to ensure alignment. The practice of Student Trustee attendance in Private Session has recently been questioned and warrants a review.

As per LKDSB Procedure By-laws Section 7.24

The Board approves annually the appointment of three Student Trustees, for the August 1 to July 31 term. One student will represent a public secondary school from Sarnia-Lambton, one will represent a public secondary school from Chatham-Kent, and one will represent Indigenous students. The Students will attend all public Board Meetings. The Student Trustees may participate in all Board deliberations and provide input except on matters involving individual staff or student issues or those which create a conflict of interest. Student Trustees may not vote on a motion or make a motion.

As per Student Trustee Regulations, R-AD-123-18

1. Student Trustees will:
 - (a) be invited to attend all Board Meetings and may attend any committee meetings in which they have an interest;
 - (b) be seated at the Board table and be able to participate in all Board deliberations within the public domain as well as provide input;
 - (c) be entitled to have their non-binding vote recorded in the Board Minutes if they request it;
 - (d) be able to introduce agenda items as per the Board's Procedural By-laws;
 - (e) be entitled to suggest a Motion on any matter at a Meeting of the Board or of one of its committees on which the student sits and if no member of the Board moves the suggested Motion, the record shall show the suggested Motion.
 - (f) be entitled to attend meetings closed to the public with the exception of those defined in Subsection 55 (5) of the Education Act b) the disclosure of intimate, personal or financial information in respect to a member of the Board or committee, an employee or prospective employee of the Board or a pupil or their parent or guardian.
 - (g) be reimbursed for transportation costs to and from Board Meetings, and for other eligible expenses incurred in the performance of their duties according to Board Regulations R-BU-502.
 - (h) be encouraged to attend the Ontario Public School Boards' Association conference;
 - (i) be entitled to the same professional development budget as elected Trustees.

The practice of the LKDSB is to have Student Trustees attend Private Session Board Meetings as per the Education Act as outlined in item (f) above. Student Trustees do not receive copies of the Private Session Agenda package or Minutes. This practice has been reviewed periodically over the years and has been supported by the Board of Trustees.

In September 17, 2012, Parliamentarian James Lochrie facilitated a workshop with Trustees and Senior Administration. He confirmed the practices of the LKDSB regarding Board agenda distribution and the Board minute taking format.

Director Howitt surveyed school boards regarding their practice of sharing private session information with Student Trustees and Student Trustees attendance at Private Session Meetings. The findings of the review demonstrated inconsistency from no attendance and no sharing of information or packages to similar practices of the LKDSB.

A Student Trustee contacted the Ontario Public School Boards' Association (OPSBA) regarding the LKDSB practice. OPSBA Executive Director W.R. (Rusty) Hick confirmed that Student Trustees would be excluded as per the Education Act:

“... when the subject under consideration involves,
(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian...”

This topic was discussed at the Agenda Review Meeting on January 8, 2019.

Recommendation

“That the Board confirm the current practice of the LKDSB of not providing Private Session Board Agenda packages to Student Trustees and excluding Student Trustees from Private Session when the subject under consideration involves, individual student issues, disciplinary matters involving students and staff, personnel matters, negotiations and land negotiations.”

REPORT TO BOARD

FROM: John Howitt, Director of Education
Angie Barrese, Superintendent of Education – Special Education

DATE: January 14, 2020

SUBJECT: LKDSB Policy on *In Grade Retention of Students*

The LKDSB policy *In Grade Retention of Students* has been reviewed as part of the LKDSB cyclical review. Changes are not recommended. The policy statement reflects the philosophy of the LKDSB.

Recommendation

“That the Board approve the review of the policy on *In Grade Retention of Students*.”



POLICY

SUBJECT: In-Grade Retention of Students

It is the policy of the Lambton Kent District School Board that in-grade retention occurs only after all other avenues of intervention and support have been considered.

Implementation Date: February 23, 1999
Revised: April 23, 2002, January 13, 2015



REPORT TO BOARD

FROM: John Howitt, Director of Education
Angie Barrese, Superintendent of Education – Special Education

DATE: January 14, 2020

SUBJECT: Policies and Regulations on *Provision of Accessible Student Transportation Services*

The LKDSB policy and regulations on *Provision of Accessible Student Transportation Services* has been reviewed as part of the LKDSB cyclical review.

Changes to the policy are not recommended. The policy statement reflects the philosophy of the LKDSB.

The regulations were updated to reflect what is currently the practice. The Manager of Student Transportation Services, provided input on the proposed revisions.

Recommendation

“That the Board approve the review of the policy and revised regulations on *Provision of Accessible Student Transportation Services*.”



POLICY

SUBJECT: Provision for Accessible Student Transportation Services

It is the policy of the Lambton Kent District School Board to ensure that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensures their safety.

Implementation Date: November 12, 2013

Reviewed: November 10, 2015

Reference: Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
Integrated Accessibility Standards, Ontario Regulation 191/11
Ontario Human Rights Code

REGULATIONS

SUBJECT: Provision for Accessible Student Transportation Services
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The Lambton Kent District School Board is committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability and requires specialized transportation to and from school. The plan will be developed by the Board's Special Education staff in collaboration with Chatham Kent Lambton Administrative School Services "CLASS" student transportation staff and in consultation with the student's parents or guardians.

1. Responsibility

The Superintendent responsible for Special Education, **or their designate**, and the Manager of Student Transportation Services, **or their designate**, will ensure that the provisions of these regulations are implemented.

2. Individual School Transportation Plans

- a. The Superintendent responsible for Special Education or ~~his/her~~ **their** designate will, in consultation with parents or guardians, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- b. **Annually, the complete lists of students who require individual student transportation plans will be reviewed by the Board's Special Education staff in collaboration with Chatham Kent Lambton Administrative School Services "CLASS" student transportation staff. The eligibility of each student will be reviewed. Confirmation of eligible students will be communicated with the Manager of Student Transportation Services and the student's route information will be communicated as per the CLASS procedure. If a student's needs have changed, and their eligibility status is impacted, parents/guardians, the school and CLASS will be notified.**
- c. In consultation with parents or guardians, the Superintendent responsible for Special Education, or ~~his/her~~ **their** designate, will work with the Manager of Student Transportation Services, or ~~his/her~~ **their** designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

3. Content of Individual School Transportation Plans

- a. An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:
 - Details of the student's assistance needs with respect to transportation to and from school
 - Provisions for the boarding, securement, and disembarking of the student as applicable.

4. Communication of responsibilities re Individual School Transportation Plans

- a. The Superintendent responsible for Special Education, **or their designate**, and as appropriate, the Manager of Student Transportation Services, **or their designate**, will identify and communicate roles and responsibilities with regard to the implementation of the individual school transportation plan to the following:
- The independently contracted transportation provider
 - The driver of the student transportation vehicle
 - The appropriate members of the school staff (e.g., principal, teacher, educational assistant)
 - The parents or guardians of the student with the disability
 - The student with the disability.

DRAFT

Implementation Date: November 12, 2013

Revised: November 10, 2015

Reference: Board Policy & Regulations

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Integrated Accessibility Standards, Ontario Regulation 191/11

Ontario Human Rights Code

REGULAR BOARD, PUBLIC SESSION

Report To Board

FROM: John Howitt, Director of Education
Brian McKay, Superintendent of Business

DATE: January 14, 2020

SUBJECT: LKDSB Policy – *Donations, Sponsorships and Partnerships*

The LKDSB policy on *Donations, Sponsorships and Partnerships* has been reviewed as part of the cyclical review.

Changes are not recommended to the policy statement. It continues to reflect the philosophy of the LKDSB.

RECOMMENDATION:

“That the Board approve the review of the policy on *Donations, Sponsorships and Partnerships*.”

POLICY

SUBJECT: Donations, Sponsorships and Partnerships

It is the policy of the Lambton Kent District School Board to encourage and support donations, sponsorships and partnerships from individuals, organizations, business, and communities which comply with applicable legislation, and are consistent with the stated values and needs of the Board.

Changes not recommended.

Implementation Date: December 8, 1998

Revised: November 27, 2001, September 12, 2006,

Reviewed: June 8, 2010

Revised: November 11, 2014

Reference: LKDSB Administrative Procedure, Donations, Sponsorships and Partnerships
LKDSB Administrative Procedure, Computer Purchase, Support and Replacement
LKDSB Administrative Procedure, Safe Storage and Housekeeping Practices
Canada Revenue Agency
Income Tax Act

BOARD REPORT
REGULAR BOARD, PUBLIC SESSION

REPORT NO: B-20-08

Memorandum To: John Howitt, Director of Education

FROM: Brian McKay, Superintendent of Business

DATE: January 14, 2020

SUBJECT: Tender Award – Roof Guard Rails

Tenders were received electronically by Sandy Huizinga of the Purchasing Department and opened on December 3, 2019 by Brian Pelletier and Don Masse of the Plant & Maintenance Department. Bid results are as follows (** indicates successful bidder):

Tendered Base Bid: Supply & Install Roof Guard Rails at the following twelve schools: AMSS, JMSS, LCCVI, RDHS, Colonel Cameron, Lansdowne, P.E. McGibbon, Plympton-Wyoming, Queen Elizabeth II-Chatham, Queen Elizabeth II- Petrolia, Rosedale and Sir John Moore.

PROJECT BIDDER	BASE BID (nic, h.s.t.)
** Elric Contractors of Wallaceburg Inc., Wallaceburg	128,925.27
Wellington Builders Inc, Forest	135,300.
Intrepid General Ltd., Chatham	153,745.
Westhoek Construction Limited, Chatham	157,862.
Maaten Construction Limited., Sarnia	159,210.
Dixin Construction Limited, Sarnia	165,912.16
Agri-Urban Building Inc., Dresden	167,400.
Elgin Contracting & Restoration Ltd., St. Thomas	183,000.
Norlon Builders, London	189,378.21
K&L Construction, London	207,100.
Joe Pace & Sons Contracting Inc., North York	236,100.

PROJECT SUMMARY	
Successful Bid Total (nic. h.s.t.)	128,925.27
Design Fees (work coordinated in-house)	nil
Net HST	2,784.79
Total Project, This Report:	131,710.06
Budget Funding:	
- School Renewal	131,710.06
Total Project Budget:	\$ 131,710.06

Recommendation:

That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Inc. to supply and install roof guard rails at twelve schools.”

REGULAR BOARD, PUBLIC SESSION

FROM: Lareina Rising, Trustee

DATE: January 14, 2020

SUBJECT: Indigenous Liaison Committee Report

The November 27, 2019 meeting of the Indigenous Liaison Committee (ILC) was held at Harriet Jacob Center at Wallaceburg District Secondary School with Trustee Lareina Rising chairing.

The Record of Action from the October 30, 2019 meeting was reviewed by members of the committee and approved.

Presentation:

Principal Melissa Mallette provided an overview about Wallaceburg District Secondary School (WDSS) and the most current Grade 7-12 student achievement data in her presentation. She presented data regarding reading, writing and math. Principal Mallette explained that the math results is an area in need of improvement and the focus of work that is being done by the Math Coach and Curriculum Leaders. She also noted that culture, inclusion, support, trust, athletics and community use are goals that are incorporated into student achievement goals at WDSS. She expressed concern about student attendance rates especially with FMNI students. She also noted that attendance rates and credit accumulation are linked. Principal Mallette explained graduation requirements and the Ontario Secondary School Literacy Test (OSSLT) She indicated that the community hours graduation requirement could be improved and discussed strategies to achieve success in submitting community hours prior to grade 12 and noted the Graduation Coach could help improve submissions.

Discussion focused on how low attendance could be due to different factors including the inability to adapt to the delivery of content, instability in home life and other emotional aspects that could be helped by counselling and understanding to give tools to ensure success. Information was provided about the upcoming credits in the new Specialist High Skills Major (SHSM) in Horticulture and in possible skilled trades courses which could provide tickets to be earned. In answering questions, Principal Mallette indicated after 15 days of absence, students are removed from a course and the staff offer help and supports to help students with achievement. Donovan Jacobs, Supervisor of the Harriet Jacob Center, indicated that students need to take responsibility for themselves, accept help and work to ensure personal success. Creating a strategy for student well-being and success and empowering them to celebrate successes were suggestions that came forward from members of the committee.

Reports from the First Nation Communities were received:

Kettle and Stony Point First Nation: Beverly Bressette noted upcoming activities like the Santa and Christmas craft sale, parade, murals are planned to occur at Hillside School. She also noted the work being done on a transition program to include students earlier than grade 8 to address the many factors in student success and to enable students to feel proud and comfortable when changing schools.

Eelūnaapéewi Lahkéewiit (Delaware Nation): Jolene Whiteye discussed the Immersion program and the language learning attended by some community members. The language learning continues in the Early Learning Center and in the kindergarten program. She also discussed local activities for Remembrance Day, PA Day and school skating. Recent parent/teacher conferences were held at the Community Centre providing parents an opportunity to talk to teachers from Naahii Ridge Elementary School and Ridgetown District Secondary School.

Trustee Rising noted the importance of interpreting data in a positive manner celebrating individual student success. She also suggested the need to look for opportunities with quality and equitable meaning in providing cultural learning. Trustee Rising discussed the registration and enrollment process and Superintendent Lane added information about the role of the Enrolment Officer.

Reports from Administrators: Written reports were submitted electronically to committee members prior to the meeting. Discussion with the Committee focused on the use of Indigenous languages and the intent to ensure respect in the cases of mispronunciation as language is learned. There was also discussion about the increase in field trips, study topics and professional development provided by WDES which might impact the successes and graduation rates for students enrolled at WDSS.

Superintendent Lane reported that LKDSB Building Services is continuing work at Great Lakes Secondary School. She also provided a brief update on the status of labour action on schools.

Indigenous Lead for LKDSB, Minogizhgod, listed some professional development opportunities for staff at the Association of Iroquois and Allied Indians (AIAI) Education Directors Forum, Sweetgrass Language Conference and Indspire National Gathering. He discussed the upcoming possible land learning components introduced at Muskoka Woods with resources available from Great Lakes Culture Camp in Sault St. Marie. He noted that the keynote presenter Marc Miller, recently appointed to the Ministry of Indigenous Services and spoke in the conference fluently in Mohawk.

There was a suggestion about Administrators reports being more accessible by posting them on the LKDSB website.

The next ILC meeting is scheduled for Wednesday, January 22, 2020 at Aamjiwnaang First Nation at Maawn Doosh Gumig (Aamjiwnaang First Nation Community Centre).

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

REPORT NO: B-20-10

**FROM: Janet Barnes, Trustee and Vice-Chair of the Special Education
Advisory Committee**

DATE: January 14, 2020

SUBJECT: SPECIAL EDUCATION ADVISORY COMMITTEE MEETING SUMMARIES

The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met on November 21, 2019 at The Baldoon Clubhouse, Wallaceburg. Following is a report of the activities of the meeting:

Presentation – Social Skills Program

Laurie McCarthy, Applied Behavioural Analysis Specialist; Julie Anne Costello, Resource Teacher at CKSS; and, Heather DeNure, Resource Teacher at JMSS made a presentation and shared videos highlighting the overwhelming success of the Social Skills Program for students with autism. Since its inception at AMSS, the program has been rolled out to several other secondary schools and continues to expand. The programs offered at each school are different and continue to evolve because they're unique to the students and mentors involved. They are now working on a program geared at Grade 8 students with autism to help them as they prepare to transition to secondary school.

Director Howitt noted that during a recent Ministry meeting he took part in the strength and success of the Board's programs for students with autism were highlighted.

Presentation – Trauma

Stacey Davis and Carla Dunn, Educational Assistants; Dr. Emily Burns and Kelsey Gonzalez, Psychoeducational Clinicians; and, Deborah Stewardson, Itinerant Resource Teacher, were in attendance to share a presentation about trauma, and the work they're doing to educate administrators and staff about the impact of trauma on students. Administrators, educators and support staff often hear about *how* behaviour looks, but a trauma-informed approach looks past *what* happened in order to determine *why* it happened. Once a student's trauma trigger(s) are identified it's important to inform staff, in a way that's respectful of the student and their privacy, so they can be supportive of the student. More than 500 LKDSB staff members have taken part in the workshops offered and, as a result, our schools staff are trauma-informed.

The Special Education Advisory Committee of the Lambton Kent District School Board met on December 12, 2019 at The Baldoon Clubhouse, Wallaceburg. Following is a report of the activities of the meeting:

Presentation – CLASS Services

Kent Orr, General Manager of CLASS, and Patty Authier, the Transportation Coordinator, shared information about CLASS' services, which include bussing. The importance of student safety while transporting students to/from school were discussed, including allowing a sibling to ride with a student with special needs if it's requested. The ability to support students with a modified daily schedule as well as those in wheelchairs, etc. was also noted.

Presentation – Special Education Law

Vice-Principal Jayson Campeau recently participated in an Osgoode Professional Development session on Special Education Law and shared information he gleaned on human rights issues involving students with special needs, as well as the management of violent behaviour. It was noted that many special education-focused lawsuits revolve around the accommodation of students to ensure their best interests are being met.

October 31, 2019 Exceptional Pupils

Superintendent Barrese presented the October 31, 2019 exceptional pupil numbers for 2019-2020, reflecting the total number of students, by school, who have been identified through an I.P.R.C. process, as well as those who are not currently identified, but who have an Individual Education Plan (I.E.P.) in place.

Philosophy of Special Education Definition

Superintendent Barrese had shared the Board's current philosophy regarding special education and solicited the Committee's input in order to update the Board's definition.

LKDSB Administrative Procedure re: Service Dogs, Guide Dogs and Service Animals

Superintendent Barrese shared a draft Procedure with the membership and received their feedback to ensure the Board's Regulation, Policy and Procedures are as inclusive as possible.

Summary of Special Education Plan Items to be Reviewed 2019-2020

The plan for reviewing and/or updating the Special Education Plan was discussed.

Next Meeting

Thursday, January 16, 2020, The Baldoon Clubhouse, Wallaceburg, 6:00 p.m.
Rose Gallaway, SEAC Chair

REPORT TO BOARD

FROM: John Howitt, Director of Education

DATE: January 14, 2020

SUBJECT: Director's Annual Report 20187/2019

Attached is the Director's Annual Report for 2018/2019. It outlines the activities undertaken to achieve the LKDSB strategic priorities as well as ongoing efforts to enhance student achievement and wellness.

The Director's Report is to be submitted to the Ministry of Education and posted on the LKDSB website by January 31.