

REGULAR BOARD MEETING AGENDA  
PUBLIC SESSION

TUESDAY, MAY 12, 2020  
7:00 p.m.

**A**

**Via Teleconference**

By order of the Ontario Minister of Education, all public schools are closed from March 14th through to May 1st in response to the emergence of COVID-19. This includes the Education Centres. The Ministry of Education and the Government of Ontario introduced new legislation allowing for Board Meetings to occur electronically. Regulation 463/97 was amended by Regulation 42/20, and removes the requirement for any persons to be physically present at electronic meetings if all schools have been closed by the Minister, the Medical Officer of Health or Cabinet.

	Page Reference
1. Call to Order	
2. Traditional Territorial Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Approval of the Minutes of April 28, 2020 Regular Board Meeting	4
6. Business Arising from the Minutes	
7. Motions Emanating from the Regular Board Private Session	
8. Motion that the Actions of the Regular Board Private Session be the Action of the Board.	
9. Presentations:	
10. Delegations	
11. Questions from the Public Please submit questions by noon on May 12, 2020 via email to <a href="mailto:trish.johnston@lkdsb.net">trish.johnston@lkdsb.net</a>	
12. Reports for Board Action	
a) LKDSB Multi-Year Strategic Plan 2020/2021 to 2025/2026	Director Howitt Report B-20-42 8
<u>Recommendation</u> "That the Board reaffirm the LKDSB Vision and Mission Statements and approve the LKDSB Multi-Year Strategic Plan 2020/2021 to 2025/2026."	
13. Reports for Board Information	
a) Special Education Advisory Committee Report	Trustee Barnes Report B-20-43 10
b) LKDSB Staff Supported Student Learning during COVID-19 School Closures	Director Howitt Report B-20-44 11
14. Correspondence	
15. New Business	
16. Trustee Questions	

17. Notices of Motion

Trustee Fletcher and Student Trustee Harris serve the following Notice of Motion:

“That the Lambton Kent District School Board annually observe the International Day Against Homophobia, Biphobia, and Transphobia (IDAHOTB) on May 17, and, in the event of a weekend or Board-recognized holiday, observe the date within schools on the next immediate school day.”

18. Future Agenda Items

19. Announcements

a) The next Regular Board Meeting will be held on Tuesday, May 26, 2020 7:00 p.m. electronically.

20. Adjournment

PRESENT:

Trustees: Chair Jane Bryce, Vice-Chair Randy Campbell, Greg Agar, Janet Barnes, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Brittany Jenkins, Scott McKinlay, 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 and Mark Sherman and Public Relations Officer Heather Hughes

Student Trustees: Aurora Bressette, Simon Harris and Byren Newcombe

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. and explained that the Board Meeting was being held via teleconference which was allowed because the Ministry of Education and the Government of Ontario introduced new legislation allowing for Board Meetings to occur electronically. Regulation 463/97 was amended by Regulation 42/20 and removes the requirement for any persons to be physically present at electronic meetings if all schools have been closed by the Minister, the Medical Officer of Health or Cabinet.

Chair Bryce explained the voting process for the electronic meeting.

Chair Bryce read the Traditional Territorial Acknowledgement.

Chair Bryce read an in memoriam for employee Patrick Kavanagh. A moment of silence was observed.

#2020-60  
Approval of the Agenda

Moved by Greg Agar, seconded by Derek Robertson,

“That the Agenda for the Regular Board Meeting of April 28, 2020 be approved.”

CARRIED.

Declaration of Conflict of Interest

None

#2020-61  
Approval of the Minutes  
Apr/14/2020

Moved by Jack Fletcher, seconded by Brittany Jenkins,

“That the Board approve the Minutes of the Regular Board Meeting of April 14, 2020.”

CARRIED.

Business Arising

Superintendent McKay advised that the asphalt project at Victor Lauriston Public School in Chatham is the tarmac for students. The parking lots are not part of this project.

#2020-62  
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

Chair Bryce advised that members of the public may submit questions they wish to have asked at the Board Meeting by noon on the day of the meeting via email to [trish.johnston@lkdsb.net](mailto:trish.johnston@lkdsb.net). The Chair or a member of Senior Administration will answer the question at the Board Meeting if the information is immediately available or a written reply will be sent following the meeting.

#2020-63  
Tender Award –  
Wallaceburg District  
Secondary School Interior/  
Exterior Renovations  
Report B-20-37

Moved by Scott McKinlay, seconded by Janet Barnes,

“That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Inc. for Interior and Exterior Renovations at Wallaceburg District Secondary School, provided that the approved tender work is allowed to proceed under the definition of essential workplaces by the Government of Ontario.”

Superintendent McKay reported on the tender award for the interior and exterior renovations at Wallaceburg District Secondary School (WDSS). He referenced the previous capital upgrade at WDSS that included the library, learning commons and weight room. This project is similar. The renovations will turn underutilized areas into student hubs. The community kitchen is being moved to the first floor and an outdoor area is being enhanced. The School Renewal funding will cover the cost of the outdoor upgrades, \$1,819,132.34 and School Condition funding will cover the cost of the interior work \$869,132.34. This project can continue outside out of the normal construction months of July and August. Areas worked on during the school year would be blocked off and student safety ensured.

CARRIED.

#2020-64  
Tender Award – HVAC  
Upgrades at Merlin Area  
Public School  
Report B-20-38

Moved by Jack Fletcher, seconded by Brittany Jenkins,

“That the Board award the tender to the successful bidder, Westhoek Construction Limited for HVAC Upgrades at Merlin Area Public School, provided that the approved tender work is allowed to proceed under the definition of essential workplaces by the Government of Ontario.”

Superintendent McKay reported on the tender award for the HVAC upgrades at Merlin Area Public School. The total cost of the project is \$755,729.98, with School Renewal funding covering \$202,500.00 and School Condition funding covering \$553,229.98

CARRIED.

Development of the LKDSB  
Strategic Plan 2020/2021 to  
2025/2026  
Report B-20-39

Director Howitt thanked Trustees for coming together with Senior Administration on March 6, 2020 for the Strategic Planning session. He noted that it took place six days before the unprecedented announcement by the Minister of Education to temporarily close schools due to COVID-19 pandemic. The goal for the day was to review the LKDSB Vision and Mission statements, determine the context of existing Belief Statements and set three to five strategic priorities that would provide Senior Administration clear direction on Trustee expectations. Members present reviewed the Ministry of Education’s Strategic Planning guide and Strong District’s research. The facilitator led the group through a SWOT activity where LKDSB Strength, Weaknesses, Opportunities and Threats were discussed and ranked. Small groups then worked on draft priorities before the whole group came together to consolidate.

At the end of the day, there was consensus for four priorities and a long-term objective for each. Senior Administration was empowered to do minor wordsmithing and asked to bring a draft back to Trustees for information and then approval. Director Howitt presented the final version of the Strategic Priorities:

- Student Achievement & Well-Being
  - Advance high standards for innovative and responsive learning
- Inclusive Diversity
  - Champion anti-oppressive education
- Sustainable Stewardship
  - Optimize human, financial and physical resources

- Trusting Relationships
  - Strengthen relationships based on respectful collaboration

Director Howitt stated that he believes it is essential that the work of LKDSB staff and LKDSB budgets should clearly align with Strategic Priorities set by Trustees. He explained that once Trustees set those priorities, Senior Administration will then set and present annual and multi-year goals supporting those priorities with annual reporting on progress made in achieving those goals. Director Howitt advised that he had reviewed the draft priorities and long-term objectives from a pandemic lens. He feels that the work done over the past weeks aligns with the proposed priorities. He advised that the intent is to bring the Strategic Priorities to a future Board Meeting for approval.

Discussion ensued regarding the use of the term 'anti-oppressive' in the second Strategic Priority. It was noted that the term 'anti-oppressive' is reflective of current terminology for inclusion and diversity. People have to actively work to be anti-racists and this is very positive wording. It is not enough to say we are inclusive.

Chair Bryce thanked Director Howitt for the report and for following up with the Trustees who were not able to attend the session. She expressed support for the plan to have Trustees approve the Strategic Priorities at the next Board Meeting. Director Howitt expressed appreciation for the support and referenced the implementation plans.

Financial Report  
2019/2020 School Year  
Expenditures to February  
29, 2020  
Report B-20-40

Superintendent McKay presented the financial expenditures for the period ending February 29, 2020, prior to the school closures due to the COVID-19 pandemic. The impact of the school closures will be reflected in the third quarter financial report. He advised that the report to the end of February represents about 50% of the operating expenses that occur over 12 months, and approximately 60 - 65% of the salary and benefit portion of the instructional operating expenses that occur over a 10 to 12 month period.

Superintendent McKay explained that due to the impacts of COVID-19, expenditures since March Break are not following the normal spending patterns. Budgets, such as the occasional/supply teacher lines, are now projected to be underspent at the end of the school year. Expenditures to support at home learning for LKDSB students will have higher costs in other areas of the budget, such as technology and paper-based supports. Revenue from community use activities and the before and after school day care program providers will also be reduced as LKDSB works with and supports its partners through this difficult time. Administration is reviewing the impact this might have on the projected year-end financial results and will provide more information to Trustees during the third quarter financial report.

Superintendent McKay confirmed that the LKDSB has increased the supply teacher budget over the years to meet the demands. Budget dollars are taken from other budgets and placed in the supply teacher budget. This is a pressure for all school boards based on the funding provided by the Ministry. Superintendent McKay advised that the LKDSB has realized a reduction in costs in the supply teacher area due to the program implemented by the Human Resources department. He noted that the annual report on staff absences had the LKDSB listed below the provincial staff absence average which is a reflection of the work done to reduce costs in this area.

It was noted that the Ministry of Education extended the school closures to May 31, but day care closures were not extended. Director Howitt explained that under the province's Emergency Measures, they can only issue the measures in two week increments. Day cares are covered by the Emergency Measures, not the Education Act. It is too early for the Emergency Measures to be

extended. Superintendent McKay confirmed that some day cares are operating for front line workers. CLASS staff are prepared if the LKDSB receives a request from one of the local Medical Officers of Health.

Reduction of Single Plastic Use at the LKDSB Report B-20-41

Superintendent McKay referenced the motion passed at the October 8, 2019 Board Meeting and the rationale for the LKDSB to explore ways to phase out and reduce single use plastics. He noted that this initiative aligns with the new proposed strategic priorities. He reviewed the factors to consider when assessing reduction strategies and data on single use purchases over a school year. Superintendent McKay outlined the plans to establish a committee to look at current use and develop a viable reduction strategy. The Single-Use Plastics Reduction Committee will develop a communication plan that includes reduction targets, financial considerations, impacts and timelines when proposed strategies will occur. The communication plan will be approved by Executive Council. Results would be shared with the Board of Trustees on an annual basis. Trustee Fletcher thanked Administration for the report.

It was noted that based on the current situation, the reduction strategy will have to consider things from a post pandemic lens as well as regarding infectious disease safety. Director Howitt commented that it will be part of the Operational Plan going forward.

LKDSB Staff Supported Student Learning during COVID-19 School Closures

Director Howitt referenced the report presented at the April 14, 2020 Board Meeting that outlined how the LKDSB staff are supporting student learning during the COVID-19 school closures. He stated that staff have been doing exemplary work. He advised that the Minister of Education had extended the school closures to May 31, 2020 for students. Under the extension, staff could access schools on May 29 to prepare classrooms to receive students on June 1, 2020. He provided an update on the things that have occurred over the past two weeks.

Secondary Education:

- Paper based resources have been shared with students up to and including May 1, 2020.
- LTE iPads have been distributed to over 90% of the students in grades 9 to 12 who required paper based resources. The remaining 10% do not have sufficient cell phone coverage to benefit and will continue with paper based resources.
- Subject based groups have met to share resources and best practices.
- Assessment and evaluation information has been sent out to students and parents/guardians. Further information will be shared as well.
- Drop-in PD and Office hours are being very well attended.
- Secondary Program Staff obtained Electude, an auto courses online licensed software package, as well as a Virtual Family for Family Studies licensed software.

Elementary Education:

- The second round of paper resources were distributed. This round included self-addressed stamped envelopes for returning materials.
- Hundreds of teachers are attending Program Drop-in hours.
- Coffee & Colleagues is happening twice a week with over 65 elementary administrators attending regularly.

Special Education Department Staff

- Over 800 teachers and education workers attended voluntary training on Lexia last week. This is a reading program for elementary and secondary students that teachers will share with students as appropriate.
- Training was offered this evening for parents/guardians with over 32 participating.
- The Virtual IPRC reviews process is being developed.

Graduations

- o June Grade 8 graduations and Secondary Commencement ceremonies have been postponed.

Health & Safety

- o Both LKDSB Joint Health and Safety Committees have approved a process that allows for monthly building inspections for health and safety to continue while respecting the 'stay at home' orders from the province.

Director Howitt noted that staff recognize how lucky they are to have stable employment and are trying to give back to their communities wherever they can to support others and he shared examples. Chair Bryce thanked Director Howitt for the update and for sharing the staff newsletter with Trustees.

Announcements

The next Regular Board Meeting will be held electronically on Tuesday, May 12, 2020, at 7:00 p.m.

Adjournment  
8:13 p.m.

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 8:13 p.m.

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Chair of the Board

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Director of Education and  
Secretary of the Board

**FROM: John Howitt, Director of Education**

**DATE: May 12, 2020**

**SUBJECT: LKDSB Multi-Year Strategic Plan 2020/2021 to 2025/2026**

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The current LKDSB Multi-Year Strategic Plan covers the period of time 2016/2017 to 2019/2020. The Trustees and members of Senior Administration engaged in a Strategic Planning session on March 6, 2020 to continue the process of developing a new Strategic Plan to guide the Board over the next five years. The draft LKDSB Strategic Priorities 2020/2021 to 2025/2026 were presented to the Board at the April 28, 2020 Board Meeting for review and discussion. They are presented now for approval.

The LKDSB Vision and Mission were reviewed by the Trustees.

Vision Statement - Our Students - Shaping Our World

Mission Statement - Fostering Success for Every Student Every Day

Strategic Priorities 2020/2021 to 2025/2026

- Student Achievement & Well-Being
  - Advance high standards for innovative and responsive learning
- Inclusive Diversity
  - Champion anti-oppressive education
- Sustainable Stewardship
  - Optimize human, financial and physical resources
- Trusting Relationships
  - Strengthen relationships based on respectful collaboration

At the May 6, 2020 Strategic Planning Session, Trustees collectively decided that the current Belief Statements needed to be replaced with newly formed Strategic Priorities.

Once the Strategic Priorities are approved by the Board, the members of Senior Administration will develop an Operational Plan containing goals aligned with the Strategic Priorities. The Operational Plan will link work done throughout the LKDSB to the Strategic Priorities and will be reported on annually.



To assist with the implementation of the Strategic Priorities and the development of the Operational Plan, members of Senior Administration will engage in discussions with LKDSB community and internal groups.

The following groups will be involved in the discussions:

- Board Committees
  - Parent Involvement Committee
  - Special Education Advisory Committee
  - Indigenous Liaison Committee
  - Student Senate
  - Audit Committee
- Principals, Vice-Principals, Managers
- Union Leaders
- Non-Union Staff

A Thoughtexchange survey will be created to reach out to the school communities.

The Operational Plan will include the details of how the LKDSB will apply the Strategic Priorities. It will contain goals, targets, initiatives, links to the budget as well as monitoring and reporting timelines. Everyone associated with the LKDSB will be able to identify with components of the Operational Plan. It will be shared with Trustees and communicated out to the system.

**Recommendation**

**“That the Board reaffirm the LKDSB Vision and Mission Statements and approve the LKDSB Multi-Year Strategic Plan 2020/2021 to 2025/2026.”**

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

**REPORT NO: B-20-43**

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

**DATE: May 12, 2020**

**SUBJECT: Special Education Advisory Committee (SEAC) Meeting Summary**

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The Special Education Advisory Committee of the Lambton Kent District School Board met via teleconference on April 30, 2020. Following is a report of the activities of the meeting:

Business Arising from the Minutes

There was no business arising from the Minutes of February 20, 2020.

Special Statement re Board Committees Such as SEAC Meeting Virtually During the Pandemic

Superintendent Barrese read out the following statement:

By order of the Ontario Minister of Education, all public schools are closed from March 14th through to May 1st in response to the emergence of COVID-19. This includes the Education Centres. The Ministry of Education and the Government of Ontario has introduced new legislation allowing for Board Meetings to occur electronically. Regulation 463/97 was amended by Regulation 42/20 and removes the requirement for any persons to be physically present at electronic meetings if all schools have been closed by the Minister, the Medical Officer of Health or Cabinet.

Support for Special Education Students During School Closing

Superintendent Barrese, the System Coordinator of Special Education and the System Coordinator of the Multidisciplinary Team provided an overview of some of the measures put in place to move to virtual learning for all students, due to school closures caused by COVID-19, and highlighted some of the extraordinary work the Special Education Coordinators and their various Teams are undertaking to ensure students with special education needs are supported. This work has included delivering devices and SEA equipment and specialized program materials, where necessary.

5-Year Overview of Exceptional Pupil Numbers, By Exceptionality

Superintendent Barrese reviewed the 5-Year Overview noting that, aside from declining enrollment, the numbers have essentially remained static.

Draft 2020 – 2021 SEAC Meeting Dates/Times

The proposed dates for the 2020-2021 SEAC Meetings were discussed and the Committee chose to change the December meeting from December 17, 2020 to December 10, 2020.

Special Education Plan Items to Be Reviewed

The System Coordinator of Special Education provided details about the items that were reviewed by the Special Education Team, outlining particulars of any amendments that were made.

Correspondence

A letter dated February 20, 2020 from the Greater Essex County District School Board, regarding the Ministry's Advisory Committee on Special Education (MACSE). As well, a letter dated February 14, 2020 from the Hastings and Prince Edward District School Board regarding class sizes and e-learning. The Committee noted that they've received similar letters from other Boards, and, have communicated with The Ministry to share their views on these matters. No further action was taken.

Next Regular Meeting

Thursday, May 14, 2020, *Via Teleconference* at 6:00 p.m., Rose Gallaway, SEAC Chair

**REPORT TO BOARD**

**FROM: John Howitt, Director of Education**

**DATE: May 12, 2020**

**SUBJECT: LKDSB Staff Supported Student Learning during COVID-19 School Closures**

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The following is an update on the ways the LKDSB staff are working to facilitate staff supported learning for students remotely on every level.

**Communications**

- Analyzed the results of the Thoughtexchange Survey that had staff provide feedback on what they thought were the key learnings or best practices after three weeks of teacher lead, staff supported student learning.
- Launched a Thoughtexchange Survey to obtain feedback from families, 85% of which are reporting that levels of communication from the LKDSB are just right.
- The Staff Weekly Newsletter has been well received.
- Electronically celebrated Education Week and Mental Health Week May 4 to 8.
- Continue to use the LKDSB website, school websites, School Messenger, Twitter and email to share important information in a timely manner continues.
- All of the communications can be found at <https://www.lkdsb.net/Board/Community/PublicHealth/Pages/default.aspx#/=>
- The LKDSB Emergency Response Committee continuing to meet.
- An Equitable and Inclusive Education Discussion Group was formed to examine the intersections between systemic inequalities and education, as well as support capacity building and strategic planning to support equitable and inclusive learning and work environments for all. The discussions are guided by the LKDSB's belief statements, particularly that: "a safe and caring learning environment is strengthened by embracing diversity, and respecting self, others and the world around us; and "Student success is achieved through shared responsibility of students, staff, families, community and First Nation partners."

**Elementary Education**

- Approximately 1,000 booklets were distributed in the latest mail out to students without access to online learning.
- Elementary Continuity of Learning Committee continues to meet.
- Elementary Office Hours continue to be well attended by teachers and Early Childhood Educators.
- Short teacher tip videos are being posted on social media platforms to provide ideas for educators that they can use with their students.
- Elementary principals meet twice each week to share ideas that are working well, and learn from other LKDSB staff like Information Technology, Special Education and Program.
- Working with our First Nation Partners to support students in various ways.

### Secondary Education

- Teachers, program staff, Administration and an Arabic translator engaged in online learning with English Language Learning (ELL) students to help them navigate learn at home.
- Safety Hub program was purchased. It is a warehouse of videos on technology and skilled trades topics (fire awareness, hazardous substances, power tool safety, confined spaces, etc.) that teachers can embed into their lesson material. This will help Technology and Co-Op teachers to provide informative content.
- Working with First Nation Partners to support their students.

### Supporting Exceptional Students

- Implemented Speech and Language Telepractice Services.
- Lexia training was provided to staff and interested parents/guardians.
- The Identify, Placement and Review Committee (IPRC) process has been updated to reflect the current situation.
- The Preschool Intake Process is in progress to welcome our new Full Day Kindergarten (FDK) students to the LKDSB.
- Transition planning has started to support Grade 8 students moving to secondary school.

### Distribution of Devices to Students

- Phase 2 of distribution of devices to students underway.
- The LTE iPads are being permitted to roam to alternative internet service providers, including Bell, AT&T and TELUS, when the Rogers signal is not sufficient in an area.

### Mental Health Supports

- Psychology Department is creating a Google classroom for each school to provide an option for teachers, support staff and principals, to engage in conversation with the psychoeducational clinician in the classroom.