

**PRESENT:**

Trustees:	Chair Jane Bryce, Vice-Chair Randy Campbell, Greg Agar, Janet Barnes (via teleconference), Ruth Ann Dodman, Dave Douglas (via teleconference), Jack Fletcher, Malinda Little, Scott McKinlay (via teleconference), Lareina Rising, Derek Robertson
Staff:	Director of Education John Howitt, Superintendent of Business Brian McKay Superintendents of Education Angie Barrese, Gary Girardi, Ben Hazzard, Helen Lane (via teleconference), Mary Mancini and Mark Sherman and Public Relations Officer Heather Hughes
Student Trustees:	Aurora Bressette, William Locke and Lucia Shultz-Allison
Recording Secretary:	Jaime Shannon, Executive Assistant to the Director
Call to Order:	Chair Bryce called the meeting to order at 7:00 p.m. Chair Bryce read the Traditional Territorial Acknowledgement.
#2020-138 Approval of the Agenda	Moved by Derek Robertson, seconded by Jack Fletcher, "That the Agenda for the Regular Board Meeting of November 10, 2020 be approved." <p style="text-align: right;">CARRIED.</p>
Declaration of Conflict of Interest	None
#2020-139 Approval of the Minutes Oct/27/2020	Moved by Ruth Ann Dodman, seconded by Greg Agar, "That the Board approve the Minutes of the Regular Board Meeting of October 27, 2020." <p style="text-align: right;">CARRIED.</p>
Business Arising	Director Howitt shared that newly appointed Trustee Malinda Little has been sworn in, has completed an orientation with himself and Chair Bryce, and has completed the necessary paperwork.  Chair Bryce welcomed Trustee Little to the Board Meeting.
Motions Emanating from the Regular Board Private Session	None
#2020-140 Action of the Regular Board Private Session be the Action of the Board	Moved by Randy Campbell, seconded by Greg Agar, "That the Action of the Board in Private Session be the Action of the Board." <p style="text-align: right;">CARRIED.</p>
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 [jaime.shannon@lkdsb.net](mailto:jaime.shannon@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. Chair Bryce confirmed that no questions were received for the November 10, 2020 Board Meeting.

#2020-141

Proposed Amendment to the Board Practice of Using Secret Ballots During an Open Session Meeting of the Board  
Report B-20-107

Moved by Derek Robertson, seconded by Greg Agar,

“That the Board amend the current practice of the Board which allows the use of secret ballots during any open session meeting of the Board.”

As per LKDSB Procedural By-law 6.8 Conduct of the Chair, Chair Bryce left the Chair in order to take part in the discussion and Vice-Chair Campbell was appointed to take her place until the question was decided.

Trustee Robertson explained that he brought the motion forward as it struck him early on that it is not often that a motion is not agreed to unanimously by Trustees. He stated that Public Session of the Board is public domain and decisions made within it should allow the taxpayers, citizens, and electors the opportunity to understand what decision each Trustee makes, but Private Session of the Board should remain private. He stated that ballots should not be destroyed, and suggested that the Board’s process is not standard in any public board. He noted that anonymity should not override the principal of transparency and democracy.

Trustee Rising noted that some elements of democracy include secret ballots, as Trustees were elected by secret ballot. She added that it is very rare occurrence when secret ballots are used except for when electing the Chair and Vice-Chair of the Board, and recently when electing a new trustee. She noted that some trustees may feel uncomfortable with recorded votes and that Trustees need the ability to vote on certain motions without concern about influence from others on the decision. Trustee Rising requested a recorded vote.

Chair Bryce repeated the motion and asked if the intent of the motion was to change Procedural By-laws, 2.6 Election of the Chair, 2.7 Scrutineers, 2.10 Election of Vice-Chair, and 2.11 Election of OPSBA Reps. She explained that since amalgamation ballot voting has been used in the Board to elect the Chair Vice-Chair and OPSBA delegate at the Annual Organization meeting and when a Trustee vacancy has been filled on the Board. She asked if the intent of the motion was that future Boards would have a motion to guide or limit them in the voting method in filling a Trustee vacancy. LKDSB Procedural By-laws reference voting in many sections, 1.18 Questions Requiring Unanimous Consent, 1.19 Questions Requiring Two-thirds Majority of the Board, 6.7 Limitation, 6.11 Voting, and 7.20 Recorded Vote. She noted that Parliamentary Procedures identifies many methods of voting and referenced the different ways boards can vote listed in the book *Meeting Procedures* by James Lochrie. She explained that a vote by raising hands has been the preferred method of Chairs of the LKDSB since amalgamation, but there have been three voting

methods used – remain in places and vote by show of hands; vote by ballot in elections; and Trustees and Student Trustees may call for recorded vote. She outlined the process to fill a Trustee vacancy as per the Education Act and the process followed to fill the recent LKDSB Trustee vacancy. She stated that members and past Chairs will agree that the LKDSB Procedural By-laws guide the Board in effective decision making by being efficient with the Board's time and resources. She thanked the Board for allowing her to be a part of the discussion and thanked Trustee Robertson for the question.

Trustee Agar noted that he agreed with the secret ballot for the Chair but thought different rules may be needed for different situations.

Trustee McKinlay agreed with Trustee Robertson's comments on transparency but does not believe the public has a right to know who he individually votes for Chair, Vice Chair or Trustee positions. He stated the voting should remain as secret ballot so there is no influence on Trustee votes.

Trustee Robertson responded that it was his intention to revise the LKDSB Procedural By-laws. He stated that it was not his suggestion to revise the past decision made by the Board to fill the Trustee vacancy.

Trustee Bryce responded that her question was whether the intent of the motion was to repeal a decision, not on the election to fill the Trustee vacancy, but on the method the Board used.

Ballots were distributed to Trustees and those who were joining via teleconference communicated their vote to Director Howitt.

#### Recorded Vote

##### Binding Vote

Greg Agar	Yes
Janet Barnes	Yes
Jane Bryce	No
Randy Campbell	No
Ruth Ann Dodman	No
Dave Douglas	No
Jack Fletcher	No
Malinda Little	No
Scott McKinlay	No
Lareina Rising	No
Derek Robertson	Yes

##### Non-Binding Vote

Aurora Bressette	No
William Locke	No
Lucia Schultz-Allison	No

Three Trustees were in favour, and eight Trustees were not in favour. The vote required a two-thirds majority as it was a motion to change the LKDSB Procedural By-laws and therefore was not carried.

NOT CARRIED.

Chair Bryce returned to Chair position.

Chair Bryce thanked Trustees for participating in the exercise and Vice-Chair Campbell for filling her seat during the discussion.

Chair Bryce confirmed that recorded votes do not apply to voting for elected positions as per the LKDSB Procedural By-laws. She noted that the By-laws have a section on recorded votes and how the public can see how Trustees voted.

#2020-142  
#2020-143  
LKDSB 2019/2020 School  
Year Audited Financial  
Statements  
Report B-20-108

Moved by Scott McKinlay, seconded by Derek Robertson,

“That the Lambton Kent District School Board approve the annual audited Consolidated Financial Statements and the accompanying Independent Auditors’ Report for the year ending August 31, 2020.”

Superintendent McKay advised that the audit of the Board’s financial statements has been completed. The Audit Committee reviewed the financial statements in detail at the October 26, 2020 meeting and are recommending that the statements be approved.

Kevin Sabourin, a partner in the audit firm of Bailey Kearney Ferguson, Chartered Accountants, thanked the Audit Committee for their attentiveness at the meeting and proceeded to present the report.

He explained that the Auditor is engaged by the Board to conduct an audit to ensure that the financial statements are prepared and reported within the Public Sector Accounting Standards (PSAB) for School Boards. The LKDSB Management Team is responsible for the preparation of the consolidated financial statements. The report is in draft form until approved by the LKDSB Board of Trustees.

He referred Trustees to the Independent Auditors’ Report. Based on the evidence gathered, the financial statements fairly represent the financial position of the Board as of August 31, 2020.

He advised that it is a clean audit with no issues identified. He presented the Consolidated Statement of Financial Position as of August 31, 2020 and the Statement of Operations, which show the Board is compliant by Ministry definitions.

He noted that the audit was completed 90% remotely due to COVID-19.

CARRIED.

Moved by Scott McKinlay, seconded by Derek Robertson,

“That the Lambton Kent District School Board approve the accumulated surplus allocation amounts from the August 31, 2020 year end, as presented in the Accumulated Surplus attachment.”

Superintendent McKay explained that surplus is created when there is more revenue than budgeted, or less expenses than budgeted. The surplus of \$9.4M includes \$4.8M in premium contributions by the Board prior to transitioning to the Ministry established Benefit Trusts and \$2.2M for the employee future benefits adjustment. He explained that these are normal items included in the surplus. The remaining \$2.4M is related to budgets not spent due to COVID-19.

Chair Bryce thanked Kevin Sabourin and Superintendent McKay for their work on the audit.

CARRIED.

#2020-144  
2020/2021 Internal Audit  
Plan  
Report B-20-109

Moved by Derek Robertson, seconded by Randy Campbell,

“That the Board approve the 2020/2021 Internal Audit Plan as revised”

Superintendent McKay advised that Audit Committee members reviewed the 2020/2021 Internal Audit Plan and audit priorities due to the current pandemic and learning environment at the September and October meetings. Committee members recommended changing this year’s Internal Audit Plan from Strategic Planning Process to Online Learning Systems. A Pricewaterhouse Coopers member will participate in the audit.

Chair Bryce thanked Superintendent McKay and expressed that she felt that it was a good plan.

CARRIED.

Indigenous Liaison  
Committee Report  
Report B-20-110

Trustee Rising reported on the Indigenous Liaison Committee meeting held on October 21, 2020.

Trustee Rising noted that land-based learning at Kettle & Stony Point and Aamjiwnaang First Nations referenced in the report is a significant move forward and provides more opportunity for outdoor class time and increased safety. She said the communities are finding that kids are thriving with land-based learning but have not stepped away from all conventional learning.

The Board Action Plan template, where the committee reports on its plan for spending the Indigenous Education funding, is typically received in September but had not yet been received.

There was discussion on the Terms of Reference and the committee hopes to move forward.

Director Howitt recognized the work of Trustee Rising, Superintendent Lane and Indigenous Lead Minogiizhgad.

Student Senate Report  
Report B-20-111

Student Trustee Locke reported that the Student Senate meeting held on October 28, 2020 was excellent and the Senators were happy to be there, even virtually. He said that it looks like it will be a good year and noted that the election of the Co-chairs and Recorder went well.

Chair Bryce congratulated the Student Trustees on continuing with the mental health initiative as it is very important.

Operational Plan  
Report B-20-112

Director Howitt reported on the Operational Plan developed by Senior Administration after a commitment was made to Trustees on a plan that aligned with the Strategic Priorities. He advised that the Operational Plan contained goals, both short and long-term, set by Senior Administration that align with one or more of the Strategic Priorities. The goals in the Operational Plan will be reported on to Trustees annually in September on the previous year's work and an updated plan would be brought to Trustees annually in October. Since this was the first year of the Operational Plan there was no report on the previous year at the meeting. He explained that the purpose of the plan is to be transparent with Trustees on the work being done around the Strategic Priorities. The Strategic Priorities are included in the header across the top of the table and each goal has a colour-coded Strategic Priority identifier. Board Reports at the next Board Meeting will include a similar symbol to help make connections with work going on in the Board and the Strategic Priorities of Trustees.

Director Howitt expressed that he is proud of the work the Senior Team has done during the pandemic as they have continued to focus on teaching, learning, and well-being of students and staff.

Chair Bryce thanked Director Howitt and congratulated Trustees who took part in the Strategic Priority session and looked forward to seeing the symbols and how the goals of the Board are being applied.

LKDSB Update on Face to  
Face and Learn at Home  
Program  
Report B-20-113

Director Howitt explained that a themed report is brought to each Board Meeting, which began with the reopening of schools and now continues with the work within schools in a COVID-19 environment. The theme in the November 10, 2020 report was the steps taken when there is a confirmed case in a school.

Director Howitt explained that when there is a confirmed case the Board takes direction from Public Health, who communicates directly with students and staff who are deemed close contacts and are at risk. If an individual is not contacted by Public Health they are not at risk. Trustees may hear concerns about transparency, but the Board is sharing what it is directed to by Public Health. He shared examples of why there may be a reported confirmed case involving a school, but no students or staff are dismissed.

As a notice to communities, every school that has positive case has a red banner with a COVID-19 Advisory on their website. Clicking on the banner will take the user to the notice and information the Board has permission to share. There is a similar link to a COVID-19 Advisory webpage on the Board website. It was shared that to date, due to protocols and efforts of all staff to keep students safe, there has not yet been a transference within a school setting. All confirmed cases have been due to community spread or have occurred outside of school.

Chair Bryce suggested to Trustees that the report held interesting information that would be good reference. She added that the report demonstrates how important the LKDSB has always kept the safety of students number one in its work and in its play in its schools.

Elementary Teacher/Board Communications Committee Report B-20-114	Chair Bryce reported that The Elementary Teacher/Board Communications Committee met on October 22, 2020 and members discussed World Teachers' Day, support for teachers ordered to self-isolate by the Health Unit, the process for filling the Trustee vacancy and instructional supports for Arts during COVID-19.
Ministry Student Trustee Orientation Report B-20-115	Student Trustee Schultz-Allison reported on the Ministry Student Trustee Orientation Webinar held via Zoom on October 16, 2020. She said the meeting was well attended and well received and discussions surrounded different school boards within Ontario, rules and expectations of Student Trustees, statutory committees, the roles of school boards to create productive and equal communities, dress code, and Roberts Rules of Order. At the end of the meeting Student Trustees had the opportunity to voice concerns and the limited ability to connect with the student body due to COVID-19 was discussed. To address these concerns LKDSB Student Trustees have begun discussions with Student Senate and plan to get widespread student opinion on issues they face during these times through a student survey.
Ontario Public School Boards' Association Update (OPSBA) Oral Report	<p>Trustee Fletcher provided an update on the November 7 OPSBA Regional meeting that was held via Zoom. He noted that all Trustees are welcome to join the meetings and said there were 13 people in attendance. Red line issues were discussed at the meeting, some of which have been eliminated through bargaining and others were added such as systemic racism, transportation issues, changes in qualifications to become a Director of Education, and mental health.</p> <p>Trustee Fletcher noted there were concerns expressed by Student Trustees regarding harassment of individuals and believes there needs to be more oversight and leadership with student government. There will be a best practices book produced for the student organization, and there is a motion going forward from OSTA, "Be it resolved, that OPSBA support and advocate for the recognition of annual fees for membership in the Ontario Student Trustees Association (OSTA) in the determination of funding for school district governance in the provincial Grants for Student Needs.", which asks that boards include OSTA membership in budgets for Student Trustees. He added that during the meeting there were concerns expressed around the process of board elections as Trustees are currently taking part in meetings in-person and virtually and it was emphasized that the process be covered in policies and procedures so it is done in an appropriate way</p> <p>The next OPSBA Regional meeting will be held on April 10, 2021 and the Public Education Symposium will be held on January 29, 2021.</p>
Correspondence	None
New Business	None
Trustee Questions	Director Howitt confirmed that mental health of staff in schools, which extends to students, the community, and parents/guardians, is very important and a real concern.

Senior Administration is aware of the number of stressors for staff in the system and is looking at ways to address them. For example, when the Ministry announced it will not require secondary courses to include a 30% final evaluation for the 2020-2021 school year and provided alternate options, requests were received from staff and school administrators to use the originally scheduled November 13, 2020 exam day as a turnaround day to prepare for the next set of courses. The Board listened to this input and will use the turnaround day to allow one day for custodians to do their work without students in schools, and educators, education workers and support staff to prepare for Quadmester 2.

The Board is supporting staff and continues to remind staff about the Employee and Family Assistance Program in the newsletter, and the upcoming newsletter also highlights other avenues to help support staff wellness.

Social Worker and Clinician access was continued for students through the summer, and there were additional resources in place to assist. Director Howitt noted that a challenge is students do not always know help is there, which the Board is working to improve on. He shared that Student Senate was assisting with this in the 2019-2020 school year and will be continuing their work on mental health this school year. Some Community supports that visit schools were originally considered non-essential visitors, but this was rectified in September so community supports can continue in schools with protocols in place.

The Board continues to work with First Nation communities, and each is more individualistic in supports needed. The Board keeps in regular conversation with education contacts to ensure the Board is assisting the best it can and to ensure open communication.

The Board assists parents/guardians with getting supports to help students, for example, food banks. It was noted that a continued focus on mental health is needed.

Director Howitt confirmed that the Board is submitting proposals for the recently announced Ministry COVID-19 Resilience Infrastructure Stream funding. The Board is concerned with the tight timelines, but Superintendent McKay aligned labour and contractors prior to the funding being announced to ensure projects would be completed. He added that a number of projects already committed to, for example IT and HVAC projects, fit perfectly with the funding.

Superintendent McKay added that the Board is looking at submitting 20 or more projects in the areas of improving facility condition, enhancing physical distancing, and IT projects, and some projects involve all 62 schools. The deadline to submit the application is November 18, 2020, and the Board will be asking for \$7-8 million dollars from a pot of \$700 million dollars. Projects have to be completed prior to December 31, 2021. Approval will allow funding for planned projects to be freed up for other projects. Announcements from the Ministry are expected in January 2021.

Director Howitt confirmed that it was Week 3 of a Cyber Awareness Month Initiative launched by the Ministry. He noted that the LKDSB Manager of Information Technology is one of the leaders in the province and assisted in the design of one of the modules the Ministry is using. He reminded Trustees that

an Inclusive Diversity Consultant K-12 position was created in response to the Strategic Priorities, and the successful candidate, Candice Fung, has already begun her work and is doing a superb job. Every staff member across the system was expected to complete modules before the start of the school year on anti-racism, there is a monthly Inclusive Diversity newsletter, and equity is an ongoing theme. In the Operational Plan, equity is one of the high areas of focus where there is some activity and an area that will grow over a number of years. He said the foundation needs to be set and will be expanded beyond there.

Notices of Motion

None

Announcements

The next Regular Board Meeting will be held on Tuesday, November 24, 2020, at 7:00 p.m. at the Sarnia Education Centre.

Director Howitt reminded Trustees that Remembrance Day was the following day and although schools are not having assemblies, services are continuing in creative ways. He noted that the Virtual Learning High School created a 17.5 minute video for Remembrance Day, which will be shared with Board Office staff.

Adjournment

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 9:05 p.m.

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Chair of the Board

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Director of Education and  
Secretary of the Board