

REGULAR BOARD MEETING AGENDA
 PUBLIC SESSION

TUESDAY, JANUARY 26, 2021
 7:00 p.m.

A

Via Zoom

<https://us02web.zoom.us/j/89892472906> (Password: LKDSB)

Page Reference

1. Call to Order
2. Approval of Agenda
3. Traditional Territorial Acknowledgement
4. Declaration of Conflict of Interest
5. Approval of the Minutes from the January 12, 2021 Regular Board Meeting 3
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:
 - a) Remote Learning in Elementary Schools
 - b) Remote Learning in Secondary Schools
10. Delegations:
11. Questions from the Public
 Please submit questions by noon on January 26, 2021 via email to jaime.shannon@lkdsb.net
12. Reports for Board Action

a) Tender Award – Accessibility Upgrades – Brooke Central <u>Recommendation</u> “That the Board award the tender to the successful bidder, Maaten Construction Limited for the accessibility upgrades at Brooke Central School.”	Superintendent McKay Report B-21-13	9
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13. Reports for Board Information:

a) LKDSB Update on Face to Face and Learn at Home Program	Director Howitt Report B-21-14	10
b) Ontario Public School Boards’ Association Update (OPSBA)	Trustee Fletcher Oral Report	
c) Financial Report	Superintendent McKay Report B-21-15	13
d) Revised Estimates	Superintendent McKay Report B-21-16	19
e) Kindergarten Registration 2021 – It’s as easy as 1, 2, 3	Superintendent Hazzard Report B-21-17	22
14. Correspondence
15. New Business

16. Trustee Questions

17. Notices of Motion

18. Announcements:

a) The next Regular Board Meeting will be held on Tuesday, February 9, 2021, 7:00 p.m. The location is to be determined.

19. Adjournment

PRESENT:

Trustees: Chair Randy Campbell, Vice-Chair Derek Robertson, Janet Barnes, Jane Bryce, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Malinda Little, Scott McKinlay, and Lareina Rising

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

Regrets Trustee Greg Agar and Student Trustee Aurora Bressette

Student Trustees: William Locke and Lucia Shultz-Allison

Recording Secretary: Jaime Shannon, Executive Assistant to the Director

Call to Order: Chair Campbell called the meeting to order at 7:00 p.m.

#2021-18
Approval of the Agenda
Moved by Jack Fletcher, seconded by Derek Robertson,
"That the Agenda for the Regular Board Meeting of January 12, 2021 be approved."
CARRIED.

Declaration of Conflict of Interest
Chair Campbell read the Traditional Territorial Acknowledgement.
None

#2021-19
Approval of the Minutes
Nov/24/2020
Moved by Malinda Little, seconded by Janet Barnes,
"That the Board approve the Minutes of the Regular Board Meeting of November 24, 2020."
CARRIED.

#2021-20
Approval of the Minutes
Nov/30/2020
Moved by Janet Barnes, seconded by Jane Bryce,
"That the Board approve the Minutes of the Special Board Meeting of November 30, 2020."
CARRIED.

#2021-21
Approval of the Minutes
Dec/3/2020
Moved by Jack Fletcher, seconded by Jane Bryce,
"That the Board approve the Minutes of the Annual Organization Board Meeting of December 3, 2020."
CARRIED.

Business Arising None

Motions Emanating from the Regular Board Private Session None

#2021-22
Action of the Regular Board Private Session be the Action of the Board
Moved by Derek Robertson, seconded by Jack Fletcher,
"That the Action of the Board in Private Session be the Action of the Board."
CARRIED.

Presentation to Past Chair of the Board Jane Bryce	Chair Campbell acknowledged Past Chair Jane Bryce for her contributions and commitment to the Board and thanked her for her work as Chair of the Board over the previous two years and for her continued work as Trustee. A presentation with a gift will take place at the next in-person Board Meeting. Trustee Bryce thanked Chair Campbell and remarked that she loves to serve in any way she can.
Delegations	None
Questions from the Public	None
#2021-23 Report of the Striking Committee Annual Trustee Committee Assignments Report B-21-03	Moved by Janet Barnes, seconded by Jack Fletcher, "That the Board approve the Trustee Committee Assignments for the period from December 3, 2020 to December 7, 2021 as outlined in Report B-21-03." <p style="text-align: right;">CARRIED.</p>
#2021-24 LKDSB Regulations on Display of Flags Report B-21-04	Moved by Jack Fletcher, seconded by Derek Robertson, "That the Board approve the revised regulations on Display of Flags with the word week removed from Section 10 and 10.1" Director Howitt reported that a review of the regulations on Display of Flags was warranted after questions were received from the public on the etiquette and protocol of flying the National Flag. He explained that COVID-19 pushed back the revision of the regulations, which allowed time for considerable consultations. He thanked Superintendent Lane for consulting with nearly fifty organizations, including the Indigenous Liaison Committee, and reaching out to the four First Nations. Director Howitt reviewed the rules for flying the National Flag of Canada from the Government of Canada's website. Director Howitt remarked that currently most schools have a single flagpole, so when a second flag is added it is necessary that it be flown on the same flagpole as the National Flag. In the next five years all LKDSB schools will have a second flagpole added that do not already have one. Director Howitt informed Trustees that there was an error in the Regulations under 10 and 10.1, and the word "week" should be removed in both sections to include "month" only. Director Howitt confirmed there were concerns brought forth at the June 23, 2020 Board Meeting regarding schools being asked to remove Pride Flags after one week. At the time, this decision was made to ensure a consistent practice across the LKDSB and there were community concerns that the Pride Flag was not being flown properly in relation to the National Flag. To clarify, Section 10 of the regulations now states that the Pride Flag should be flown for the month of June. Section 10 now also provides discretion for principals on flying other flags. Director Howitt confirmed that flags, other than the National Flag, can be flown for a maximum of one month.

Director Howitt confirmed that the Indigenous Flag would have prominence if it were flown on a second flagpole with the Pride Flag. It would be flown at the same level as the National Flag. He suggested further consultation with the First Nations communities would be needed regarding their interest in having the Indigenous Flag flown in the month of June for Solidarity Day.

Superintendent Lane confirmed that further consultation with each of the four First Nations would be needed regarding flying the Indigenous flag on school flagpoles.

CARRIED.

Indigenous Liaison
Committee Report
Report B-21-05

Trustee Rising provided a report from the Indigenous Liaison Committee (ILC) meeting held on November 18, 2020. She thanked Superintendent Lane and her team for providing the platform to allow the meetings to continue during the pandemic.

Trustee Rising noted the impacts of COVID-19 on the First Nations, including closures in Eelūnaapéewi Lahkéewiit and Bkejwanong. With rising cases she noted there may be further reports of closures.

Trustee Rising reported there will be a local offering of the Aboriginal Teacher Education Program, which allows individuals to complete teacher training in their communities. She remarked that it will be a great opportunity for those who do not have the means or desire to attend Teachers' College to complete their teaching certification and could help provide more Ojibwe and Lenape teachers. She noted that Indigenous Lead Minogiiizhgad is helping to support the language program by teaching in Quadmester 2.

Special Education
Advisory Committee
Report
Report B-21-06

Trustee Barnes provided a report on the November 19, 2020 and December 10, 2020 Special Education Advisory Committee (SEAC) meetings. She directed Trustees to the information included in the report and remarked that the LKDSB staff are incredible.

Student Senate Report
Report B-21-07

Student Trustee Locke reported on the December 16, 2020 meeting of the Student Senate. This was the second meeting of 2020-21 school year and the Student Senate Mental Health Project, School Climate Survey and the Student Trustee elections for the 2021/2022 school year were discussed.

Director Howitt confirmed that Student Senate representatives are nominated by school administrators and there are two representatives from each school. He directed Trustees to the Policy, Regulations, and Administrative Procedure on Student Senate and Student Trustees.

Student Trustee Locke confirmed that you do not need to be a member of Student Senate in order to become a Student Trustee.

Ontario Public School
Boards' Association
Update (OPSBA)

Trustee Fletcher reported that the Public Education Symposium will be held on January 28, 2021 and encouraged Trustees to attend. He asked Trustees who attend to report the highlights at a future Board Meeting. He noted that the Minister of Education would be speaking at the event.

Trustee Fletcher reminded Trustees of the workshops available through OPSBA and encouraged them to read the information and news articles they receive.

Parent Involvement
Committee Report
Report B-21-08

Director Howitt reported on the Parent Involvement Committee (PIC) meeting held on November 30, 2020. He remarked that the committee is a great group and he really enjoys meeting with them. He noted that a change made since the report was written is that the Kindergarten registration process will likely need to be revised from a face-to-face setting. He said the team is reflecting on what a remote version will look like.

LKDSB Director's Annual
Report
Report B-21-09

Director Howitt presented the Director's Annual Report for 2019/2020. He thanked the team for developing the report. The report is organized into sections based on the LKDSB Strategic Priorities and reflects the important work done during the 2019/2020 school year. The 2019/2020 school year started in the face-to-face world and shifted to remote learning. With the shift to remote learning there has been an increase in parent/guardian engagement in student learning. He noted many examples throughout the report that evidenced how the Strategic Priorities are being achieved.

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

Director Howitt remarked that all staff are absolutely part of the success of LKDSB students.

Chair Campbell thanked everyone involved for an excellent, impressive, and informative report.

LKDSB Update on Face to
Face and Learn at Home
Program
Report B-21-10

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 of the January 12, 2021 report was the remote learning plans put in place by the LKDSB.

On December 21, 2020 the Ministry of Education announced that students would not return to face-to-face learning following the Winter Break. He explained that remote learning expectations are different than they were in the Spring of 2020, as the Ministry is now expecting about 75% of the school day to be synchronous. Examples of synchronous learning include whole group, one-on-one, or small group instruction. This higher expectation places different demands on families as sharing of devices among siblings may no longer be possible. To help with this, the number of devices lent to families increased from 2,000 to 5,000.

On January 12, 2021, the Ontario government announced a provincial State of Emergency and stay-at-home order. By January 20, 2021, the Chief Medical Officer of Health will advise the Ministry of Education on whether the LKDSB will be permitted to resume in-person instruction on January 25, 2021.

Following the Winter Break, administrators and office staff reported to work in order to answer phone calls and organize device distribution to students. With the stay-at-home order, schools who do not have self-contained students learning face-to-face will be closed. For schools who do have self-contained students learning face-to-face there will be one administrator and one clerical staff in the building in order to ensure safety plans can be carried out. Staff supporting students in self-contained classrooms, who cannot be accommodated through remote learning, have been included in the Ministry's list of essential workers and these classes can continue face-to-face in schools. About 40% of students in these classrooms are attending in-person. Teaching

Staff and Education Workers must work from home during the remote learning period, unless they are unable to deliver quality remote instruction/program. Custodial and Maintenance Staff will continue to work their regular work schedule at their work locations. Board Office Staff will work from home unless otherwise directed by their Manager/Supervisor. Board Offices will be closed to the public.

Director Howitt noted that guidance is taken from the local Medical Officers of Health and direction from the Province and provided to the Chair and Vice-Chair in order to make decisions on the location of Board Meetings. He noted that the January 26, 2021 and February 9, 2021 Board Meetings will fall within the State of Emergency timeline so will most likely be held virtually.

The Ministry will be providing further information on enhanced screening, mandatory masking for Grades 1 to 12 students, requirements for outdoor masking, and steps to reduce congregating of students before and after school upon return to face-to-face learning.

Director Howitt noted that the well-being of staff and students is a major concern, and there are supports available for anyone struggling. Students and staff are encouraged to reach out to their principal. Staff are making a great effort to connect with students and ensure they are engaged throughout the day. Director Howitt thanked Superintendents Barrese and Girardi for their work in supporting student well-being.

Director Howitt thanked staff for their efforts to make program effective for LKDSB students.

Director Howitt confirmed that not all families can manage the Ministry expectation of synchronous learning. The LKDSB purpose is academic achievement but this can not be achieved without well-being, healthy children, and supportive families. The Board will do its best to provide what is expected from the Ministry of Education and families will know what works best for them.

Director Howitt confirmed that the curriculum includes Daily Physical Activity and Physical Education. Superintendent Hazzard added that activity breaks are part of the elementary school day and teachers are offering different challenges and opportunities for fun outdoor activities and pausing during the day for Daily Physical Activity, and Physical Education teachers are continuing to engage in their work. Superintendent Barrese noted that teachers are organizing breakout rooms where students can connect socially. Social Workers have set up Google Classrooms for students to connect and participate in well-being activities. Social Workers and Clinicians have had opportunities to drop into classrooms to connect with students and Educational Assistants and teachers have created virtual sensory spaces for students. Superintendent Mancini reported that there are many hands-on and active courses in secondary schools and Physical Education courses and physical breaks for students are in place in the virtual setting. There is a continued focus on activity as an important part of student achievement and well-being.

Director Howitt confirmed that Senior Administration provides regular communication and updates to staff and meets government announcements with rapid communication in order to help alleviate anxiety in staff. Resources for mental health and well-being supports are included in the Director's newsletter,

which is released every second Thursday. A message prior to the Winter Break referred to well-being and encouraged staff to reach out to colleagues that may be withdrawn. It was noted in the message that staff would not be called into work during the holiday if remote learning were to occur. The LKDSB is very conscious of staff well-being. Superintendent Barrese acknowledged that it has been a challenging year and the extent to which staff have needed to adjust in order to do what is best for students and families has been appreciated. The Board works with School Mental Health Ontario and shares well-being strategies to support students, which staff can benefit from as well. It is a collection of working together, supporting one another, and sharing strategies that are good for all to project a positive well-being.

Supervised Alternative Learning Summary for 2019/2020
Report B-21-11

Trustee Fletcher reported on the Supervised Alternative Learning (SAL) Summary for the 2019/2020 school year. He highlighted the second paragraph of the report, which explained the SAL program, and noted that of 342 credits, 55 were earned. He said that every credit earned is a bonus as the students in the program are going through really difficult times. He added that the SAL meetings have been formalized and now include a Chair, which he has had the privilege of serving in the position.

Superintendent Sherman said that he really appreciates the Trustees on the committee, as they are supporting students to achieve credits. He remarked that Trustee Fletcher has done an excellent job as the first Trustee Chair of the committee and meeting the needs of students.

Correspondence

None

New Business

None

Trustee Questions

None

Notices of Motion

None

Announcements

The next Regular Board Meeting will be held on Tuesday, January 26, 2021 at 7:00 p.m. The location is to be determined.

Adjournment

There being no further business of the Board, Chair Campbell declared the Meeting adjourned at 8:40 p.m.

Chair of the Board

Director of Education and
Secretary of the Board

 <p>STUDENT ACHIEVEMENT & WELL-BEING Advance high standards for innovative and responsive learning</p>	 <p>INCLUSIVE DIVERSITY Champion anti-oppressive education</p>	 <p>TRUSTING RELATIONSHIPS Strengthen relationships based on respectful collaboration</p>	 <p>SUSTAINABLE STEWARDSHIP Optimize human, financial and physical resources</p>
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FROM: Brian McKay, Superintendent of Business & Treasurer

DATE: January 26, 2021

SUBJECT: Tender Award – Accessibility Upgrades – Brooke Central



Tenders were received electronically by the Purchasing Department and opened on December 15, 2020 by Don Masse and Brian Pelletier of the Plant & Maintenance Department. Bid results are as follows (** indicates successful bidder):

Tendered Base Bid: Renovation of primary boys and girls washrooms and new universal toilet room.

PROJECT BIDDER	BASE BID (nic. HST)
** Maaten Construction Limited, Sarnia	674,800.00
K&L Construction, London	829,800.00

PROJECT SUMMARY	
Successful Bid Total (nic. h.s.t.)	674,800.00
Design Fees	60,729.00
Net HST	15,887.43
Total Project, This Report:	751,416.43
Budget Funding:	
- School Condition Improvement	375,708.22
- School Renewal	375,708.21
Total Project Budget:	\$ 751,416.43

Recommendation:

“That the Board award the tender to the successful bidder, Maaten Construction Limited for the accessibility upgrades at Brooke Central School.”



FROM: John Howitt, Director of Education

DATE: January 26, 2021

SUBJECT: LKDSB Update on Face to Face and Learn at Home Program



On January 20, 2021, the Ontario Minister of Education announced that the remote learning period for elementary and secondary students in the Lambton Kent District School Board (LKDSB) would be extended. The remote learning period has been extended up-to and including February 10, 2021. The various on-line learning tools detailed below have been used by LKDSB staff members to deliver effective programming for students during this period.

Elementary On-Line Learning Tools for Remote Learning

Elementary classrooms in the LKDSB use specific synchronous learning tools. Training has been provided to teachers, ECEs, EAs and administrators for the Board supported tools. Google Meet, SeeSaw, and Google Classroom are the tools used by elementary educators.

Google Meet

The video conferencing tool used by classrooms is Google Meet. Students and teachers are able to participate in class discussions and individual conversations using their device's speakers, microphone and camera. Learners can collaborate by sharing their screen or using their camera to show what they are working on. Participants are also able to communicate in a chat box to share ideas without speaking.

Google Meet is used every day in K-8 classrooms. This is the location where classrooms connect each morning. Announcements, the Traditional Territorial Acknowledgment and 'O Canada' are presented. Whole class lessons are hosted in Google Meet and small groups are also supported using this tool.

SeeSaw

Kindergarten and primary classes use SeeSaw to show student learning, share teaching resources with students, and for families to connect to the classroom. SeeSaw has digital activity templates and whiteboards for students to record their work and post for the teacher and classmates to see. Teachers, students and families can write comments responding to the student's work. Teachers are also able to post videos and resources for students.

SeeSaw is used every day in kindergarten and primary classrooms. Students complete math problems using the whiteboard function. Activities can be completed by typing, drawing and/or

leaving a voice note. Videos of science experiments are often shared by educators for students and their families to view. Families log into SeeSaw frequently to see their child's work and interact with the classroom educators.

Google Classroom

Junior and intermediate classes use Google Classroom. Teachers post presentations, videos and other learning supports for students to access. Students can organize their documents for assignments and submit completed work to the teacher. Classmates and the teacher are able to comment and discuss their learning in text form.

Google Classroom is used every day in junior and intermediate classrooms. Teachers often create templates that are assigned to students for completion via Google Docs, Sheets and Slides. These templates are attached to specific assignments, like exploring History, Music and Art, in the Google Classroom. Students complete assignments which often include text, images and YouTube videos. Completed assignments are handed in to the teacher for feedback and assessment in the Google Classroom.

Secondary On-Line Learning Tools for Remote Learning

Secondary teachers in the LKDSB use a variety of on-line learning tools to support remote synchronous instruction. Individual, group, and live support training have been provided by the Secondary Program Team. Resources and instructional videos created by the Secondary Program Team are posted on the Secondary Program's Teacher Support pages located on the LKDSB Portal.

D2L/BrightSpace with Virtual Classroom

Brightspace by D2L is a virtual learning environment that provides a variety of tools for teachers to use for blended and eLearning. In addition to creating and sharing content, students can take quizzes, have discussions, build a portfolio, and submit assignments through Brightspace by D2L. Within D2L/Brightspace teachers utilize the D2L Virtual Classroom and the Whiteboard tool for live instruction within the Virtual Classroom space.

Google Classroom

Google Classroom is a blended learning platform for schools that aims to simplify creating, distributing, and grading assignments in a paperless way. It is especially recommended for staff who actively use Google Drive in their classrooms. Teachers also use Jamboard within Google Classroom, which is a Whiteboard tool that teachers use for live instruction. Additionally, teachers use a Breakout Room tool within Google to allow teachers to create small student groups for collaborative learning and rooms where students can enter to ask questions and to receive one on one and group support. We also encourage teachers to use either Screencastify or Record using Google Meet for any video instructions. Teacher can also record on iPads and upload to Google Drive.

Google Meet

Google Meet is a virtual space that allows teachers to meet with, talk with, and provide live instruction to students using web cam technology similar to Microsoft Teams and Zoom.

Curio (CBC)

Curio is an on-line media resource that provides teachers and students access to stream a wide range of curriculum related media content including access to CBC, BBC, and National Geographic.

Electude

Electude is an on-line learning tool to support virtual instruction in automotive technology.

Adobe Creative Cloud Suite

All Secondary schools have access to all Adobe products including Photoshop, Illustrator, InDesign, Premier Pro (Film Editing). These software tools are available for students with established accounts to access Adobe products while at school, and from home during remote learning. These products specifically support Communication Technology courses.

Additional Learning Tools: Desmos, EdgeFactor, Kahoot, Knowledgehook, Learn360, Minecraft: Education Edition, myBlueprint, YouTube

Special Education Online Tools

Students, staff and families have continued to use meeting platforms to engage in therapy, learning and planning meetings. The platforms used by the Special Education and Mental Well-being staff include Google Meet and Teams. Speech and Language Pathologists and Communication Disorder Assistants meet with families to provide assessment updates and virtual instruction.

Psychoeducational Clinicians and Social Workers meet with individual students to provide counselling and therapy to support the individual's goals. IPRC meetings are held virtually using the Google platform. For the upcoming grade 8 to grade 9 transition IPRCs, secondary resource teachers are creating Google meetings and sharing these links with students, the educational team and the family. Participation in Central IPRCs has increased now that these meetings are offered virtually. Preschool intakes to welcome our youngest learners to Kindergarten will occur virtually. These meetings are held for students who are identified as having moderate to high needs. These meetings will include the family, staff from community agencies, the school team and members of the Special Education team.

Remote Learning Devices for LKDSB Students

Since distribution began in March 2020, the device lending program has increased to 5,000 devices and approximately 400 internet enabled devices in active use by LKDSB students.



FROM: Brian McKay, Superintendent of Business & Treasurer

DATE: January 26, 2021

**SUBJECT: Financial Report 2020-21 School Year Expenditures,
September 1 – November 30, 2020**



This financial report summarizes the 1st quarter expenditures for the period of September 1 to November 30, 2020.

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

Comments on the Financial Report (Appendix A):

Report Ref. No.	Notes on the following selected Expenditure Categories:
A1	For the first quarter of the 2020-21 school year, the supply teacher budget is showing a large surplus against the first 3 months of expenditures. As part of the revised estimates budget, it was noted that the board experienced a sharp increase in supply teacher cost during November and December. Supply teacher usage for September and October was within expected levels. Budget funding was added to this budget category as part of the revised estimates process, due to the November and December increase in supply teacher costs. This cost increase, at the time of the revised estimates process, was expected to impact the remaining school year. The first quarter budget surplus will be used to fund increasing supply teacher costs for the remainder of the school year.
A2	The operations and maintenance salary budget is slightly overspent, due to increased staffing costs for additional COVID-19 related work. This expenditure is expected to be on budget for the school year, due to additional Ministry funding.
A	For the first quarter of the 2020-21 school year, overall salary and wage budgets are tracking on-budget. However, as outlined in the supply teacher budget line, there are budget pressures that board staff are tracking for the current year. Staff is also anticipating further salary pressures as the board prepares for the second half of the school year.
B	Overall budget amounts for employee benefits are tracking well against actual expenditures for the 2020-21 school year. Benefits for the supply teacher budget line are showing the same relationship between actuals and budget as the salary budget for this category. This

	budget line is expected to be on budget as supply teacher usage increases for the remainder of the school year.
C	Staff development budgets were underspent for the first quarter of the 2020-21 school year. Many departments have experienced delays in the delivery of professional development during the first quarter. Under-expenditures are occurring due to program cancellations/deferrals and the reduction in associated expenses such as mileage and other travel costs.
D1	The operations and maintenance supplies budget is currently overspent, due to COVID-19 related purchases of PPE and cleaning supplies. The board is also experiencing price increases of PPE and cleaning supplies.
D	Savings in some areas of the supplies and services budget lines are helping to mitigate the budget overage in operations and maintenance. However, this area continues to be a budget pressure for the board.
E1	Significant IT device purchases were made in the first quarter of the 2020-21 school year to support students and staff during remote learning. Additional Ministry funding was provided for IT device purchases. The board overspent this additional funding and will continue to actively purchase IT devices, for the remainder of the school year, to support students and staff.
E	This budget category is expected to be overspent for the 2020-21 school year based on current and anticipated IT device purchases. Funding from the board's reserves will be used for these purchases.
F	The operations and maintenance budget under the Fees and Contractual Services category includes amounts for snow removal and grass cutting. This item is closely followed on an annual basis due to the variability of historical expenditures in these categories. The board has experienced a lighter than normal winter to date. However, the mild fall resulted in more grass cutting than would normally be experienced.

Due to budget pressures, because of COVID-19 impacts and resulting educational protocols, there were significant changes to the board's revised estimates budget. Additional funding, specific to increased expenditures as a result of COVID-19 impacts, was provided to Ontario school boards from the Ministry of Education. Boards were also given permission to include up to 2% of their operating funding from accumulated surplus. The report on the board's 2020-21 revised estimates process provides further details of additional Ministry funding and associated increased costs.

Staff continues to track all budget versus actual concerns and is making adjustments as new budget assumptions and changes to Ministry funding occur, to ensure that the board's actual 2020-21 expenditures are within current funding levels.

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2020

EXPENDITURE CATEGORIES	2020-2021 REVISED BUDGET	SEPT. TO NOV. 2020 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2020 \$	BUDGET REMAINING AT NOV. 30, 2020 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.	
SALARIES AND WAGES								
Classroom Teachers (Includes Preparation Time)	\$ 126,274,215	\$ 34,196,866	\$ 92,077,349	72.9%	72.0%	0.9%	A1	
Occasional / Supply Teachers	\$ 8,408,608	\$ 927,956	\$ 7,480,652	89.0%	74.8%	14.2%		
Teacher Assistants	\$ 11,703,463	\$ 3,074,119	\$ 8,629,344	73.7%	73.0%	0.8%		
Paraprofessionals & Technicians	\$ 4,933,901	\$ 1,044,710	\$ 3,889,191	78.8%	77.6%	1.2%		
Library & Guidance	\$ 3,706,750	\$ 916,554	\$ 2,790,196	75.3%	72.0%	3.3%		
Staff Development	\$ 44,000	\$ 12,787	\$ 31,213	70.9%	70.6%	0.4%		
Coordinators & Consultants	\$ 3,085,103	\$ 738,789	\$ 2,346,314	76.1%	74.7%	1.3%		
Early Childhood Educators	\$ 4,681,551	\$ 1,223,033	\$ 3,458,518	73.9%	73.9%	0.0%		
Principals and Vice-Principals	\$ 10,899,605	\$ 2,307,955	\$ 8,591,650	78.8%	77.1%	1.7%		
School Office - Secretarial & Supplies	\$ 5,232,510	\$ 1,296,056	\$ 3,936,454	75.2%	75.1%	0.1%		
Continuing Education	\$ 630,875	\$ 152,461	\$ 478,414	75.8%	74.4%	1.4%		
Trustees	\$ 124,551	\$ 29,920	\$ 94,631	76.0%	75.3%	0.7%		
Directors & Supervisory Officers	\$ 896,805	\$ 206,956	\$ 689,849	76.9%	76.1%	0.8%		
Board Administration	\$ 3,439,146	\$ 815,717	\$ 2,623,429	76.3%	76.3%	0.0%		
Department Heads	\$ 405,000	\$ 118,561	\$ 286,439	70.7%	70.8%	0.0%		
Operations and Maintenance - Schools	\$ 11,067,586	\$ 2,463,142	\$ 8,604,444	77.7%	78.2%	-0.4%		A2
TOTAL SALARIES AND WAGES	\$ 195,533,669	\$ 49,525,579	\$ 146,008,090	74.7%	73.2%	1.4%		A
EMPLOYEE BENEFITS								
Classroom Teachers	\$ 17,568,442	\$ 5,033,859	\$ 12,534,583	71.3%	70.9%	0.4%		
Occasional / Supply Teachers	\$ 692,566	\$ 69,590	\$ 622,976	90.0%	71.5%	18.5%		
Teacher Assistants	\$ 3,671,169	\$ 530,694	\$ 3,140,475	85.5%	81.8%	3.7%		
Paraprofessionals & Technicians	\$ 1,301,483	\$ 168,984	\$ 1,132,499	87.0%	86.4%	0.6%		
Library & Guidance	\$ 542,809	\$ 31,638	\$ 511,171	94.2%	92.0%	2.2%		
Staff Development	\$ 6,000	\$ 1,348	\$ 4,652	77.5%	75.0%	2.5%		
Coordinators & Consultants	\$ 368,132	\$ 25,546	\$ 342,586	93.1%	92.3%	0.8%		
Early Childhood Educators	\$ 1,226,834	\$ 199,048	\$ 1,027,786	83.8%	83.5%	0.3%		
Principals and Vice-Principals	\$ 1,263,466	\$ 268,758	\$ 994,708	78.7%	77.8%	0.9%		
School Office - Secretarial & Supplies	\$ 1,486,168	\$ 216,925	\$ 1,269,243	85.4%	84.3%	1.1%		
Continuing Education	\$ 111,705	\$ 14,123	\$ 97,582	87.4%	86.7%	0.6%		

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2020

EXPENDITURE CATEGORIES	2020-2021 REVISED BUDGET	SEPT. TO NOV. 2020 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2020 \$	BUDGET REMAINING AT NOV. 30, 2020 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
Trustees	\$ 6,657	\$ 1,306	\$ 5,351	80.4%	79.7%	0.7%	
Directors & Supervisory Officers	\$ 101,789	\$ 11,156	\$ 90,633	89.0%	87.2%	1.8%	
Board Administration	\$ 903,130	\$ 229,409	\$ 673,721	74.6%	74.0%	0.6%	
Operations and Maintenance - Schools	\$ 3,269,596	\$ 408,569	\$ 2,861,027	87.5%	85.7%	1.8%	
TOTAL EMPLOYEE BENEFITS	\$ 32,519,946	\$ 7,210,952	\$ 25,308,994	77.8%	76.4%	1.4%	B
STAFF DEVELOPMENT							
Staff Development - Classroom	\$ 652,770	\$ 130,912	\$ 521,858	79.9%	66.4%	13.6%	
Principals and Vice-Principals	\$ 59,650	\$ 2,565	\$ 57,085	95.7%	95.4%	0.3%	
Continuing Education	\$ 420	\$ 409	\$ 11	2.7%	2.3%	0.4%	
Trustees	\$ 35,000	\$ -	\$ 35,000	100.0%	93.7%	6.3%	
Board Administration	\$ 78,073	\$ 21,768	\$ 56,305	72.1%	65.2%	6.9%	
Operations and Maintenance - Schools	\$ 68,250	\$ 2,354	\$ 65,896	96.6%	89.9%	6.6%	
TOTAL STAFF DEVELOPMENT	\$ 894,163	\$ 158,007	\$ 736,156	82.3%	71.1%	11.3%	C
SUPPLIES AND SERVICES							
Classroom Teachers	\$ 260,240	\$ 19,256	\$ 240,984	92.6%	85.0%	7.6%	
Classroom Computers	\$ 873,963	\$ 159,832	\$ 714,131	81.7%	76.6%	5.2%	
Textbooks, Supplies & Equipment	\$ 5,140,740	\$ 1,107,604	\$ 4,033,136	78.5%	78.3%	0.2%	
Paraprofessionals & Technicians	\$ 610,288	\$ 89,890	\$ 520,398	85.3%	85.6%	-0.3%	
Library and Guidance	\$ 56,459	\$ 9,053	\$ 47,406	84.0%	72.8%	11.2%	
Coordinators & Consultants	\$ 242,255	\$ 34,270	\$ 207,985	85.9%	83.1%	2.8%	
Principals and Vice-Principals	\$ 186,174	\$ 440	\$ 185,734	99.8%	96.6%	3.1%	
School Office - Secretarial & Supplies	\$ 568,205	\$ 125,988	\$ 442,217	77.8%	75.2%	2.6%	
Continuing Education	\$ 53,280	\$ 8,218	\$ 45,062	84.6%	77.4%	7.2%	
Trustees	\$ 90,867	\$ 2,621	\$ 88,246	97.1%	90.8%	6.4%	
Board Administration	\$ 842,439	\$ 144,102	\$ 698,337	82.9%	74.3%	8.6%	
Operations & Maintenance - Schools	\$ 12,156,563	\$ 2,810,614	\$ 9,345,949	76.9%	79.9%	-3.0%	D1
TOTAL SUPPLIES AND SERVICES	\$ 21,081,473	\$ 4,511,888	\$ 16,569,585	78.6%	79.5%	-0.9%	D

THE LAMBTON KENT DISTRICT SCHOOL BOARD
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EXPENDITURE CATEGORIES	2020-2021 REVISED BUDGET	SEPT. TO NOV. 2020 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2020 \$	BUDGET REMAINING AT NOV. 30, 2020 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
CAPITAL EXPENDITURES							
Classroom Computers & SEA Computers	\$ 1,610,562	\$ 427,172	\$ 1,183,390	73.5%	90.7%	-17.3%	E1
Textbooks, Supplies & Equipment	\$ 1,289,082	\$ 264,126	\$ 1,024,956	79.5%	84.2%	-4.7%	E1
Paraprofessionals & Technicians	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	
Coordinators & Consultants	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	
School Office	\$ 20,000	\$ -	\$ 20,000	100.0%	100.0%	0.0%	
Principals and Vice-Principals	\$ 52,000	\$ -	\$ 52,000	100.0%	100.0%	0.0%	
Board Administration	\$ 70,000	\$ 1,292	\$ 68,708	98.2%	77.9%	20.3%	
Operations & Maintenance - Schools	\$ 649,479	\$ 8,322	\$ 641,157	98.7%	92.3%	6.4%	
School Renewal	\$ 36,759,203	\$ 2,431,065	\$ 34,328,138	93.4%	93.4%	0.0%	
TOTAL CAPITAL EXPENDITURES	\$ 40,500,326	\$ 3,131,977	\$ 37,368,349	92.3%	93.0%	-0.7%	E
NON-OPERATING EXPENDITURE							
NPF Debt Repayment	\$ 3,298,784	\$ 1,148,255	\$ 2,150,529	65.2%	65.2%	0.0%	
TOTAL NON-OPERATING EXPENDITURES	\$ 3,298,784	\$ 1,148,255	\$ 2,150,529	65.2%	65.2%	0.0%	
RENTAL EXPENDITURE							
Paraprofessionals & Technicians	\$ 9,770	\$ 2,442	\$ 7,328	75.0%	75.0%	0.0%	
TOTAL RENTAL EXPENDITURE	\$ 9,770	\$ 2,442	\$ 7,328	75.0%	75.0%	0.0%	
FEES AND CONTRACTUAL SERVICES							
Classroom Supplies & Services	\$ 35,000	\$ -	\$ 35,000	100.0%	100.0%	0.0%	
Textbooks, Supplies & Equipment	\$ 200,000	\$ 181,289	\$ 18,711	9.4%	11.8%	-2.5%	
Paraprofessionals & Technicians	\$ 748,604	\$ 105,372	\$ 643,232	85.9%	75.3%	10.6%	
Coordinators & Consultants	\$ 37,752	\$ 873	\$ 36,879	97.7%	79.6%	18.1%	
School Office	\$ 9,200	\$ 9,194	\$ 6	0.1%	0.1%	0.0%	
Continuing Education	\$ 74,000	\$ -	\$ 74,000	100.0%	75.0%	25.0%	
Board Administration	\$ 705,211	\$ 410,854	\$ 294,357	41.7%	51.5%	-9.7%	
Pupil Transportation	\$ 14,159,709	\$ 4,114,763	\$ 10,044,946	70.9%	70.2%	0.8%	
Operations & Maintenance - Schools	\$ 3,442,566	\$ 343,250	\$ 3,099,316	90.0%	89.2%	0.8%	F
TOTAL FEES AND CONTRACTUAL SERVICES	\$ 19,412,042	\$ 5,165,595	\$ 14,246,447	73.4%	72.5%	0.9%	

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2020

EXPENDITURE CATEGORIES	2020-2021 REVISED BUDGET	SEPT. TO NOV. 2020 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2020 \$	BUDGET REMAINING AT NOV. 30, 2020 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
OTHER							
Board Administration	\$ 95,846	\$ 44,338	\$ 51,508	53.7%	53.7%	0.0%	
Other Non-Operating Expense	\$ 1,444,654	\$ 260,032	\$ 1,184,622	82.0%	82.0%	0.0%	
School Generated Funds	\$ 1,758,691	\$ -	\$ 1,758,691	100.0%	100.0%	0.0%	
TOTAL OTHER	\$ 3,299,191	\$ 304,370	\$ 2,994,821	90.8%	37.5%	53.3%	
CHARGES-NON FINANCIAL ASSETS							
Amortization	\$ 16,001,134	\$ -	\$ 16,001,134	100.0%	100.0%	0.0%	
TOTAL CHARGES-NON FINANCIAL ASSETS	\$ 16,001,134	\$ -	\$ 16,001,134	100.0%	100.0%	0.0%	
TOTAL EXPENDITURES	\$ 332,550,498	\$ 71,159,697	\$ 261,390,801	78.6%			



FROM: Brian McKay, Superintendent of Business & Treasurer

DATE: January 26, 2021

SUBJECT: 2020-21 Revised Estimates Update



This report provides trustees with an update on the significant changes to the Board's revenue and expenditures as a result of the Revised Estimates Process that occurred in the fall.

The Revised Estimates Process occurs in the fall of each school year. This process allows school boards to "true up" or adjust their budgets to reflect actual enrolment and staffing numbers from school start up in September. This process adjusts the estimates budget, as prepared in the spring of the prior school year, which is based on estimated enrolment and staffing numbers. For LKDSB, the Revised Estimate Process usually entails changes in enrolment as well as changes to staff as impacted by retirements that occur after the estimates process.

The Revised Estimates Process for the 2020-21 school year has been further impacted by COVID-19. The Ministry of Education, in their guidance memo for the 2020-21 revised estimates budget, has provided for the following significant changes from estimates:

- 1) Ability of school boards to fund a deficit from accumulated surplus and have a compliant budget, if the total in-year deficit is less than or equal to the lower of 2% or the board's operating allocation and accumulated surplus from the preceding year.
- 2) Funding provided by the Ministry in response to the COVID-19 pandemic.
- 3) Funding stabilization due to unexpected enrolment declines as a result of the COVID-19 pandemic.

Revised Estimates Revenue – Highlighting Major Changes

The following table provides a summary of the major revenue changes from the estimates budget to revised estimates. In total, revenue has increased from the estimates budget by \$7,921,726 on the impacted budget lines as shown in the table. The reasons behind these revenue changes can be grouped into 6 different categories which will be discussed.

Revenue Changes Estimates vs Revised Estimates 2020-21

Revenue Grant Category	2020-21 Estimates	2020-21 Revised Estimates	Variance	Grouping
Pupil Foundation Grant	117,383,921	115,871,221	(1,512,700)	1
School Foundation	17,629,329	17,514,788	(114,541)	1
Special Education	32,449,410	32,225,495	(223,915)	1
Language Grants	3,745,043	3,462,307	(282,736)	1
Cost Adjustment & Teacher Qualifications & Experience	26,673,284	25,253,458	(1,419,826)	2
ECE Qualifications & Experience	1,262,701	944,902	(317,799)	2
Pupil Accommodation - School Operations & Top Up	23,285,568	23,104,952	(180,616)	1
Indigenous Education Grant	2,940,254	2,637,169	(303,085)	1
Support for COVID-19 Outbreak GSN	0	274,313	274,313	4
Declining Enrolment Allocation	689,490	1,346,380	656,890	1
Tuition Fee Revenue	4,679,617	3,679,550	(1,000,067)	1
Deferred Revenue - Spec. Ed. & Targeted Student Support	0	1,153,554	1,153,554	3
COVID-19 - Priority & Partnership Funding 2020-21	0	4,972,183	4,972,183	4
Stabilization GSN Funds 2020-21	0	3,732,107	3,732,107	5
Reserve Funds	2,512,036	5,000,000	2,487,964	6
Grant Total =	233,250,653	241,172,379	7,921,726	

- Grouping 1 All budget lines under this grouping represent traditional GSN funding categories. Enrolment changes have impacted these grants. In total, these funding categories declined by \$2,960,770 from the estimates budget. This decrease is directly related to a decline in enrolment.
- Grouping 2 The two budget lines under this category also represent traditional GSN funding grants. These two budget areas are impacted by staff experience factors. As retirements occur between estimates and revised estimates, these two budget lines generally show a decrease.
- Grouping 3 This line item relates to deferred funding that was not used during the 2019-20 school year due to the COVID-19 pandemic. This funding was not available during estimates as the 2019-20 school year was not finalized. This deferred funding from 2019-20 can be used in 2020-21 to assist with covering the additional costs of providing student programming.
- Grouping 4 The Ministry of Education, in response to COVID-19, provided one-time funding which totals \$5,246,496.
- Grouping 5 The stabilization funding is provided by the Ministry of Education to offset the unexpected decline in enrolment. This funding amount of \$3,732,107 offsets the loss in funding as seen in Grouping 1.
- Grouping 6 Reserve Funds category represents the use of board accumulated surplus. Boards, during estimates budget preparation, were permitted to use accumulated surplus, without prior Ministry approval, as long as the amount was equal to or less than 1% of its GSN operating allocation. The Ministry of Education, in response to board requests to allocate more surplus funding, moved the threshold to 2%. The increase in the LKDSB reserve funding allocation represented the move from 1% to 2% of our operating allocation. The board also changed how this funding was used by allocating the full amount to the operating budget. \$1,800,000 of accumulated surplus was allocated to the capital budget in the board's estimates budget. This \$1,800,000 allocation will support the operating budget in the Revised Estimates Process. Deferred capital grants were used to replace this amount in the capital budget.

Revised Estimates Expenditures – Highlighting Major Changes

The following table provides a summary of the major expenditure changes from estimates to revised estimates. The expenditure categories included in the table show an increase of \$10,280,608 from the estimates budget. The reasons behind these expenditure changes and how they reconcile to the changes in revenue are explained below the table.

Expense Changes Estimates vs Revised Estimates 2020-21

Expense Class	Salary and Wages	Benefits	Supplies and Services	Capital Expenses	Fees and Contract	Other Expenses	Total Expenses
Classroom Teachers	800,531	1,279,242					2,079,773
Supply Teachers	3,744,871	339,282					4,084,153
Educational Assistants	388,337	168,951					557,288
Paraprofessionals	212,096	51,783	(5,372)		(41,324)		217,183
Principals & VP's	96,702	124,154					220,856
School Office	113,523	50,249					163,772
Transportation					591,350		591,350
School Operations & Maintenance	326,075	127,258	534,500	534,479	143,921		1,666,233
Other Non-Operating Expenses						700,000	700,000
Total Expenses	5,682,135	2,140,919	529,128	534,479	693,947	700,000	10,280,608

Salary and Wages

The increase in salary and wages is due to additional staffing resources that were added as a result of COVID-19 protocols and to support students as the board delivers programming in both in-person and virtual environments. The increase in supply teacher salaries is due to actual expenditure experience in November and December that was projected forward for the remainder of the year.

Benefits

Increases in benefits were due to increased staffing levels as well as increases in benefit rate calculations (i.e., CPP, EI and non-stat benefit costs per employee). Estimates benefit cost assumptions generally change during revised estimates as actual CPP and EI costs for the next calendar year are updated in the fall.

Supplies and Services/ Capital Expenses

The increase in these expenditure categories is due to PPE purchases and the introduction of air filtration systems in classrooms to assist with ventilation. These costs are specifically covered by the additional COVID-19 related funding that has been provided by the Ministry.

Fees and Contract/ Other Expenses

The increase in these expenditure categories is due to increased support to transportation services and to capture further COVID-19 related expenses. These items are covered by the additional COVID-19 related funding that has been provided by the Ministry.

Balanced Revised Estimates Budget

The above two tables outline the significant changes to the revenue and expenditure components of the board's revised estimates budget. While the board did realize increased revenue (\$7,921,726), the significant expenditure changes (\$10,280,608) lead to budget changes/reductions in other areas, to maintain a Ministry compliant LKDSB budget. The major budgeting change was a shifting of \$1,800,000 in board accumulated surplus funding from the capital budget to the operating budget. Deferred funding in the board's School Condition Improvement and School Renewal allocations was used in the capital budget to offset this change. Other minor cuts and adjustments were made in the operating budget to maintain a Ministry compliant revised estimates budget.



FROM: Ben Hazzard, Superintendent of Education

DATE: January 26, 2021

SUBJECT: Kindergarten Registration 2021 – It’s as easy as 1, 2, 3



Parents and guardians of students entering the Kindergarten program are able to register online using any device, including cellphones and tablets. This online registration will be followed by a virtual classroom tour and discussion on Thursday, February 4 and Friday, February 5. Families and students will be warmly welcomed by our staff to Lambton Kent District School Board schools.

The Lambton Kent District School Board has built an online form that protects the privacy of students and families. The information is encrypted and secure as it is submitted to the school.

Clear communication to our community was essential: dedicated website address, consistent and clear message, and a variety of media resources for schools to share. The website developed is www.lkdsb.net/kindergarten. The website is clearly attached to the Lambton Kent District School Board, easy to remember, and houses all the important information.

The communications include stories about the kindergarten experiences of our families:

Video of a parent completing the online form: <https://youtu.be/OJ42SaFnSAI>

Video of a day in the life of a Kindergarten student: <https://youtu.be/8tFgl-D9UTM>

The consistent and clear message for Kindergarten registration communicates that “Registering your child for Kindergarten is as easy as 1, 2, 3.” The Lambton Kent District School Board and its schools will share the same message:

Register your child

Is your child ready for Kindergarten? If your child is four or five years old by December 31, 2021 registration is as easy as 1, 2, 3.

1. Find your school
2. Complete the Registration Form (linking to the online form)
3. Sign-up for a virtual meeting with our staff! (Each school has a unique online sign up form)

This information has been shared in newsletters, social media, radio, and online video.