

**REGULAR BOARD MEETING AGENDA  
PUBLIC SESSION**

TUESDAY, APRIL 12, 2022  
7:00 p.m.

**A**

Board Room  
Chatham Education Centre  
476 McNaughton Avenue East, Chatham

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 of:		
a) March 29, 2022 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) Chatham Kent Secondary School Welding Program		
10. Delegations:		
11. Questions from the Public		
12. Reports for Board Action:		
a) Proposed Revisions to the LKDSB Procedural By-laws	Director Howitt Report B-22-48	11
<u>Recommendation:</u> "That the Board approves the revisions to Section 1.05, Section 2.2, 2.8, and 2.15, Section 3.14. 3.16, 3.17, 3.18, 3.19, and Section 7.4 of the LKDSB Procedural By-Laws."		
b) Revised Schedule for Regular Board Meetings for the Period December 7, 2021 to November 15, 2022	Director Howitt Report B-22-49	13
<u>Recommendation:</u> "That the Board approves the revised Regular Board Meeting Schedule for the period December 7, 2021 to November 15, 2022"		
c) Policy and Regulations on <i>School Food and Beverages</i>	Director Howitt Report B-22-50	15
<u>Recommendation:</u> "That the Board approves the review of the policy and revised regulations on <i>School Food and Beverages</i> ."		
d) Tender Award – Asphalt Replacement – Brooke Central School	Superintendent McKay Report B-22-51	23
<u>Recommendation:</u> "That the Board award the tender to the successful bidder, Wellington Builders Inc., for the Asphalt Replacement at Brooke Central School."		

e) Tender Award – Roof Restoration & Washroom Renovation - Errol Road Public School	Superintendent McKay Report B-22-52	24
<p><u>Recommendation:</u></p> <p>“That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Ltd., for the Roof Restoration &amp; Washroom Renovation at Errol Road Public School.”</p>		
13. Reports for Board Information:		
a) Special Education Advisory Committee Report	Trustee Barnes Report B-22-53	25
b) Ontario Public School Boards' Association Update (OPSBA)	Trustee Fletcher	
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, April 26, 2022 at the Sarnia Education Centre at 7:00 p.m.		
19. Adjournment		

**PRESENT:**

Trustees:

Chair Randy Campbell, Vice-Chair Derek Robertson, joining virtually, Greg Agar, Janet Barnes, Jane Bryce, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Malinda Little, and Lareina Rising

Student Trustees:

Brianne Machan and Kate Martin, joining virtually

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 Public Relations Officer Heather Hughes

Regrets:

Trustee Scott McKinlay, Student Trustee Taryn Jacobs, and Superintendent Mark Sherman

Recording Secretary:

Jaime Shannon, Executive Assistant to the Director

Call to Order:

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

#2022-41  
Approval of the Agenda

Moved by Jane Bryce, seconded by Malinda Little,

"That the Agenda for the Regular Board Meeting of March 29, 2022 be approved."

CARRIED.

Chair Campbell read the Traditional Territorial Acknowledgement.

Declaration of Conflict of Interest

None

#2022-42  
Approval of the Minutes  
Feb/22/2022

Moved by Greg Agar, seconded by Ruth Ann Dodman,

"That the Board approve the Minutes of the Regular Board Meeting of February 22, 2022."

It was requested that Trustee questions and the name of the Trustee asking the question be captured in the minutes.

CARRIED.

Business Arising

None

Motions Emanating from the Regular Board Private Session

None

#2022-43  
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.

Delegations

None

Questions from the Public

Chair Campbell recited LKDSB Procedural By-laws Section 3.16 Posing Questions at Meetings.

Jennifer Kumpf, President OSSTF District 10, addressed the Board from the gallery with the following question:

*AMSS is a cornerstone of the Sarnia community with many established community partnerships and whose students engage in highly specialized programming and training provided by OSSTF members on the pathway to graduation. Trustees have been informed this year about a variety of successes in the broad range of programming offered at the school, through presentations at the board meetings and through highlights in Director's reports and Snapshots of Excellence. Unfortunately, the AMSS school community has the potential to be significantly impacted by the elimination of the Applied level stream for the 2022-2023 school year, with considerably fewer Grade 9 students being enrolled at the school for September. As you have heard directly from me earlier this year, OSSTF supports fully funded and fully resourced de-streaming initiatives and recognizes the opportunity for intentional implementation to have positive outcomes for students. With that in mind, we have concerns about removing de-streamed opportunities for potential AMSS students.*

*To the Trustees who represent communities in the Sarnia-Lambton area—Are you able to confirm that the full introduction of de-streaming and subsequent elimination of the Applied level classes for Grade 9 students in the upcoming school year will not negatively impact specialized student programming at AMSS, in the short- and long-term?*

Director Howitt responded that the LKDSB is following the direction of the Ministry of Education, and it supports de-streaming as its full intent is to support as many students as possible in being successful in programming. All LKDSB secondary schools, including Alexander Mackenzie Secondary School, are following the Ministry directions, and Grade 9 Applied will no longer be a course option for specific subjects as it is now either de-streamed, open, or academic. Director Howitt acknowledged that there is slight confusion about the de-streaming initiative. For example, academic courses in Grades 10, 11, 12, while some will remain in some programs, some academic level courses have never been offered at AMSS. Therefore, if students started at AMSS, they couldn't continue in the academic stream in Grade 10. He explained that student enrolment drives programming in schools and will shift from time to time based on what programs are available. He added that students are seeing more program availability at their home school without having to attend a different school. He noted that the welding program at Chatham Kent Secondary School, a program Alexander Mackenzie Secondary School is celebrated for, will be highlighted at the next board meeting.

#2022-44  
Trustee Determination and Distribution  
Report B-22-30

Director Howitt reported that the Trustee Determination and Distribution Report shows there are no changes necessary to the number of Trustees for the Municipal election. The information contained in the report will be sent to the Ministry of Education and Municipal Clerks by April 3, 2022 in order to prepare for the election.

Moved by Greg Agar, seconded by Jack Fletcher,

"That the Board not designate any municipality within the Board's jurisdiction as a low population municipality."

CARRIED.

#2022-45

Moved by Jane Bryce, seconded by Derek Robertson,

Trustee Determination and Distribution  
Report B-22-30

"That the Board approve the Final Report on the Determination and Distribution of School Board Member Positions for the 2022 Regular Election."

CARRIED.

#2022-46  
Policy and Regulations on Expense Reimbursement for Staff, Trustees and Student Trustees  
Report B-22-31

Superintendent McKay reported that the review of the Policy and Regulations on Expense Reimbursement for Staff, Trustees and Student Trustees was part of the LKDSB cyclical review and that there were no changes recommended for the policy. He highlighted that in the regulations the meal expenses were amended to be in line with the Canada Revenue Agency meal allowance rates for Ontario, which is in line with what many other boards have done. Other items of note in the Regulations are that the Board has created an electronic expense report and instruction guide, the reference to the use of purchasing cards, and updates to language. A mid-year adjustment was recommended for the mileage rate due to changes in gas prices and meal costs as staff begin to travel more. There would be no budget impacts for this as there have been savings with less travel by staff and any increases will be balanced by the increased use of virtual meetings.

Moved by Jane Bryce, seconded by Greg Agar,

"That the Board approves the review of the revised regulation on Expense Reimbursement for Staff, Trustees and Student Trustees."

It was noted that the Canada Revenue Agency mileage and meal allowance rates are higher than the Ontario Public Service rates.

CARRIED.

#2022-47  
Mileage and Per Diem Rates  
Report B-22-31

Moved by Jane Bryce, seconded by Jack Fletcher,

"That the Board approves the adjustment of the mileage and per diem rates, based on current CRA guidelines, to be made effective April 1, 2022."

CARRIED.

#2022-48  
Tender Award – Asphalt & Roof Replacement /Restoration– Alexander Mackenzie Secondary School  
Report B-22-32

Superintendent McKay reviewed the report with Trustees.

Moved by Jane Bryce, seconded by Malinda Little,

"That the Board award the tender to the successful bidder, Maaten Construction Ltd., for the Asphalt & Roof Replacement/Restoration at Alexander Mackenzie Secondary School."

A question was asked on whether the bids were higher than anticipated and Superintendent McKay confirmed there were fluctuations seen in most tenders, and market pricing on all bids were significantly over budget in some cases and not over budget at all in others. He noted this is in line with the province when comparing to other boards. The LKDSB has been intentional on awarding bids, holding them back to see the overall impact on the budget, and prioritizing projects.

CARRIED.

#2022-49  
Tender Award – Window & Exterior Door

Superintendent McKay reviewed the report with Trustees.

Moved by Ruth Ann Dodman, seconded by Janet Barnes,

Replacement – Colonel Cameron Public School Report B-22-33

“That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Limited, for the Window & Exterior Door Replacement at Colonel Cameron Public School.”

CARRIED.

#2022-50  
Tender Award – Window & Exterior Door Replacement, HVAC Upgrade & Ceiling Replacement – East Lambton Elementary School Report B-22-34

Superintendent McKay reviewed the report with Trustees.

Moved by Jane Bryce, seconded by Greg Agar,

“That the Board award the tender to the successful bidder, Maaten Construction Ltd., for the Window & Exterior Door Replacement, HVAC Upgrade & Ceiling Replacement at East Lambton Elementary School.”

CARRIED.

#2022-51  
Tender Award – Phase 3 HVAC Upgrade & Classroom Renovations – Indian Creek Road Public School Report B-22-35

Superintendent McKay reviewed the report with Trustees.

Moved by Ruth Ann Dodman, seconded by Derek Robertson,

“That the Board award the tender to the successful bidder, Intrepid General Limited for the Phase 3 HVAC Upgrade and Classroom Renovations at Indian Creek Road Public School.”

CARRIED.

#2022-52  
Tender Award – HVAC Upgrade, Office, Staffroom, Kitchen & Classroom Renovations – McNaughton Avenue Public School Report B-22-36

Superintendent McKay reviewed the report with Trustees.

Moved by Ruth Ann Dodman, seconded by Jane Bryce,

“That the Board award the tender to the successful bidder, Westhoek Construction Ltd., for the HVAC Upgrade, Office, Staffroom, Kitchen & Classroom Renovations at McNaughton Avenue Public School.”

CARRIED.

#2022-53  
Tender Award – Partial Roof Replacement – Northern Collegiate Institute & Vocational School Report B-22-37

Superintendent McKay reviewed the report with Trustees.

Moved by Jack Fletcher, seconded by Malinda Little,

“That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Limited, for the Partial Roof Replacement at Northern Collegiate Institute & Vocational School.”

A question was asked on why only part of the roof was being replaced. Superintendent McKay explained that the roof had been replaced in segments over the years.

CARRIED.

#2022-54  
Tender Award – Classroom Renovations and Window Replacement – Queen Elizabeth II P.S., Petrolia Report B-22-38

Superintendent McKay reviewed the report with Trustees.

Moved by Greg Agar, seconded by Lareina Rising,

“That the Board award the tender to the successful bidder, Aveiro Constructors Ltd. for the Classroom Renovations and Window Replacement at Queen Elizabeth II Public School, Petrolia.”

CARRIED.

#2022-55  
Tender Award – Partial  
Roof Replacement,  
Window & Entrance  
Replacement –  
Thamesville Area Central  
School  
Report B-22-39

Superintendent McKay reviewed the report with Trustees.

Moved by Ruth Ann Dodman, seconded by Jane Bryce,

“That the Board award the tender to the successful bidder, Elgin Contracting and Restoration Ltd., for the Partial Roof Replacement, Window & Entrance Replacement at Thamesville Area Central School.”

CARRIED.

#2022-56  
Tender Award – Window  
Replacement –  
Wallaceburg District  
Secondary School  
Report B-22-40

Superintendent McKay reviewed the report with Trustees.

Moved by Greg Agar, seconded by Ruth Ann Dodman,

“That the Board award the tender to the successful bidder, TCI Titan Contracting Inc. for the Window Replacement at Wallaceburg District Secondary School.”

A question was asked on where the money is coming from for the projects that came in over budget. Superintendent McKay responded that projects were prioritized based on necessity so some projects that were included in the Capital Plan for the upcoming summer will not be completed as scheduled. He noted a list of projects can be brought to Trustees in June.

CARRIED.

Indigenous Liaison  
Committee Report  
Report B-22-41

Trustee Rising reported on the February 16, 2022 meeting, and highlighted Aamjiwnaang First Nation’s sugar bush activities and Kettle and Stony Point First Nation’s fishing curriculum. She remarked that both communities employ land-based learning and find it effective in engaging students and parent/guardians. She added that during the meeting she announced the land purchase for the new K-12 school in Forest and the demographic data project was discussed.

Special Education  
Advisory Committee  
Report  
Report B-22-42

Trustee Barnes referred Trustees to the report on the February 17, 2022 meeting and noted there were presentations on the Employment Transitions Program, Special Incidence Portion, and Education & Community Partnership Program/Intensive Support Program Review.

Ontario Public School  
Boards’ Association  
Update (OPSBA)

Trustee Fletcher reported on the Board of Directors meeting held on February 25 and 26, 2022. He highlighted the work being done by OPSBA to include the voice of Indigenous Trustees, discussions on online learning, and Project Compass. Trustees can find a summary of the meeting on the OPSBA website. He also referred Trustees to their website for the election guidelines if they are interested.

Trustee Fletcher announced that Jane Bryce is being nominated for the Dr. Harry Paikin Award of Merit and he thanked Trustees and Administrative Assistant Bonnie Gotelaer for their help with the report, which was to be submitted the following day.

Trustee Fletcher noted that the next Board of Directors meeting is scheduled on April 29 and 30, 2022 and the Annual General Meeting is scheduled on June 9 to 11, which Trustees will receive more information on at a later date. He encouraged Trustees to attend the Regional Meeting on April 9, 2022.

Audit Committee Update Report B-22-43	Superintendent McKay reported that Lynn Vanderveeken, former LKDSB Supervisor of Accounting, was a new member of the audit committee. Trustees will receive further information on the internal audit referenced in the report at a future date.
LKDSB COVID-19 Update Report B-22-44	Director Howitt noted it was the first board meeting since the reduction in COVID-19 protocols, but as highlighted in the report, not all protocols have gone away. Ventilation projects continue to be high priority, students and staff are reminded to complete the COVID-19 daily screening tool, and Rapid Antigen tests remain available for staff and students in school and board offices.
	Director Howitt shared an image of the new signage in schools from Public Health, which states masks are welcome. He stated that a culture where students, staff, and visitors feel comfortable and safe in their choice of COVID-19 protocols is desired and administration has heard positive feedback in this regard. He noted that cohorting and physical distancing will no longer be required in schools, which is a return to closer to normal with more traditional assemblies, classes mixing at recess, and extracurricular teams, which all allow for greater community building efforts. He noted with the removal of masks, some staff and students are being "seen" for the first time. Graduation ceremonies will be held in-person unless there is a significant change in protocols prior to June.
	Director Howitt noted this would be the final COVID-19 board report, unless there is a significant change in protocols, and welcomed feedback from Trustees.
Reporting Under the Public Salary Disclosure for 2021 Report B-22-45	Director Howitt reported that the number of staff, specifically elementary teachers, on the list contained in the report has increased by 451 from last year. He reminded Trustees that last year the list saw an increase in secondary teachers, but explained that elementary teachers had one more unpaid day than secondary teachers due to strike action so they did not appear on the list.
Budget Meeting Schedule for the 2022-2023 School Year Report B-22-46	Superintendent McKay reported on the proposed meeting dates in the budget development process. The Budget Workshop proposed for April 5, 2022 was moved to April 12, 2022 to ensure sufficient attendance by Trustees.
Correspondence	None
New Business	None
Trustee Questions	A question was asked on whether additional staff support can be added to the Supervised Alternative Learning (SAL) Program to aid in the Attendance Officers' workload. Director Howitt clarified that a significant part of the Attendance Officers job is attendance support, not solely the SAL program, and confirmed their workload has been higher throughout the pandemic. He noted that Trustees may raise this request during the budget process. It was requested that a SAL presentation be scheduled at an upcoming Board Meeting.
	An update was requested on the enrolment for the Virtual Learning programming. Superintendent Girardi responded that there were about 160 students requesting enrolment in the Secondary programming and that the

Elementary programming enrolment numbers were slightly lower but had not yet been finalized at the time of the meeting.

It was noted that the option to attend meetings virtually was appreciated but support was needed for the technical difficulties in the Board Room with Zoom. Director Howitt thanked Trustees for their patience in dealing with the ongoing technical difficulties and noted that options were being explored to help resolve the issues.

Notices of Motion

Director Howitt served Notice of Motion,  
“That the Board approve the following changes to the LKDSB Procedural By-Laws.”

**SECTION 1 INTERPRETATION**

- 1.05 “Current year” means the year during which the Chair holds office, i.e. ~~December 1, to November 30.~~—November 15 to November 14.

**SECTION 2 THE ANNUAL ORGANIZATION MEETING OF THE BOARD**

- 2.2 The annual Organization Meeting shall be held at 7:00 p.m. ~~on the first Tuesday of December~~ on November 15 if it is a Tuesday or on the first Tuesday following November 15, in the Board Room in the office of the Board. On the petition of a majority of the Trustees who will comprise the Board, the Director, or their designate, shall arrange for the calling of the Annual Organization Meeting at some other specified time and date provided that the date is not later than the ~~seventh of December~~ November 21.
- 2.8 The Trustee elected Chair shall hold office during the year ~~December to November inclusive~~ November 15 to November 14 inclusive) and until their successor is elected.
- 2.15 The Signing Officers for the Board shall be the Director of Education and Secretary of the Board and the Treasurer of the Board. They shall be appointed by Board resolution at the Organization Meeting, to serve from ~~December to November~~ November 15 to November 14 inclusive.

**SECTION 3 REGULAR AND SPECIAL MEETINGS OF THE BOARD**

- 3.14 Delegations  
Any person from the community or community group ~~wishing who may wish~~ to address the Board ~~on issues of concern to the education system~~ shall give seven ~~working business~~ days' notice electronically or in writing to the Secretary of the Board ~~or designate~~ and shall indicate the matter or issue they wish to speak to and provide an electronic or printed copy of their presentation with their request. Requests received without supporting documentation will not be considered. The Chair, Vice-Chair and Director of Education will review all requests at the Agenda Review Meeting prior to the Board Meeting and determine if the request will be placed on the Board Agenda ~~and if so whether the topic is for the Public agenda or Private Session (see by-law 3.13 Meetings in Private Session)~~. Individuals or groups may be limited to one presentation to the Board on a given topic in a school year. Delegations should address the concern identified in the presenters' application. If materials presented differ substantially from the written submission, the Chair has the right to rule the presentation out of order. At the conclusion of the delegation presentation, Trustees may ask questions of clarification.
- 3.15 Time Limitation  
Approved requests from community members or groups shall have ten minutes to address the Board. If more than eight presentations are requested, the Chair may schedule a Special Board Meeting to hear the presentations/delegations.

3.16 **Public Gallery Closed**

If the Public Gallery is closed, arrangements will be made for the delegation to present remotely.

3.4617 **Posing Questions at Meetings**

In addition to the foregoing, persons or groups may pose questions, to the Board in accordance with the following procedure:

a) the questioner shall submit the question either orally or in writing to the Chair of the Board;

b) the Chair or their designate shall answer the question if the information is immediately available or send a written reply following the meeting **with this response shared during business arising at a subsequent meeting; and**

c) the questioner may ask a follow-up question for clarification; **and**

d) the questioner shall not address confidential personal, property, legal or negotiation matters.

3.4718 The **Board Chair** may limit the number of questioners **and questions** as it sees fit.

3.19 **Public Gallery Closed**

If the Public Gallery is closed, questions must be submitted through email to the Secretary of the Board or designate by noon on the day of the Board Meeting.

**SECTION 7 RULES OF ORDER**

7.4 After a motion is seconded and stated by the Chair, it shall be deemed to be in the possession of the Board, but **may** be withdrawn by the mover, with the consent of the Board before being put to a vote.

Announcements

The next Regular Board Meeting will be held on Tuesday, April 12, 2022 at 7:00 p.m. at the Chatham Regional Education Centre.

Adjournment

There being no further business of the Board, Chair Campbell declared the Meeting adjourned at 8:21 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:** April 12, 2022

**SUBJECT:** Proposed Revisions to the LKDSB Procedural By-laws



Changes to the LKDSB Procedural By-laws are proposed to sections 1, 2, 3, and 7, shown in red below. The Section 1 and 2 revisions are proposed to align with the change to the start date of a Trustee's term of office, as per the *Education Act* and *Municipal Elections Act*. The Section 3 revisions clarify and update LKDSB practices regarding delegation and questions from the public, including when the public gallery is closed. The Section 7 revision is for housekeeping purposes.

## **SECTION 1 INTERPRETATION**

1.05 "Current year" means the year during which the Chair holds office, i.e. ~~December 1, to November 30~~—November 15 to November 14.

## **SECTION 2 THE ANNUAL ORGANIZATION MEETING OF THE BOARD**

- 2.2 The annual Organization Meeting shall be held at 7:00 p.m. ~~on the first Tuesday of December on November 15 if it is a Tuesday or on the first Tuesday following November 15~~, in the Board Room in the office of the Board. On the petition of a majority of the Trustees who will comprise the Board, the Director, or their designate, shall arrange for the calling of the Annual Organization Meeting at some other specified time and date provided that the date is not later than ~~the seventh of December~~ November 21.
- 2.8 The Trustee elected Chair shall hold office during the year ~~December to November inclusive November 15 to November 14 inclusive~~ and until their successor is elected.
- 2.15 The Signing Officers for the Board shall be the Director of Education and Secretary of the Board and the Treasurer of the Board. They shall be appointed by Board resolution at the Organization Meeting, to serve from ~~December to November November 15 to November 14~~ inclusive.

## **SECTION 3 REGULAR AND SPECIAL MEETINGS OF THE BOARD**

- 3.14 Delegations

Any person from the community or community group ~~wishing who may wish~~ to address the Board ~~on issues of concern to the education system~~ shall give seven ~~working-business~~ days' notice electronically or in writing to the Secretary of the Board ~~or designate~~ and shall indicate the matter or issue they wish to speak to and provide an electronic or printed copy of their presentation with their request. Requests received without supporting documentation will not be considered. The Chair, Vice-Chair and Director of Education will review all requests at the Agenda Review Meeting prior to the Board Meeting and determine if the request will be placed on the Board Agenda ~~and if so whether the topic is~~

for the Public agenda or Private Session (see by-law 3.13 Meetings in Private Session). Individuals or groups may be limited to one presentation to the Board on a given topic in a school year. Delegations should address the concern identified in the presenters' application. If materials presented differ substantially from the written submission, the Chair has the right to rule the presentation out of order. At the conclusion of the delegation presentation, Trustees may ask questions of clarification.

**3.16 Public Gallery Closed**

If the Public Gallery is closed, arrangements will be made for the delegation to present remotely.

**3.4617 Posing Questions at Meetings**

In addition to the foregoing, persons or groups may pose questions, to the Board in accordance with the following procedure:

- a) the questioner shall submit the question either orally or in writing to the Chair of the Board;
- b) the Chair or their designate shall answer the question if the information is immediately available or send a written reply following the meeting **with this response shared during business arising at a subsequent meeting; and**
- c) the questioner may ask a follow-up question for clarification; and
- d) **the questioner shall not address confidential personal, property, legal or negotiation matters.**

**3.4718 The Board Chair may limit the number of questioners and questions as it sees fit.**

**3.19 Public Gallery Closed**

If the Public Gallery is closed, questions must be submitted through email to the Secretary of the Board or designate by noon on the day of the Board Meeting.

## **SECTION 7 RULES OF ORDER**

**7.4 After a motion is seconded and stated by the Chair, it shall be deemed to be in the possession of the Board, but may be withdrawn by the mover, with the consent of the Board before being put to a vote.**

### **Recommendation:**

"That the Board approves the revisions to Section 1.05, Section 2.2, 2.8, and 2.15, Section 3.14, 3.16, 3.17, 3.18, 3.19, and Section 7.4 of the LKDSB Procedural By-Laws."



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

**DATE:** April 12, 2022

**SUBJECT:** Revised Schedule for Regular Board Meetings for the Period December 7, 2021 to November 15, 2022

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The schedule for Regular Board Meetings has been revised to reflect the changes to the LKDSB Procedural By-laws. These changes were necessary due to the change to the start date of the term of a Trustee by the *Education Act* and *Municipal Elections Act*.

**Recommendation:**

“That the Board approve the revised Regular Board Meeting schedule for the period December 7, 2021 to November 15, 2022.”



**Meetings of the Board of Trustees**  
**December 7, 2021 to December 6, 2022 November 15, 2022**

Month	Regular Board Meeting Held in Chatham 7:00 p.m.	Regular Board Meeting Held in Sarnia 7:00 p.m.
December 2021		December 7, 2021 Organizational Meeting of the Board @ 7:00 p.m.
January 2022	January 11	January 25
February	February 8	February 22
March	Cancelled	March 29 5 <sup>th</sup> Tuesday
April	April 12	April 26
May	May 10	May 24
June	June 7	June 21
July	Cancelled	At the Call of the Chair
August	Cancelled	At the Call of the Chair
September	September 13	September 27
October	October 11	October 25
November	November 8	November 22
December 2020		December 6, 2020 November 15, 2022 Organizational Meeting of the Board @ 7:00 p.m.



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

**DATE:** April 12, 2022

**SUBJECT:** LKDSB Policy and Regulations – School Food and Beverages



The policy on *School Food and Beverages* has been reviewed as part of the LKDSB cyclical review. The policy statement continues to reflect the philosophy of the LKDSB and changes are not recommended.

The regulations on *School Food and Beverages* have been updated to remove the inclusion of the Student Nutrition Programs from the list of programs to which the policy and regulations apply at the request of Chatham-Kent and Lambton Public Health, as Student Nutrition Programs across the province are required to follow the latest nutrition guidelines developed by the Ministry of Children, Community and Social Services (July 2020).

The regulations were further updated to reflect what is currently the practice and to move operational information and directions to a newly created Administrative Procedures document.

**Recommendation:**

“That the Board approve the review of the policy and revised regulations on *School Food and Beverages*.”

## **POLICY**

<b>SUBJECT:</b>	<b>SCHOOL FOOD AND BEVERAGES</b>
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It is the policy of the Lambton Kent District School Board to promote the consumption of healthy food and beverages in its schools as health eating habits contribute to improved student learning in compliance with Ministry of Education Policy/Program Memorandum No. 150.

Implementation Date: April 12, 2011

Reviewed: May 13, 2014, January 16, 2018, **April 12, 2022**

Reference: [Ministry of Education School Food and Beverage Policy](#)

[Healthy Food for Health Schools Act 2008](#)

[Ontario Regulation 200/08 Trans Fat Standards](#)

[Ministry of Education School Food and Beverage Policy Resource Guide, 2010](#)

## **REGULATIONS**

<b>SUBJECT:</b>	<b>SCHOOL FOOD AND BEVERAGES</b>
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1. Administration, staff, parents/guardians, volunteers and guests will promote and support healthier food choices for students.
2. The nutrition standards apply to all food and beverages sold in all venues (e.g., cafeterias, vending machines, tuck shops), through all programs (e.g., catered lunch programs), and at all events (e.g., bake sales, sports events) as per Ministry of Education School Food and Beverage Policy Resource Guide, 2010 Sell Most Category.
3. The policy will apply to:
  - all events that involve students at school, regardless of the time of day or night
  - students only
  - all food and beverages that are sold or given to students, ~~including Student Nutrition Programs~~, school lunches and special events
  - extra-curricular activities
  - fund raising activities
4. The standards do not apply to food and beverages that are:
  - offered in schools to students at no cost by a classmate;
  - brought from home or purchased off school premises and are not for resale in schools;
  - available for purchase during field trips off school premises;
  - sold in schools for non-school purposes (e.g., sold by an outside organization that is using the gymnasium after school hours for a non-school-related event);
  - sold in staff rooms.
  - ~~distributed through the Student Nutrition Programs as these follow the nutritional guidelines developed by the Ministry of Children, Community and Social Services.~~

5. The principal will inform students, ~~teachers~~ educators and education workers, cafeteria staff, volunteers and school councils about the Ministry of Education School Food and Beverage Policy, Resource Guide and website and the Board's nutrition and beverage policy and regulations.
6. At the start of each school year, the principal in consultation with the school council will determine the ten events that will be exempted from the food and beverage policy.
- ~~7. Staff and volunteers will be made aware that energy drinks and energy bars will not be given or sold to student athletes.~~
8. The School Assessment Survey in the Ministry of Education Resource Guide shall be used to determine whether any and all foods available to students, either for sale or free of charge, are appropriate. In secondary schools, this also applies to vending machines (Ministry of Education [School Food and Beverage Policy Resource Guide](#), 2010 page 43).
- ~~9. Staff and volunteers will be made aware that energy drinks and energy bars will not be given or sold to student athletes.~~
- ~~10. The School Assessment Survey in the Ministry of Education Resource Guide shall be used to determine whether any and all foods available to students, either for sale or free of charge, are appropriate. In secondary schools, this also applies to vending machines (Ministry of Education [School Food and Beverage Policy Resource Guide](#), 2010 page 43).~~
11. As a general statement, the most desirable food choices are those that are found in the Ministry guidelines in the "Sell Most" category. Foods in this category are generally low in fat and sodium, are fortified and high in fiber and calcium. For more details, refer to pages 4 and 71 to 82 of the [Ministry of Education School Food and Beverage Policy Resource Guide, 2010](#).
12. As a general statement, the least desirable food choices are those that are found in the Ministry guidelines in the "Not Permitted" category. Foods in this category are generally high in fat and sodium, low in fiber and calcium and are not fortified. For more details, refer to pages 4 and 71 to 82 of the Ministry of Education School Food and Beverage Policy Resource Guide, 2010.
- ~~13. Principals will provide a Letter of Compliance (attached) to Off-Site Food Service Supplier. The Board will work with local Public Health Units to establish processes for determining off-site food service supplier compliance and communication to schools regarding approved off-site food service suppliers.~~

- ~~14. Off-Site Food Service Supplier must contact the local Public Health Unit and provide to them a copy of the product list which includes nutrition facts and serving sizes for approval. Foods offered for approval will be from the Sell Most category.~~
- ~~15. The Public Health Unit will return the signed Letter of Compliance to the school prior to the start of each school year.~~

Implementation Date:

April 12, 2011

Revised:

October 9, 2012, May 13, 2014, January 16, 2018,

April 12, 2022

Reference:

LKDSB [Policy](#), [Administrative Procedures](#) Food and Beverages

[Ministry of Education School Food and Beverage Policy](#)

[Healthy Food for Health Schools Act 2008](#)

[Ontario Regulation 200/08 Trans Fat Standards](#)

[Ministry of Education School Food and Beverage Policy Resource Guide, 2010](#)

LKDSB [Policy](#), [Regulations](#) and [Administrative Procedures](#)

Fundraising and Canvassing

## **REGULATIONS**

**SUBJECT: SCHOOL FOOD AND BEVERAGES**

1. Administration, staff, parents/guardians, volunteers and guests will promote and support healthier food choices for students.
2. The nutrition standards apply to all food and beverages sold in all venues (e.g., cafeterias, vending machines, tuck shops), through all programs (e.g., catered lunch programs), and at all events (e.g., bake sales, sports events) as per Ministry of Education School Food and Beverage Policy Resource Guide, 2010 Sell Most Category.
3. The policy will apply to:
  - all events that involve students at school, regardless of the time of day or night
  - students only
  - all food and beverages that are sold or given to students, school lunches and special events
  - extra-curricular activities
  - fund raising activities
4. The standards do not apply to food and beverages that are:
  - offered in schools to students at no cost by a classmate;
  - brought from home or purchased off school premises and are not for resale in schools;
  - available for purchase during field trips off school premises;
  - sold in schools for non-school purposes (e.g., sold by an outside organization that is using the gymnasium after school hours for a non-school-related event);
  - sold in staff rooms.
  - distributed through the Student Nutrition Programs as these follow the [nutritional guidelines](#) developed by the Ministry of Children, Community and Social Services.

5. The principal will inform students, educators and education workers, cafeteria staff, volunteers and school councils about the Ministry of Education School Food and Beverage Policy, Resource Guide and website and the Board's nutrition and beverage policy and regulations.
6. At the start of each school year, the principal in consultation with the school council will determine the ten events that will be exempted from the food and beverage policy.
7. The School Assessment Survey in the Ministry of Education Resource Guide shall be used to determine whether any and all foods available to students, either for sale or free of charge, are appropriate. In secondary schools, this also applies to vending machines (Ministry of Education [School Food and Beverage Policy Resource Guide](#), 2010 page 43).
8. As a general statement, the most desirable food choices are those that are found in the Ministry guidelines in the "Sell Most" category. Foods in this category are generally low in fat and sodium, are fortified and high in fiber and calcium. For more details, refer to pages 4 and 71 to 82 of the [Ministry of Education School Food and Beverage Policy Resource Guide, 2010](#).
9. As a general statement, the least desirable food choices are those that are found in the Ministry guidelines in the "Not Permitted" category. Foods in this category are generally high in fat and sodium, low in fiber and calcium and are not fortified. For more details, refer to pages 4 and 71 to 82 of the Ministry of Education School Food and Beverage Policy Resource Guide, 2010.
10. The Board will work with local Public Health Units to establish processes for determining off-site food service supplier compliance and communication to schools regarding approved off-site food service suppliers.

Implementation Date:

April 12, 2011

Revised:

October 9, 2012, May 13, 2014, January 16, 2018,

April 12, 2022

Reference: LKDSB [Policy](#), Administrative Procedures Food and Beverages  
[Ministry of Education School Food and Beverage Policy](#)  
[Healthy Food for Health Schools Act 2008](#)  
[Ontario Regulation 200/08 Trans Fat Standards](#)  
[Ministry of Education School Food and Beverage Policy Resource Guide, 2010](#)  
LKDSB [Policy](#), [Regulations](#) and [Administrative Procedures](#)  
Fundraising and Canvassing



**FROM:** Brian McKay, Superintendent of Business & Treasurer

**DATE:** April 12, 2022

**SUBJECT:** Tender Award – Asphalt Replacement – Brooke Central School



Tenders were received electronically by the Purchasing Department and opened on March 16, 2022, by Don Masse and Brandon Wysman of the Plant & Maintenance Department. Bid results are as follows (\*\* indicates successful bidder):

Tendered Base Bid: Replace asphalt in parking lot and bus loop

PROJECT BIDDER	BASE BID (nic. HST)
<b>** Wellington Builders Inc., Forest</b>	<b>690,000.00</b>
Elgin Contracting and Restoration, St. Thomas	731,000.00
Elric Contractors of Wallaceburg Limited, Wallaceburg	741,014.02

PROJECT SUMMARY	
Successful Bid Total (nic. h.s.t.)	690,000.00
Design Fees	59,280.00
Net HST	16,184.45
<b>Total Project, This Report:</b>	<b>\$ 765,464.45</b>
Budget Funding:	
- 2021/22 School Condition Improvement	765,464.45
<b>Total Project Budget:</b>	<b>\$ 765,464.45</b>

**Recommendation:**

“That the Board award the tender to the successful bidder, Wellington Builders Inc., for the Asphalt Replacement at Brooke Central School.”



**FROM:** Brian McKay, Superintendent of Business & Treasurer

**DATE:** April 12, 2022

**SUBJECT:** Tender Award – Roof Restoration & Washroom Renovation – Errol Road Public School



Tenders were received electronically by the Purchasing Department and opened on March 24, 2022, by Don Masse and Brandon Wysman of the Plant & Maintenance Department. Bid results are as follows (\*\* indicates successful bidder):

Tendered Base Bid: Restore BUR Roof and washroom renovation

PROJECT BIDDER	BASE BID (nic. HST)
<b>** Elric Contractors of Wallaceburg Limited, Wallaceburg</b>	<b>835,348.19</b>
Maaten Construction Ltd., Sarnia	839,900.00
Wellington Builders Inc., Forest	855,000.00

PROJECT SUMMARY	
Successful Bid Total (nic. h.s.t.)	835,348.19
Design Fees	75,599.01
Net HST	19,676.47
<b>Total Project, This Report:</b>	<b>\$ 930,623.67</b>
Budget Funding:	
- 2021/22 School Condition Improvement	930,623.67
<b>Total Project Budget:</b>	<b>\$ 930,623.67</b>

**Recommendation:**

"That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Ltd., for the Roof Restoration & Washroom Renovation at Errol Road Public School."



**FROM:** Janet Barnes, Trustee

**DATE:** April 12, 2022

**SUBJECT:** Special Education Advisory Committee (SEAC) Meeting Summary  
(March 24, 2022)



The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met on March 24, 2022 via MS Teams. Following is a report of the activities of the meeting:

#### Business Arising from the Minutes

There was no business arising from the February 17, 2022 meeting.

#### Presentation – Understanding Indigenous Learning

Zahwun Shognosh shared information about Indigenous beliefs and how they inform curriculum/teaching. Their spiritual connection to Mother Earth is part of their teachings on creation, land management practices, the protection and maintenance of sacred sites and objects, social organization roles and responsibilities, and the need for sustenance through hunting, gathering, agriculture and fire management. As well, Indigenous educators teach through stories, songs, art, dance, ceremonial customs/traditions, as well as through native language speakers.

#### Presentation – Enrichment Program Review

Adam Davis provided details regarding the Enrichment Program Review which was conducted by a 9-member Committee over a two-year period. He noted that a survey was distributed to participants of the program, parents/guardians, teachers and administrators and responses helped the Committee develop an 8-point Action Plan. Staff will now focus on: developing a structure to ensure there is ongoing and consistent communication with all stakeholders; re-examining testing practices; considering ‘student voice’ when looking at making programming changes; finding ways for students to meet face-to-face again in a post-pandemic environment; collaborating with classroom teachers who support gifted learners; working with mental health and multidisciplinary teams to ensure social/emotional wellbeing is embedded in the programming; examining ways to support enrichment students in rural areas if they have trouble getting to central enrichment hubs; and, exploring new options for secondary enrichment students.

#### 5-Year Overview of Exceptional Pupil Numbers

Superintendent Barrese shared an overview of identified students, by exceptionality. Members of SEAC

discussed the trends and noted that, while there is some fluctuation from year-to-year, the numbers remain fairly static.

#### Draft 2022 – 2023 SEAC Meeting Dates/Times

A draft schedule for the 2022-2023 SEAC Meetings (attached) was presented and approved. As always, if conflicts arise and dates need to be changed, the Committee can discuss that.

#### Special Education Plan Review

The System Coordinator of Special Education cited the Sections and Appendices of the Special Education Plan reviewed by the Special Education Team for the March Meeting of SEAC, detailing any amendments that were made.

#### June SEAC Meeting

For several reasons, including scheduling conflicts, the Committee voted to cancel the June SEAC Meeting. The Budget presentation originally scheduled for the June meeting will move to the April 21<sup>st</sup> meeting, and the 2022 Special Education Plan will be finalized and approved at the May 12<sup>th</sup> meeting to ensure that all of the Committee's Ministerial requirements will be met.

#### Correspondence

At its February meeting, members of the Special Education Advisory Committee agreed to send a letter to the Ministry of Education regarding Special Incidence Portion funding shortfalls. A letter (copy attached) was approved by SEAC and will be forwarded to Minister Lecce.

A letter from the Halton District School Board regarding feedback on PPM 81 was received. Superintendent Barrese noted that the Board, along with community partners, provided information to the Ministry. While a draft version of PPM 81 was leaked in the media recently, Superintendent Barrese said nothing official has been received. She will trust the process and will provide an update to the Committee once PPM 81 has been finalized by the Ministry.

A letter from the Durham District School Board regarding the definition of a disability was reviewed, but no action was taken.

A letter from the Thunder Bay Catholic District School Board regarding Bill 172, the Education Statute Law Amendment Act for Fetal Alcohol Spectrum Disorder, was discussed but no action was taken.

#### Next Meeting

Thursday, April 21, 2022  
6:00 p.m., via MS Teams

Chris King, SEAC Chair

## **SPECIAL EDUCATION ADVISORY COMMITTEE MEETING DATES 2022 - 2023**

All meetings are tentatively scheduled to be held via MS Teams beginning at 6:00 p.m.

Anyone wishing to attend the meeting as a guest must contact Lori Gall at [lori.gall@lkdsb.net](mailto:lori.gall@lkdsb.net) so she can put the appropriate plans in place. If there is any question, please contact Lori Gall at [lori.gall@lkdsb.net](mailto:lori.gall@lkdsb.net) or 519-336-1500 ext. 31495.

Agendas are typically posted to the Board's website ([www.lkdsb.net](http://www.lkdsb.net)) up to two weeks in advance of each meeting.

Thursday, September 15, 2022

Thursday, October 20, 2022

Thursday, November 17, 2022

Thursday, December 15, 2022

Thursday, January 19, 2023

Thursday, February 16, 2023

Thursday, March 23, 2023

Thursday, April 20, 2023

Thursday, May 18, 2023

Thursday, June 15, 2023

March 24, 2022

The Honourable Stephen Lecce  
Ministry of Education  
5th Floor, 438 University Avenue  
Toronto, ON M5G 2K8

**RE: SIP Funding Shortfall**

Dear Minister Lecce,

At its meeting of February 17, 2022, the Lambton Kent District School Board's Special Education Advisory Committee (SEAC) considered a letter dated February 3, 2022 from the Durham District School Board regarding Special Incidence Portion (SIP) funding. A discussion ensued during which the Board's SEAC members inquired about SIP funding levels. Staff advised the membership that the funds received, per SIP student, do not cover the Board's expenses.

Annualized SIP funding remained static, at \$27,000 per 1.0 FTE student, from 2011 – 2018. In 2019, Ministry funding began to increase modestly and, as of the current school-year, stands at \$28,518 per 1.0 FTE SIP student. Unfortunately, despite the increase in financial support, SIP funding levels are well below the Board's expenses for wages and benefits. The chart below cites funding provided per student versus the Board's approximate cost of ensuring two (2) Educational Assistants are assigned to each SIP student.

School Year	Ministry SIP Funding (Per 1.0 Student FTE)	LKDSB Approximate Costs (2 Educational Assistants per 1.0 Student FTE)
2019-2020	\$27,679	\$106,366.06
2020-2021	\$28,235	\$107,759.46
2021-2022	\$28,518	\$108,888.14

The unfunded SIP-related costs must be absorbed by the Board's Grants for Student Needs (GSN) dollars, earmarked for special education. Regrettably, GSN funds are already strained because of the significant needs that exist across the system.

In light of this situation, the Lambton Kent District School Board's Special Education Advisory Committee requests that the Ministry investigate SIP funding levels to ensure that, going forward, what is provided for SIP students is more in line with expenses associated with providing the level of support required. In doing so the GSN, which is intended to support all *remaining* special education students, would not be negatively impacted.

Sincerely,

Chris King, Chair  
LKDSB Special Education Advisory Committee