

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, JUNE 7, 2022
7:00 p.m.

Board Room
Chatham Education Centre
476 McNaughton Avenue East, Chatham

A

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) May 24, 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) Secondary Student Art, Chatham-Kent Schools – Trustee Dodman | | |
| b) Retirement Acknowledgment for Chatham-Kent Medical Officer of Health | | |
| 10. Delegations | | |
| 11. Questions from the Public | | |
| 12. Reports for Board Action: | | |
| a) Policy and Regulations on <i>Occupational Health and Safety</i> | Director Howitt/
Superintendent Sherman | 7 |
| <u>Recommendation:</u>
“That the Board approve the review of the policy and regulations
on <i>Occupational Health and Safety</i> ” | Report B-22-75 | |
| b) Budget Approval for the 2022/2023 School Year | Superintendent McKay | 11 |
| Presented in the amount of \$325,834,102 | Report B-22-76 | |
| <u>Recommendation:</u>
“That the Board approve the 2022-2023 School Year Budget, as
Presented, in the amount of \$325,834,102.” | | |
| 13. Reports for Board Information: | | |
| a) Indigenous Liaison Committee Report | Trustee Rising
Report B-22-77 | 37 |
| b) Administrative Procedures on Working from Home
- Pilot Procedure | Director Howitt
Report B-22-78 | 39 |
| c) Ontario Public School Boards’ Association Update (OPSBA) | Trustee Fletcher
Oral Report | |
| 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, June 21, 2022 at the Sarnia Education Centre at 7:00 p.m.
 - b) The Sarnia Education Centre will be closed from Monday, July 11, 2022 to Friday, July 29, 2022 to allow for the completion of building upgrades.
19. Adjournment

PRESENT:

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

Student Trustees: Student Trustees Taryn Jacobs, joining virtually, 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 Mark Sherman, joining virtually, and Public Relations Officer Heather Hughes

Regrets: Trustee Dave Douglas

Recording Secretary: Jaime Shannon, Executive Assistant to the Director

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

#2022-86
Approval of the Agenda
Moved by Ruth Ann Dodman, seconded by Jack Fletcher,
"That the Agenda for the Regular Board Meeting of May 24, 2022 be approved."

CARRIED.

Chair Campbell read the Traditional Territorial Acknowledgement.

Declaration of Conflict of Interest
None.

#2022-87
Approval of the Minutes
May/10/2022
Moved by Jane Bryce, seconded by Malinda Little,
"That the Board approve the Minutes of the Regular Board Meeting of May 10, 2022."

CARRIED.

Business Arising
None.

Motions Emanating from the Regular Board Private Session
None.

#2022-88
Action of the Regular Board Private Session be the Action of the Board
Moved by Derek Robertson, seconded by Ruth Ann Dodman,
"That the Action of the Board in Private Session be the Action of the Board."

CARRIED.

Presentation – Supervised Alternative Learning Program
Superintendent Sherman introduced System Coordinator Paul Wiersma and Supervised Alternative Learning (SAL) Coordinator Dennis Meston to Trustees.

System Coordinator Wiersma provided Trustees with information on the SAL Program, a temporary non-credit program that excuses compulsory school aged students fourteen to seventeen years old who are not attending school full-time due to personal challenges. He explained that the program is used

when all other re-engagement efforts, student supports, and/or alternative programming options have been attempted and the goal that supports are provided to students so they can leave the program, return to the classroom, and be on the path to graduation. The SAL Committee, which includes four Trustees, a Superintendent designate, and two community members and is supported by LKDSB staff, approves entry to the program. He noted that there are normally about 250 students in the program per year, but there was an anomaly of 565 students in 2020-21 due to COVID-19.

SAL Coordinator Dennis Meston explained that he oversees the creation of the SAL Plan, liaises with the school to monitor the progress of the student, and maintains regular communication with the students in the program. He provided Trustees with two examples of student success following participation in the program.

SAL Coordinator Meston confirmed that outside organizations/programs such as ACCESS Open Minds, Restorative Justice Chatham-Kent Positive Strides Programs, Goodwill Future Focus, Sarnia-Lambton Rebound, and St. Clair Child & Youth Services are used as supports for the program. System Coordinator Wiersma added that the SAL program has been refocused in the last couple of years to concentrate on student transition back to school and it was recognized that this could not be done without supports to help with this transition.

A Trustee asked how many students are denied entry into the program and what the reason for the denial would be. SAL Coordinator Meston responded that the only denials are due to ineligibility for the program, such as the student's age, and as long as the school has made every effort to engage there is no reason to deny a student. He added that some students decide not to participate in the program after the initial meeting and return to school.

Director Howitt remarked that the SAL Program presentation provided a reminder that relationships matter for student achievement and well-being and that SAL Coordinator Meston is one of the many caring adults within the LKDSB.

Chair Campbell thanked System Coordinator Wiersma and SAL Coordinator Meston for their presentation and noted that he was on the SAL Committee when he started as a Trustee and was pleased to see how the program has expanded and has supported so many students since then.

Delegations

None

Questions from the Public

None

#2022-89
Policy and Regulations –
Advertising on School
Board Property
Report B-22-69

Director Howitt explained that the review of the Policy and Regulations on *Advertising on School Board Property* were brought forth to Trustees as part of the LKDSB cyclical review. He explained that there were no changes recommended for the Policy and only minor changes for the Regulations.

Director Howitt confirmed that Regulations - item two within the Regulations was a new item.

Moved by Greg Agar, seconded by Scott McKinlay,

“That the Board approve the review of the policy and revised Regulations on Advertising on School Board Property.”

CARRIED.

#2022-90
Policy and Regulations –
Representation and
Communication on Behalf
of the Board
Report B-22-70

Director Howitt explained that the review of the Policy and Regulations on *Representation and Communication on Behalf of the Board* were brought forth to Trustees as part of the LKDSB cyclical review. He explained that there were no changes recommended for the Policy and only minor changes for the Regulations.

Director Howitt confirmed that items one and two within the Regulations are new items and that renumbering occurred.

Moved by Jane Bryce, seconded by Ruth Ann Dodman,

“That the Board approve the revised policy and regulations on Representation and Communication on Behalf of the Board.”

CARRIED.

Parent Involvement
Committee
Report B-22-71

Director Howitt referred Trustees to the Board Report on the final Parent Involvement Committee (PIC) meeting of the year, held on May 16, 2022. He noted that PIC members discussed the lack of participation in the April 28, 2022 virtual speaking event on the topic of Bias and it was felt that the topic wasn't universally met with interest and more work was needed in the area. A recommendation was made to have Equity, Diversity, and Inclusion as a standing agenda item in order to broaden the discussion on the Board's Strategic Priority of Inclusive Diversity: champion anti-oppression education.

Director Howitt confirmed that an agreement was made with the presenter that the presentation can be shared internally.

Director Howitt noted that future Board Reports for the Parent Involvement Committee will be brought forth by the Trustee committee members as is the usual practice with Board Committees.

Special Education
Advisory Committee
Report B-22-72

Trustee Barnes referred Trustees to the Board Report on the May 12, 2022 Special Education Advisory Committee (SEAC) meeting and highlighted the presentation on Understanding the Role of Occupational and Physical Therapists in LKDSB Schools and the partial review of the Special Education Plan. She was happy to note that the next meeting, scheduled on September 15, 2022, will be held in-person.

#2022-91
Ontario Public School
Boards' Association
Update (OPSBA)

Trustee Fletcher reminded Trustees that the OPSBA Annual General Meeting will be held on June 9 to 11, 2022 in Ottawa, Ontario. As Trustees Fletcher and Dodman will not be in attendance at the meeting, a voting delegate for the LKDSB was needed.

Moved by Jack Fletcher, seconded by Derek Robertson,

“That Trustee Jane Bryce be named as the LKDSB voting delegate at the Ontario Public School Boards’ Association Annual General Meeting to be held on June 9 to 11, 2022.”

CARRIED.

Supervised Alternative Learning Program

Superintendent Sherman thanked System Coordinator Wiersma and SAL Coordinator Meston for their presentation. He referred Trustees to the Board Report and added that it was nice to see the program numbers return to pre-COVID-19 levels.

Correspondence

None.

New Business

None.

Trustee Questions

None.

Notices of Motion

None.

Announcements

The next Regular Board Meeting will be held on Tuesday, June 7, 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 7:37 p.m.

Chair of the Board

Director of Education and
Secretary of the Board



**FROM: Director Howitt, Director of Education
Mark Sherman, Superintendent of Education**

DATE: June 7, 2022

SUBJECT: Policy and Regulations on Occupational Health & Safety



The Occupational Health and Safety Act requires school boards to review their policies on health and safety annually.

The members of the Board’s Health and Safety Committees, Union Representatives, and members of the Executive Council have had an opportunity to review the documents and there were no proposed changes.

Recommendation:

“That the Board approve the review of the policy and regulations on Occupational Health and Safety.”



POLICY

SUBJECT: Occupational Health and Safety

It is the policy of the Board to strive to comply with the Occupational Health and Safety Act, and all other applicable health and safety legislation, to protect staff, students and visitors and reduce workplace injury and illness by providing a safe and healthy environment.

Implementation Date: September 25, 2001
Revised: October 28, 2008
Reviewed: May 11, 2010, May 10, 2011, January 14, 2014, February 24, 2015
Revised: September 26, 2017
Reviewed: **June 7, 2022**

Reference: Occupational Health and Safety Act and all applicable Federal, Provincial Health and Safety legislation and associated LKDSB Policies, Regulations and Administrative Procedures



REGULATIONS

SUBJECT: Occupational Health and Safety

The Lambton Kent District School Board recognizes that health and safety is a corporate value and is of paramount importance and is committed to the protection of its employees from workplace injury and occupational disease. The Board strives to achieve continual improvement in health and safety and expects that employees at all levels within the organization will share in this goal.

As the employer, the Board acknowledges that it is responsible for worker health and safety. Although the Occupational Health and Safety Act only pertains to workers, the Board believes that health and safety is a shared responsibility and expects that all staff, students and visitors will behave in a safe and responsible manner while on School Board Property or while participating in School Board functions.

1. The Lambton Kent District School Board takes responsibility as the employer for the health and safety of its employees.
2. Supervisors will be trained on a continual basis as appropriate and will be held accountable for the health and safety of workers under their supervision.
3. Supervisors will ensure that equipment, materials and protective devices provided by the Board are maintained in good condition, and that workers work in compliance with established safe work practices, procedures and applicable legislation.
4. Supervisors will ensure that workers receive adequate training on a continual basis as appropriate in their specific work tasks to protect their health and safety.
5. Every worker will support the Board's health and safety initiative and protect her or his own health and safety by working in compliance with the law and with safe work practices and procedures established by the Board.
6. Each worker will report to their supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace of which they have knowledge.
7. Senior Management will evaluate on an annual basis in order to measure the effectiveness of the health and safety management system, identify any improvements needed, and communicate to employees and to appropriate groups when appropriate (i.e. School Council etc.) the results of the evaluation and resulting plan for improvements.

8. The Board reserves the right to establish and enforce more stringent standards as may be considered appropriate.

Implementation Date: October 28, 2008
Reviewed: May 11, 2010, May 11, 2011, January 14, 2014, February 24, 2015
Revised: September 26, 2017
Reviewed: **June 7, 2022**

Reference: Occupational Health and Safety Act and all applicable Federal, Provincial Health and Safety legislation and associated LKDSB Policies, Regulations and Administrative Procedures



FROM: Brian McKay, Superintendent of Business & Treasurer

DATE: June 7, 2022

SUBJECT: Budget Approval for the 2022-2023 School Year



This report provides information for the Lambton Kent District School Board's 2022-2023 School Year Budget. This report should be read in conjunction with the Board's 2022-23 Budget Report document. Budget development commenced in February 2022 and has occurred over the past 4 months. The following table summarizes important dates during the budget process:

Meeting/ Event Description	Date
Ministry of Education – GSN – Initial Memo	February 17, 2022
Ministry of Education – Ministry Reporting Opens - EFIS	March 2022
Ministry of Education – Technical Paper and Capital Funding	March 2022
Board of Trustees – budget workshop	April 12 2022
Student Senate – budget presentation	April 13, 2022
Special Education Advisory Committee (SEAC) – budget presentation	April 21, 2022
Parent Involvement Committee – budget presentation	May 16, 2022
Indigenous Liaison Committee (ILC) – budget presentation	June 3, 2022
Board of Trustees – budget presentation and approval	June 7, 2022

The above table does not include on-going internal staff budget discussions and meetings that have occurred throughout the process.

FUNDING AND ENROLMENT:

Total Provincial Education funding for the 2022-23 budget year is projected to be \$26.1 billion (2021-22 - \$25.6 billion), an average of \$13,059 (2021-22 - \$12,686) per pupil.

The forecasted average daily enrolment numbers (FTE) for 2022-23 are: 21,277 Total Students comprised of 14,351 Elementary and 6,926 Secondary students (FTE).

BUDGET HIGHLIGHTS:

The 2022-23 school year budget for the Lambton Kent District School Board (LKDSB) totals **\$325.83 Million**. Detailed analysis of the LKDSB total budget can be found in the accompanying 2022-23 Budget Report document.

REVENUE BUDGET for 2022-23:

The Board’s revenue forecast is based on the Ministry of Education Grants for Student Needs (GSN) education funding model which generates the board’s operating and school renewal grants.

The Revenue Forecast Summary table in the 2022-23 Budget Report provides the finalized detailed revenue forecast by each of the GSN Grant categories. To summarize, the Board’s total revenues are comprised of the following:

- GSN Operating Grants = \$262,656,781
- GSN Facilities Renewal / Financing Grants = \$26,539,980
- Tuition Fees from Indigenous & Visa students = \$4,914,834
- Ministry Funding – Priorities and Partnerships = \$2,042,050
- Ministry Funding – Covid-19 Learning Recovery Funding = \$3,333,239
- Other Capital, Rental, Interest and misc. revenues = \$2,323,340
- School Generated Funds = \$6,000,000
- Ministry Funding of Capital Amortization = \$16,984,682
- In-year draw from accumulated surplus (former reserves) = \$1,039,196

TOTAL REVENUES = \$325,834,102.

EXPENDITURE BUDGET for 2022-23:

The following table details the planned expenses under each expenditure category:

2022 – 23 BUDGET SUMMARY (MILLIONS)	
TOTAL EXPENDITURES = \$ 325.83 M	
<u>Instruction Categories:</u>	
Classroom Teachers	\$ 146.66
Supply Staff	7.77
Teacher Assistants	14.79
Early Childhood Educators	5.58
Textbooks & Classroom Supplies	8.12
Computers	1.66
Professionals & Paraprofessionals	7.93
Library & Guidance	4.38
Staff Development	0.83
Department Heads	0.43
Principals & Vice Principals	12.49
School Office	7.09
Consultants & Coordinators	4.00
Continuing Education	0.80
Instruction–Amortization and Write Downs	2.34
<u>Administration and Other Categories:</u>	
Board Administration & Trustees	7.77
Transportation	13.92
Operations & Maintenance	29.37
Capital Program	22.36
Capital Financing	3.36
School Generated Funds	6.00
Amortization	15.19
Other Non-Operating	2.99

Other Budget Remarks:

School Condition Improvement (SCI) & School Renewal Capital Improvement Projects:

The Ministry is continuing to invest \$1.4 billion dollars in the School Renewal and School Condition Improvement programs for the 2022-23 school year. This investment is consistent with prior year capital investments by the Ministry of Education. The total allocations under the capital programs for the LKDSB are as follows:

School Renewal	\$4,537,203
School Condition Improvement	\$17,824,545

The Board also received approval for the new K-12 school and the land purchase in Forest. These capital grants are not included in the 2022-23 capital budget as the Board is in the design and tender phase of the project. This funding will be included in future board budgets once the project is tendered and the tender result is approved by board trustees.

The total LKDSB capital budget for the 2021-22 school year will be \$22.36 million which includes the School Condition Improvement and School Renewal allocations.

The Ministry of Education has established the following dates for submission of the Board Budget and Financial Reports:

2022-23 Budget Estimates	June 30, 2022
2021-22 Financial Statements	November 15, 2022
2022-23 Revised Estimates	December 15, 2022

RECOMMENDATION:

“That the Board approve the 2022-2023 School Year Budget, as presented, in the amount of \$325,834,102.”



2022-23 Budget Report

The Lambton Kent District School Board believes that accountability is attained through open dialogue, transparency and fiscal responsibility.

Public education is an investment in the future of all peoples and all communities.

We are pleased to present the 2022-23 Budget Report.



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LKDSB Overview



The Lambton Kent District School Board provides educational services to more than 21,600 students in 62 elementary and secondary schools. Lambton and Kent Counties are made up of numerous small towns and communities situated in Southwestern Ontario, a geographic area surrounded by the Great Lakes.

Schools

12 Secondary
50 Elementary

Enrolment ^(*FTE)

6,926 Secondary
14,351 Elementary

Classroom Staff ^(*FTE)

1,315.7 Teachers
261 Teachers Assistants
103 Early Childhood Educators
56.6 Library and Guidance

Support Staff ^(*FTE)

285.8 School Support
205.8 Facility Services
56.8 Central Administration
6.2 Continuing Education

Governance

11 Trustees
3 Student Trustees

*“Every Student,
Every Day”*

*FTE = Full Time Equivalent

Senior Administration



Director of Education

John Howitt

Superintendents

Angie Barrese

Superintendent of Education - Program: Special Education / Well-Being

Gary Girardi

Superintendent of Education - Human Resources

Ben Hazzard

Superintendent of Education - Program: Early Years / Elementary

Helen Lane

Superintendent of Education - Program: Indigenous Education / Leadership and Equity

Brian McKay

Superintendent of Business - Operations

Mary Mancini

Superintendent of Education - Program: Student Success / Secondary

Mark Sherman

Superintendent of Education - Capital Planning and Pupil Accommodation / Alternative and Continuing Education

Board of Trustees



Board Chair

Randy Campbell

Representing East, South & West Kent

Trustees

Greg Agar

Representing Central Lambton

Janet Barnes

Representing North Kent & South Lambton

Jane Bryce

Representing North & North East Lambton

Ruth Ann Dodman

Representing Chatham

Dave Douglas

Representing Sarnia & Point Edward

Jack Fletcher

Representing Sarnia & Point Edward

Malinda Little

Representing Sarnia & Point Edward

Scott McKinlay

Representing East, South & West Kent

Lareina Rising

Representing Four First Nations

Board Vice Chair

Derek Robertson

Representing Chatham

Student Trustees

Taryn Jacobs

Indigenous Student Trustee

Brianne Machan

Student Trustee

Kate Martin

Student Trustee

Director's Message



Director of Education

John Howitt

Dear Lambton Kent District School Board community,

The Lambton Kent District School Board (LKDSB) serves approximately 21,600 students across 50 elementary and 12 secondary schools, with a total operating and capital budget of \$325,834,102. This budget is based on the Ministry Grants for Education Funding 2022-2023, as released on February 17, 2022.

The LKDSB understands the importance of fiscal responsibility in making decisions to best serve students' needs and support a robust and adaptive education system. One of the LKDSB's Strategic Priorities is "Sustainable Stewardship: Optimize human, financial and physical resources." This challenges us to regularly assess and prioritize our budgeting processes to ensure that we are supporting all of the other strategic priorities, including Student Achievement and Well-Being; Inclusive Diversity; and Sustainable Stewardship. We appreciate the ongoing efforts of staff to put students first and make responsible decisions to maximize student programming and funding allocations to support student success and well-being.

The 2022-2023 Budget Report provides an overview of the operating and capital expenditures for the school year, including Amortization and School Generated Funds; Benefits; Capital Projects and Equipment; Salaries; and Supplies and Services.

Director's Message



We know that the education sector – like many others – will continue to be impacted by financial restraint and uncertainty (as we have experienced the past couple years with the COVID-19 pandemic). Approximately two-thirds of the Grants for Student Needs funding is enrolment based and with ongoing challenges related to declining enrolment and aging facilities in the LKDSB, we know that we will continue to face significant budgetary challenges for the next several years. In the meantime, we continue to advocate for our students and Ministry of Education funding to benefit the programming and capital priorities of the LKDSB. We will allocate budgets in alignment with these priorities and look for new ways to innovate and improve process efficacies, while prioritizing the support of student learning needs.

The development of a budget is complex and the magnitude of the dollars under consideration is large; however, the LKDSB maintains focus throughout its deliberations on the individual students impacted by budgetary decisions. We are proud of the commitment of LKDSB staff to supporting students' academic achievement and fostering welcoming, inclusive and safe school, and work environments. Together, we will continue to support our mission of “Fostering Success for Every Student Every Day.”

Sincerely,

John Howitt

Director of Education

***“Fostering Success
for Every Student,
Every Day”***

Budget Overview



Superintendent of Business - Operations

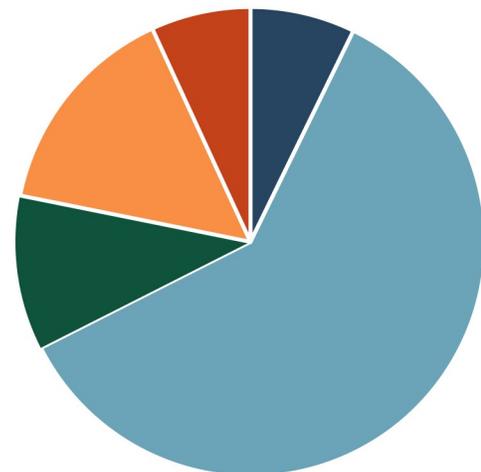
Brian McKay

For the 2022-23 School Year, the Lambton Kent District School Board will have a total combined Operating and Capital budget of \$325.83 million. The Ministry of Education released their 2022-23 Grants for Student Needs Funding memo on February 17, 2022 which provided an overview of key elements of education funding for the 2022-23 school year. The Technical Paper was released in March 2022 and provided the detailed budget information and calculations required to finalize the budget for 2022-23.

Total Provincial funding for the new budget year is projected to be \$26.1 billion, an average of \$13,059 per pupil. This average funding amount per pupil represents an increase of \$339 or 2.7% per pupil when compared to the 2021-22 school year.

Consolidated Budget Overview - \$325,834,102

Salaries	\$196,555,121
Benefits	\$34,595,208
Supplies, Services, Other	\$48,796,932
Capital Projects Equipment	\$22,361,748
Amortization and School Generated	\$23,525,093



Sincerely,

Brian McKay

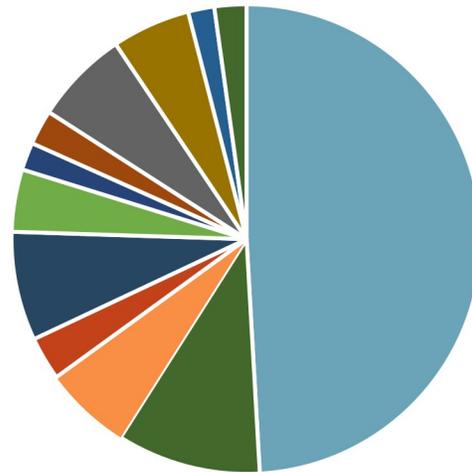
Superintendent of Business - Operations

Budget Overview



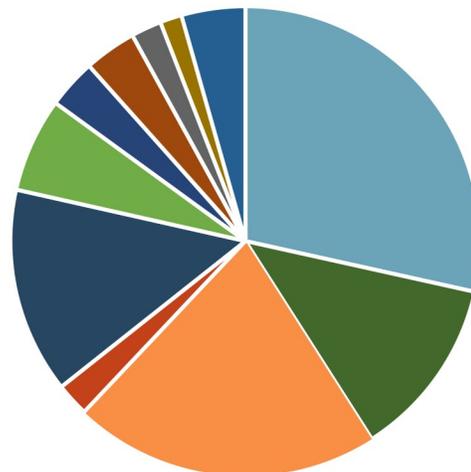
How educational dollars are spent

49.1%	Classroom Instruction
9.9%	School/Classroom Support Services
6.0%	School Supervision
3.0%	School/Classroom Resources
7.5%	School Operation & Maintenance
4.3%	Student Transportation
1.9%	Utilities
2.4%	Board Administration & Governance
6.5%	Capital Building Projects
5.4%	Amortization
1.8%	School Generated Funds
2.2%	Other



Supplies, Services and Other break-down

28.5%	Transportation
12.5%	Utilities
21.1%	Textbooks and Classroom Supplies
2.3%	Fees and Contractual Services
14.2%	School Maintenance Contracts
6.5%	Debt Payments
3.4%	Computer Purchases – Classroom
3.6%	Board Office Supplies and Maintenance
2.1%	Staff Development
1.5%	Capital Commitments – Ministry
4.3%	Other Expenditures



Budget Overview



Reconciliation of revenue and expenditures

Expenditures are broken down into operational and capital categories. Each of these categories are handled separately in the Ministry reporting system.

Expenditure Description Amount

Operational Expenditures – as reported on schedule 10	\$ 300,716,841
Capital Expenditures	\$ 21,058,108
Principal Payments on LKDSB debt	\$ 1,855,015
Retirement gratuity – Future Benefits adjustment	<u>\$ 2,204,138</u>
Total Budget	\$325,834,102

Capital expenditures, as included in the above table, represent the portion of the Board's 2022-23 capital program that will be capitalized.

Principal payments on LKDSB debt and the benefits adjustment for retirement gratuities are also reported separately in the Ministry's reporting system.

Budget Overview



Provincial Education Funding

The government has committed \$26.1 billion to public education to be allocated to school boards through the Grants for Student Needs (GSN) funding formula. This budget supports Ontario's public educational policies and programs.

The following key budget initiatives are impacting the 2022-23 GSN funding model:

COVID-19 Learning Recovery Fund – The Ministry will continue to provide funding supports for boards during the 2022-23 school year to support learning recovery, the first year of a fully de-streamed Grade 9 curriculum, the continued delivery of remote learning, supports for special education and maintaining enhanced cleaning standards. The majority of this funding will be used to support and hire staff throughout the school board. This funding will continue to be temporary in nature. The Lambton Kent District School Board will receive \$3.3 million under this funding category (2021-22 - \$5.2 million).

Supports for Students Fund – The Lambton Kent District School Board will continue to receive funding under this allocation. The 2022-23 allocation is \$2.4 million (2021-22 - \$2.9 million). This funding is tied to the upcoming round of central bargaining and its continuation is dependent on the outcome of central bargaining. The Ministry of Education is maintaining this funding throughout the 2022-23 school year as another means of stabilizing funding as school boards address learning disruptions.

Priority Investments – The 2022-23 GSN funding continues to provide funding in the following areas:

- Student Mental Health Investment – The Lambton Kent District School Board will recognize an increase of \$0.46 million for continued student mental health supports.
- Local Special Education Priorities – Increases to the benchmark funding allocations in the Special Education Grant and the Special Equipment Amount (SEA) are reflected in the Board's Special Education Funding amount for 2022-23.



Provincial Education Funding (continued)

Broadband Network Operations – The 2022-23 GSNs include a new allocation through the Pupil Foundation Grant and the Geographic Circumstances Grant for broadband network operations. This funding supports the costs for network connectivity, network infrastructure, network security and related network operations in schools and other school board buildings. School boards will be required to report on the usage of this funding against Ministry of Education provided metrics.

The GSNs include several labour related changes and updates.

Student Transportation – No increases to the funding envelope as the Ministry is currently conducting a review of student transportation. This change will place pressure on this budget item for the LKDSB. CLASS is responsible for this budget and will face challenges in maintaining increasing costs within the unchanged funding amount.

Utilities – The GSNs include a 5.45% increase to the non-staff portion of the Plant operations benchmark to support commodity price increases and the increased usage of commodities (natural gas, electricity) to support the running of HEPA units and expanded hours of fresh air intake.

Schedule



Budget Meeting Schedule

The Board's annual budget process for the 2022-23 school year began in February 2022. The below timeline shows the budget schedule for the upcoming 2022-23 school year.

Grant information released by the Ministry of Education

February 17, 2022



Budget Workshops for Trustees and Administration

April 12, 2022



Regular Board Meetings

(Presentation, review, public input and development of budget – as needed)

April 12 & 26 and May 10 & 24, 2022



Budget Information Sessions

Student Senate
April 13, 2022

Parent Involvement
Committee
May 16, 2022

Indigenous Liaison
Committee
June 3, 2022

Special Education
Advisory Committee
April 21, 2022



Final Approval of the 2022/2023 Budget

Presented at the Regular Board meeting on June 7, 2022

Enrolment



Day School Enrolment - Multi-Year Trend

ENROLMENT	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
ELEMENTARY								
October (FTE)	14,410	14,600	14,594	14,666	14,491	14,212	14,548	14,351
March (FTE)	14,448	14,644	14,594	14,666	14,491	14,212	14,548	14,351
ADE (Basis for funding)	14,429	14,622	14,594	14,666	14,491	14,212	14,548	14,351
Enrolment Change Prior Year (ADE)	(268)	193	(28)	72	(175)	(279)	336	(197)
SECONDARY								
October (FTE)	7,651	7,418	7,226	7,081	6,918	6,747	7,115	7,068
March (FTE)	7,431	7,160	6,945	6,903	6,677	6,747	6,868	6,785
ADE (Basis for funding)	7,541	7,289	7,086	6,992	6,798	6,747	6,992	6,926
Enrolment Change Prior Year (ADE)	(85)	(252)	(203)	(94)	(194)	(51)	245	(66)
TOTAL COMBINED DISTRICT SCHOOL								
October (FTE)	22,061	22,018	21,820	21,747	21,409	20,959	21,663	21,419
March (FTE)	21,879	21,804	21,539	21,569	21,168	20,959	21,416	21,136
ADE (Basis for funding)	21,970	21,911	21,680	21,658	21,289	20,959	21,540	21,277
Enrolment Change Prior Year (ADE)	(353)	(59)	(231)	(22)	(369)	(330)	581	(263)

5-Year Snapshot

ADE Total Elementary & Secondary Day School Enrolment

2018-19	21,658
2019-20	21,289
2020-21	20,959
2021-22	21,540
2022-23	21,277

The Average Daily Enrolment (ADE) is the major factor used in the calculation of the Funding Allocations for all school boards.

The Provincial funding model generates revenues primarily based on day school enrolments, counted on October 31st and March 31st.

Enrolment



Day School Enrolment - Projections

ENROLMENT	2023-24	2024-25	2025-26	2026-27	2027-28
	Projected	Projected	Projected	Projected	Projected
ELEMENTARY					
Kindergarten	2,808	2,798	2,759	2,751	2,735
Grades 1-3	4,476	4,394	4,464	4,440	4,434
Grades 4-8	7,364	7,452	7,408	7,459	7,525
TOTAL ELEMENTARY	14,648	14,644	14,631	14,650	14,694
SECONDARY					
Grade 9	1,614	1,589	1,605	1,562	1,523
Grade 10	1,717	1,689	1,664	1,678	1,636
Grade 11	1,799	1,739	1,710	1,686	1,698
Grade 12	2,195	2,290	2,247	2,210	2,190
TOTAL SECONDARY	7,325	7,307	7,226	7,136	7,047
DAILY ENROLMENT					
TOTAL AVERAGED	21,973	21,951	21,857	21,786	21,741
PREVIOUS YEAR INCREASE(DECREASE)	699	(22)	(94)	(71)	(45)

5-Year Snapshot

Total Elementary & Secondary Day School Enrolment Projections

2023-24	21,973
2024-25	21,951
2025-26	21,857
2026-27	21,786
2027-28	21,741

Projected Average Daily Enrolment (ADE) for 2023-24 to 2027-28.

Revenue



Revenue Forecast Summary

GRANT CATEGORY	2022-23 ESTIMATES	2021-22 BUDGET	VARIANCE to 20-21
	\$	REVISED ESTIMATES	Revised Estimates
	\$	\$	\$
OPERATING GRANTS			
Pupil Foundation Grant – Elementary JK-SK	16,260,677	17,520,912	(1,260,235)
Pupil Foundation Grant – Elementary Gr. 1 to 3	26,396,060	25,585,518	810,542
Pupil Foundation Grant – Elementary Gr. 4 to 8	37,549,828	37,344,619	235,209
Pupil Foundation Grant – Secondary	39,369,645	39,218,764	150,881
School Foundation – Elementary	12,231,448	11,821,657	409,791
School Foundation – Secondary	5,592,064	5,751,023	(158,959)
School Foundation – Library Staff Amount	143,308	142,109	1,199
Parent Engagement	73,050	40,090	32,960
Special Education	33,584,668	33,033,155	551,513
Language Grants – French as 2 nd Language	3,046,290	2,948,623	98,297
Language Grants – ESL/ESD	977,847	968,614	9,233
Distant & Supported Schools (Learning Resources)	227	0	227
Remote & Rural	249,077	247,320	1,757
Rural and Northern Education Allocation	601,887	603,143	(1,256)
Continuing Education and Summer School	792,849	792,899	(50)
Cost Adjustment and Teachers Qualifications and Experience	27,780,521	27,205,114	575,407
ECE Qualifications & Experience	1,252,256	1,306,357	(54,101)
Transportation	13,854,252	13,846,564	7,688
Governance & Administration	6,610,021	6,492,571	117,450
Program Leadership Grant	1,000,496	999,389	1,107
Pupil Accommodation – School Operations	21,586,777	21,400,352	186,425
Learning Opportunities (LOG) – Base Amount	1,606,794	1,585,385	21,409
Literacy and Numeracy Assistance (LOG)	0	0	0
Student Success Assistance (LOG)	1,689,977	1,623,231	66,746
Experiential Learning Allocation (LOG)	143,534	142,988	546
Indigenous Education Grant	2,763,366	2,803,056	(39,690)
New Teacher Induction Program	102,830	107,690	(4,860)
Mental Health and Well Being	1,378,652	923,598	455,054
Covid-19 Learning Recovery Fund	0	0	0
1. Sub-Total =	256,669,031	254,454,741	2,214,290
Supports Student Fund	2,424,179	2,935,602	(511,423)
Declining Enrolment Allocation	729,981	312,466	417,515
Top Up Allocation for School Operations	2,512,315	2,503,843	8,472
Community Use of Schools Compensation	321,275	314,710	6,565
2. Sub-Total =	5,987,750	6,066,621	(78,871)

Revenue



Revenue Forecast Summary (continued)

GRANT CATEGORY	2022-23 ESTIMATES	2021-22 BUDGET REVISED ESTIMATES	VARIANCE to 20-21 Revised Estimates
	\$	\$	\$
Sub-Total OPERATING GRANTS (1+2) from Student Focused Funding Model =	262,656,781	260,521,362	2,135,419
School Facilities Renewal	3,456,084	3,472,897	(16,813)
Top Up Allocation for School Renewal including Rural	324,302	332,331	(8,029)
School Renewal Enhancement	756,817	756,817	0
School Condition Improvement	17,824,545	15,517,131	2,307,414
Ministry Temporary Accommodations	83,619	150,353	(66,734)
Prior Capital Commitments	744,654	744,654	0
CVRIS Deferred Revenue	0	1,028,743	(1,028,743)
Financing Costs {\$13.9M Stage 1, \$6.9M Stage 2, Stage 3, PTR & Capital Priority}	3,349,960	3,279,683	70,277
3. Sub-Total (Renewal grants) =	26,539,980	25,282,609	1,257,372
Sub-Total ALL GRANT CATEGORIES from Student Focused Funding Model =	289,196,761	285,803,971	3,392,791
<u>Other Revenue</u>			
Tuition (First Nations, Visa)	4,914,834	5,151,891	(464,283)
School Generated Funds	6,000,000	6,000,000	0
Priorities and Partnerships Fund	2,042,050	2,797,838	(755,788)
Ministry Grants – Capital Building Projects	0	0	0
Misc. other revenue (OYAP, Interests, Rentals, Energy & Deferred Revenues)	1,677,425	1,606,489	70,936
Deferred Revenue (Targeted Student Supports & Special Ed)	0	632,746	(632,746)
GSN Funding Stabilization Grant 2020-21	0	0	0
Covid-19 Learning Recovery Fund/Support Fund	3,333,239	5,240,999	(1,907,760)
Best Start – Operating Rent	645,915	599,438	46,477
A. TOTAL MINISTRY + FEES REVENUE =	307,810,224	307,833,372	(23,147)
<u>OTHER FUNDING SOURCES:</u>			
Ministry Funding of Capital Amortization	16,984,682	14,420,584	2,847,817
Transfer in from Reserves – for capital projects & operation purposes	1,039,196	2,871,733	(1,914,169)
B. Sub-Total =	18,023,878	17,292,317	731,561
GRAND TOTAL A + B	325,834,102	325,125,689	708,414

Expenditures



Operational Expenditure Budget

BUDGET	2022-23 Estimates		2021-22 Estimates		VARIANCE
	\$	%	\$	%	
INSTRUCTION					
Classroom Teachers	146,657,242	48.77	143,429,454	48.43	3,227,788
Supply Staff	7,770,963	2.58	9,813,325	3.31	(2,042,362)
Teacher Assistants	14,791,523	4.92	14,432,999	4.87	358,524
Early Childhood Educators	5,581,631	1.86	6,189,702	2.09	(608,071)
Textbooks/Supplies	8,123,003	2.70	6,832,270	2.31	1,290,733
Computers	1,656,040	0.55	1,893,388	0.64	(237,348)
Student Support – Professional & Para Prof	7,934,617	2.64	7,595,884	2.56	338,733
Library & Guidance	4,381,419	1.46	4,090,802	1.38	290,617
Staff Development – Instructional	827,993	0.28	727,977	0.25	100,016
Department Heads	427,559	0.14	422,820	0.14	4,739
Principals & Vice Principals	12,487,068	4.15	12,282,383	4.15	204,685
School Office	7,093,886	2.36	7,098,645	2.40	(4,759)
Co-Ordinator's & Consultants/Program Support	4,002,740	1.33	3,814,056	1.29	188,684
Continuing Education	797,890	0.27	802,008	0.27	(4,118)
Instruction – Amortization and Write Downs	2,343,165	0.78	2,481,210	0.84	(138,045)
TOTAL INSTRUCTION EXPENSES	224,876,739	74.79	221,906,923	74.93	2,969,816
ADMINISTRATION AND OTHER					
Trustees	379,677	0.13	352,974	0.12	26,703
Directors & Supervisory Officers	675,612	0.22	999,338	0.34	(323,726)
Board Administration	6,711,766	2.23	5,999,288	2.03	712,478
Board Amortization	130,934	0.04	130,411	0.04	523
Transportation	13,780,212	4.58	13,983,118	4.72	(202,906)
Transportation – Provincial Schools	141,734	0.05	81,000	0.03	60,734
Operation & Maintenance – Schools	27,671,811	9.20	26,249,036	8.86	1,422,775
School Renewal	3,005,041	1.00	3,005,041	1.01	-
Amortization (Pupil Accom.)	16,553,217	5.50	16,702,759	5.64	(149,542)
Other Non-operating	790,098	0.26	744,654	0.25	45,444
School Generated Funds	6,000,000	2.00	6,000,000	2.03	-
TOTAL ADMIN AND OTHER EXPENSES	75,840,102	25.21	74,247,619	25.07	1,592,483
TOTAL EXPENSES	\$300,716,841	100.00	\$296,154,542	100.00	\$4,562,299

Expenditures



Staffing Summary Review (FTE)

EXPENDITURE CATEGORIES	2022-2023 FTE STAFF	2021-2022 FTE STAFF	2020-2021 FTE (REV)	2020-20-21 FTE (EST)	2019-2020 FTE STAFF	2018-2019 FTE STAFF
CLASSROOM INSTRUCTION						
Classroom Teachers - Elementary	846.5	838.9	880.9	851.0	849.4	871.8
Classroom Teachers - Secondary	469.2	460.0	459.1	459.5	460.8	493.0
Total Teachers	1,315.7	1,298.9	1,340.0	1,310.5	1,310.2	1,364.8
Teacher Assistants - Elementary	207.0	206.0	214.4	206.5	206.0	211.0
Teachers Assistants - Secondary	54.0	51.0	52.0	50.5	45.0	52
Early Childhood Educators	103.0	110.0	110.0	103.0	103.0	103.0
Total Teacher Assistants & ECE's	364.0	367.0	376.4	36.0	354	366
Professionals, Paraprofessionals & Supervisory Support	73.4	76.6	78.9	76	69.8	77.85
Library - Elementary	19.6	14.7	13.8	15.3	15.3	15.3
Library - Secondary	12.0	7.0	7.0	7.0	7.6	7.6
Guidance - Elementary	4.5	4.8	4.6	4.8	4.8	4.8
Guidance - Secondary	20.5	18.3	20.7	20	19.5	19.5
Total Library & Guidance	56.6	44.8	46.1	47.1	47.2	47.2
CLASSROOM INSTRUCTION TOTAL	1,809.70	1,787.4	1,841.4	1,793.6	1,781.2	1,855.9
TOTAL PREPARATION TIME						
Principals - Elementary	50.0	50.0	50.0	50.0	50.0	50.0
Principals - Secondary	12.0	12.0	12.0	12.0	12.0	12.0
Vice Principals - Elementary	10.0	10.0	10.3	9.0	9.0	9.0
Vice Principals - Secondary	12.3	12.3	13.1	11.3	11.3	11.3
Total Principals & Vice-Principals	84.3	84.3	85.4	82.3	82.3	82.3
School Secretaries - Elementary	57.8	59.7	63.9	61.6	59.0	60.4
School Secretaries - Secondary	42.3	44.8	46.8	44.8	40.8	14.8
Total School Secretaries	100.1	104.5	110.7	106.4	99.8	102.2
Coordinators & Consultants - Elementary	13.5	12.5	12.5	13.5	12.5	12.5
Coordinators & Consultants - Secondary	14.5	14.5	14.5	12.5	10.5	9.5
Total Coordinators & Consultants	28.0	27.0	27.0	26.0	23.0	22.0
Trustees	14.0	14.0	14.0	14.0	14.0	14.0
Directors & Supervisor Officers	3.3	5.0	5.0	5.0	5.0	5.0
Board Administration	53.5	51.5	52.5	53.5	52.0	54.0
School Operations	205.8	205.4	209.9	200.6	204.5	209.3
Continuing Education	6.2	6.2	6.2	6.2	6.2	6.0
NON-CLASSROOM TOTAL	495.2	497.9	510.7	494.0	486.8	494.8
GRAND TOTAL	2,304.9	2,285.3	2,352.1	2,287.6	2,268.0	2,350.7

Expenditures



Capital Projects – Elementary

PROJECT	ELEMENTARY				
	TOTALS	School Renewal	SCI	Ministry Capital Project Grants	Reserves
5 Total Funding Allocation For Capital Projects	\$16,746,329	\$2,971,784	\$13,774,545	\$0	\$0
1 Renewal Projects:					
School Facility Change Requests	\$100,000	\$100,000			
Building Component Upgrades:					
School Renewal Funded	\$1,238,438	\$1,238,438			
School Condition Improvement Funded	\$13,774,545		\$13,774,545		
Education Centres (solar panel revenues)					
2 Reserves Contribution – Capital Projects					
3 Annual Maintenance Plan Program	\$1,633,346	\$1,633,346			
TOTAL PROJECTS ESTIMATED COSTS	\$16,746,329	\$2,971,784	\$13,774,545	\$0	\$0

This shading denotes a Ministry Allocation funded as a Deferred Capital Contribution.

SCI = School Condition Improvement Funding Program that supports Board Capital Needs.

Reserve allocations are the full amounts required to fund the projects. Only the amortized amounts are brought forward into the budget to match the amortized expenses over the service life of the facility.

Expenditures



Capital Projects – Secondary

PROJECT	SECONDARY				
	TOTALS	School Renewal	SCI	Ministry Capital Projects Grants	Reserves
5 Total Funding Allocation For Capital Projects	\$5,615,419	\$1,565,419	\$4,050,000	\$0	\$0
1 Renewal Projects:					
School Facility Change Requests	\$99,617	\$99,617			
Building Component Upgrades:					
School Renewal Funded	\$297,225	\$297,225			
School Condition Improvement Funded	\$4,050,000		\$4,050,000		
Education Centres (solar panel revenues)					
2 Reserves Contribution – Capital Projects					
3 Annual Maintenance Plan Program	\$1,168,577	\$1,168,577			
TOTAL PROJECTS ESTIMATED COSTS	\$5,615,419	\$1,565,419	\$4,050,000	\$0	\$0

This shading denotes a Ministry Allocation funded as a Deferred Capital Contribution.

SCI = School Condition Improvement Funding Program that supports Board Capital Needs.

Reserve allocations are the full amounts required to fund the projects. Only the amortized amounts are brought forward into the budget to match the amortized expenses over the service life of the facility.

Total investments in 2022-2023 for school capital projects = \$22,361,748

Accumulated Surplus



Projected Accumulated Surplus

	Estimated Balance August 31, 2022	Allocations	Projected Balance August 31, 2023	
Available for Compliance - Unappropriated				General surplus funds – Board use
General Funds	\$26,531,267		\$26,531,267	
Available for Compliance – Internally Appropriated				Reserves Future retirement liabilities WSIB self-insured program Cafeteria upgrades/repairs Self-insured expenses Maintenance pay equity Information Technology Buildings & grounds capital LKDSB support capital Local Priorities LKDSB Supported Capital
Retirement Gratuities	\$5,099,798	-\$270,000	\$4,829,798	
W.S.I.B. – Workers Safety & Insurance	2,610,877		2,610,877	
Cafeteria Upgrades and Equipment	324,533		324,533	
Insurance	361,323		361,323	
Pay / Internal Equity Non-Teaching	567,086		567,086	
Computer Infrastructure & Management Systems	1,034,022		1,034,022	
Building & Grounds	4,501,566		4,501,566	
Classroom	792,131		792,131	
Local Priorities Funding	206,245		206,245	
Amortized Expense – Completed Capital Projects	5,595,239	-\$458,779	5,136,460	
	\$21,092,820	-\$728,779	\$20,364,041	
Unavailable for Compliance				PSAB Employee future Benefits PSAB Interest School specific Designated surplus for LKDSB land – refer to LKDSB capital schedule
Employee Future Benefits	-\$8,155,309	\$2,204,138	-\$5,951,171	
Interest Expenses	-481,906		-481,906	
School Generated Funds	3,132,729		3,132,729	
Revenues Recognized for Land	1,518,050		1,518,050	
	-\$3,986,436	\$2,204,138	-\$1,782,298	
TOTAL	\$43,637,651	\$1,475,359	\$45,113,010	



Lambton Kent District School Board

Student Achievement ✓ *Community Success*

www.lkdsb.net

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Chatham, ON N7M 5L7

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FROM: Lareina Rising, Trustee

DATE: June 7, 2022

SUBJECT: Indigenous Liaison Committee Report



The May 18, 2022 meeting of the Indigenous Liaison Committee (ILC) was held via TEAMS with Trustee Lareina Rising chairing the meeting.

Minutes from the April 20, 2022 meeting were reviewed and approved.

Trustee Lareina Rising welcomed everyone. Principal Jen Goodal gave the Traditional Territorial Acknowledgement as part of the opening of the meeting.

Report from the First Nation Communities were received:

Aamjiwnaang First Nation

Education Coordinator Vicki Ware reported that there will be a PD Day on Friday May 20th where there will be staff wellness activities plus some planning for the SK graduation. The students participated in a school and daycare fishing derby last weekend. The students also participated in an educational Water Walk where they learned the importance of clean water and the purpose of Water Walks. The community is rolling out the final days of Niigaan Gdizhaami Fund proposals which are submitted on behalf of both the Lambton Kent District School Board and the St. Clair Catholic District School Board.

Kettle and Stony Point

Vice-Principal Bob Bressette reported on May 3 & 4 the community held a family event for Earth day cleanup. May 18th was a PD day in which Patricia Shawnoo led the PD session Living Circle which included a Healing break and Traditional Wellness. The staff also learned about traditional medicines led by Carol Peltier, who is an Elder in the community. These activities were greatly appreciated by the staff.

Eelünaapéewi Lahkéewiit

Education Manager, Jolene Whiteye reported the motivational speaking group, Turtle Concepts made a presentation to the community as well as to Ridgetown District High School. Each year Eelünaapéewi Lahkéewiit celebrates the original founding of their present homeland on May 8th. This year the community celebrates 230 years of a life in peace and harmony with their neighbours. The community will be hosting an information night for residents and band members that will involve all departments in Eelünaapéewi Lahkéewiit to showcase the work and services that they do for the

community. This night was originally scheduled for May 18; however, has been postponed. A new day will be announced shortly. In another step to further the teaching and learning of Lenapeew, the Language Department has created a private Facebook page that provides weekly phrases in the language.

Trustee Lareina Rising stated that this month Trustees can declare their intent to run for the Municipal election. Trustee Jane Bryce noted that the board has posted the Capital Plan on the board website. Trustee Malinda Little stated that the board was given money to re-engage students.

Superintendent Lane noted that there is one slight change to initiative #4 in the BAP. There was hope the BAP could support outdoor education spaces, but the funding structure only allows the board to incorporate outdoor student learning. The election for the 2022-2026 term of Trustees will be held on October 24, 2022. The new term will begin on November 15, 2022. The four First Nations communities work out the process of naming the First Nation Trustee and alternate. Trustee Rising suggested holding a caucus session within the next couple of weeks to discuss the process. Vicki Ware agreed that a caucus meeting should take place. Each individual First Nation should post an announcement to their Education Committees/Boards that this position is available and invite the community to submit names. The four First Nations will then ratify, and the name gets confirmed at the Board level. Superintendent Lane also noted the board has 33 administrative changes/moves effective in September.

Administrators from 50 schools submitted reports from across the district and these reports are now being archived on the staff portal for all LKDSB staff to be able to reference.

The next ILC meeting is tentatively scheduled for **Wednesday, June 15, 2022 at 6:00 p.m.** via TEAMS.



FROM: John Howitt, Director of Education

DATE: June 7, 2022

SUBJECT: Administrative Procedures on Working from Home – Pilot Procedure



Effective June 1, 2022, the LKDSB has implemented a Working from Home – Pilot Procedure for Sarnia Education Centre and Chatham Regional Education Centre staff whose job function allows them to work remotely. Eligible employees will have the option to work from home for part of the work week. This arrangement may not be approved for some employees due to the nature of their work and it does not apply to school-based and school-assigned staff. The end date of this pilot program is June 30, 2023 at which time it will be evaluated for changes and/or a continuation of the program.

The LKDSB recognizes that a balanced approach between working from home and the assigned office may help recruit and retain employees in a time of staffing shortages as many employers now provide a work from home opportunity for their employees.

Included is the Administrative Procedures document, which includes more specific details on the pilot procedure.

ADMINISTRATIVE PROCEDURES

SUBJECT: Working from Home – Pilot Procedure

This procedure is a pilot exercise and will be in effect from June 1, 2022 until June 30, 2023 at which time it will be evaluated for changes and/or continuation.

These guidelines apply to all staff whose work location is in the Sarnia Education Centre and/or the Chatham Regional Education Centre and whose job function allows for them to work remotely. This arrangement may not be approved for some employees due to the nature of their work. This program does not apply to school-based and school-assigned staff.

1. Purpose

The Lambton Kent District School Board (LKDSB) allows flexible work arrangements, for eligible employees, to assist in meeting strategic priorities as well as operational requirements. Where remote working is permitted, performance standards, accountability, and services to the Lambton Kent communities must be maintained. These guidelines outline the process and parameters for working from home for eligible LKDSB employees, including the general requirements and the arrangements that must be in place.

2. General Requirements

- i. Working from home is not an entitlement, it is not an organizational-wide benefit, and it in no way changes the terms and conditions of employment with the LKDSB.
- ii. Employees must adhere to all Board policies, administrative procedures, guidelines, and standards while working from home.
- iii. Working from home may be appropriate for some employees and jobs but not for others based on several factors including job function, performance, employment status and interdependence of assigned work.
- iv. The option of working from home for part of a work week is a viable, flexible work option when both the employee and the job are suited to such an arrangement.
- v. Employees on a remote work arrangement are required to be in the office an average of two (2) days per week.

3. Work From Home Arrangements

- i. Before entering into any formal agreement, the supervisor will evaluate the suitability of such arrangement and will obtain approval from the Manager/Area Superintendent.

- ii. Employees will be required to attend LKDSB locations when required. During peak times, supervisors may require employees to be in the office.
- iii. Supervisors will determine the working from home schedule for their staff and may change the work schedule to best accommodate operational needs.
- iv. Hours of Work: The hours of work will be consistent with the current working hours for the employee.
- v. Employees working from home must continue to meet performance expectations, and the same level of service, while working from home, including responding to their supervisor and internal/external clients in a timely and reasonable manner.
- vi. Employees working from home are expected to be reachable via email, telephone or virtual meeting and has a professional appearance for video calls.
- vii. Employees must not hold in-person work meetings at their home. Meetings and calls will be conducted through video conferencing, telephone or in person at a LKDSB administrative site.
- viii. In the event of any technological disruptions (i.e. internet not working, no household power), the employee will notify their supervisor immediately and may be required to report to their work location.
- ix. Employees are to ensure that dependent care and other personal responsibilities are managed which allows the employee to successfully meet all job responsibilities.
- x. Employees working from home who are ill or unable to report to work are expected to notify their supervisor, in the same manner as when working from an administrative site.
- xi. The decision to end any work from home arrangement is at the sole discretion of the Manager and/or Superintendent.

4. Employee Safety

- i. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards with adequate lighting, etc.
- ii. Work area must be secure, clean, tidy, ergonomically suitable, quiet space to minimize distractions and ensure confidentiality.
- iii. Employees sustaining an injury while working from home, must report the injury using the established incident reporting form on the employee portal and notify their supervisor immediately. Injuries sustained at home may entitle an employee to workers' compensation benefits. Entitlement will be adjudicated by the WSIB in accordance with applicable policies.

5. Privacy / Security / Confidentiality

- i. Employees agree that all obligations pertaining to privacy, data protections, and confidentiality remain in full force and effect during working from home and adhere to all Board policies, administrative procedures, guidelines, and standards.
- ii. Employees must maintain confidentiality by using secure digital technology issued by the LKDSB, employing passwords, and creating a secure private physical space where private information can be securely stored.

- iii. Employees must use a privately owned, password-protected internet connection that does not have a public Wi-Fi connection to access the Board's email and other systems.
- iv. Employees will access the Board's systems through high-speed internet service and the virtual private network (VPN).
- v. Employees are responsible for securing LKDSB equipment and assets from loss and theft. Board assets must be kept in a secure location and not be left in vehicles.
- vi. Employees are to minimize the amount of paper files and hard copies while working from home.
- vii. Employees are to keep information related to their work confidential from any unauthorized person, regardless of whether the information is considered confidential or not.
- viii. All work must be saved in the designated place on the Board's server so that it is available to colleagues who require access.
- ix. In the event of unauthorized access or disclosure of confidential or private information the employee will be required to report the privacy breach incident to their supervisor immediately.
- x. Employee will inform their supervisor immediately in the event of any damage to Board property.

6. Equipment and Additional Costs

- i. The equipment needs for each work from home arrangement will not result in any additional operational costs for the Board. Supervisory Staff are responsible for approving and tracking the relocation of any equipment (including computing technology and accessories).
- ii. Equipment supplied by the Board will be used for Board related business purposes only and will remain property of the Board.
- iii. Computing technology and accessories supplied by the Board will be maintained by Information Technology staff as per usual practice. At no time will Information Technology staff visit an employee's home to support LKDSB technology.
- iv. Equipment supplied by the employee will be maintained by the employee. The Board accepts no responsibility for damage or repairs to employee-owned equipment.
- v. Employees are responsible for all the home operational costs incurred with working from home including costs of reliable home internet service, and the purchase of modems and/or routers required for internet connectivity, electricity, other utilities, telephone charges, general office supplies, etc.
- vi. Mileage claims for business travel are only reimbursable for any mileage in excess of the daily commute between the employee's place of residence and their normal place of work.
- vii. Mileage reimbursement for any work-related travel required on the work from home day would be determined as per the applicable administrative procedure.

- viii. Employees may not claim any form of compensation for meals for the time an employee is working from home (inclusive of team events, professional development, meetings of any length, etc.)
- ix. It is the employee's responsibility to determine any income tax implication of maintaining a home office. The Board will not provide tax guidance, nor will it assume any additional tax liabilities for voluntary work from home arrangements.
- x. As the employee is provided the option to work at a Board location and has personally elected to work from home, the Board will not issue any tax documentation (inclusive of a T2200) in which the employee is claiming any expenses personally incurred while working from home.

7. Roles and Responsibilities

Supervisors/Managers will:

- a. Provide support and guidance to employees regarding possible flexible work arrangements and give due consideration to all requests.
- b. Review and make a fair, reasonable, and transparent decision on all requests for flexible work arrangements.
- c. Closely monitor the flexible work arrangements in terms of risk and health and safety in alternate work sites and continued operational feasibility.
- d. Maintain and monitor a regular schedule of employees who work remotely.

Implementation Date: June 1, 2022 – June 30, 2023
Reference: Appendix A – Working From Home Agreement

APPENDIX A

WORKING FROM HOME AGREEMENT

This agreement confirms the working from home assignment for _____ (Employee Name). It has been deemed appropriate by the Supervisor that this employee’s position based on job functions, performance, and employment status etc. can complete work remotely. This agreement shall be without prejudice or precedent and will be updated when required in accordance with the Working from Home Administrative Procedure (A-OP-448-22). This form must be completed and approved prior to any working from home begins.

This agreement begins on _____ and continues until June 30, 2023.

ADDRESS of REMOTE WORK LOCATION _____, Ontario, CANADA.

Acknowledgement and Agreement

I acknowledge that working remotely is a pilot project and a privilege and that the Board may amend or revoke this agreement at any time. If this agreement is revoked, I will return to the workplace on the date directed by the Board and will bring all Board-provided resources and resume my regular duties at my regular work location.

I acknowledge that I have read and understand the Working from Home Administrative Procedure (A-OP-448-22) of the Lambton Kent District School Board. I understand that I must continue to meet the performance expectations required of me and will ensure that my workspace is maintained in a safe manner.

I agree to adhere to this agreement and, if applicable, will ensure that employees working under my direction adhere to this agreement. I understand that if I violate the rules or procedures outlined in the Working from Home Administrative Procedure (A-OP-448-22), I may be subject to appropriate disciplinary action.

Employee Position: _____

Department: _____

Employee Name: _____

Employee Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

Manager/Superintendent Name: _____

Manager/Superintendent Signature: _____