

REGULAR BOARD MEETING AGENDA  
PUBLIC SESSION

TUESDAY, MAY 23, 2017  
7:00 p.m.

Board Room  
Sarnia Education Centre  
200 Wellington Street, Sarnia

**A**

Page Reference

1. Call to Order
2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Approval of the Minutes of May 9, 2017 Regular Board Meeting 3
5. Business Arising from the Minutes
6. Motions Emanating from the Regular Board Private Session
7. Motion that the Actions of the Regular Board Private Session be the Action of the Board.
8. Presentations:
  - a) P.E. McGibbon Public School Choir
  - b) Director of Education Snap Shots of Excellence
  - c) Paul Sapounzi from +VG Architects, The Ventin Group Ltd., Presenting Drawings for Great Lakes Secondary School
9. Delegations
10. Questions from the Public
11. Reports for Board Action

a) Policy on <i>Employee Discipline and Employees "Under Review"</i> and Regulations <i>Employee Discipline and Employees "Under Review"</i> Recommendation <u>Recommendation</u> <i>"That the Board approve the revised policy on Employee Discipline and Employees "Under Review" and revised regulations on Employee Discipline and revised regulations on Employees "Under Review."</i>	Director Costello Report B-17-92	13
b) Policy and Regulations on <i>Travel and Expenses Reimbursement for Staff, Trustees and Student Trustees</i> Recommendation <u>Recommendation</u> <i>"That the Board approve the revised policy and regulations on Travel and Expenses Reimbursement for Staff, Trustees and Student Trustees</i>	Director Costello Report B-17-93	18
b) Tender Award – Demolition and Site Preparation for Great Lakes Secondary School Recommendation <u>Recommendation</u> <i>"That the Board award the tender to the successful bidder, Maaten Construction Ltd. for the addition and renovation project, phase 1 – abatement and demolition, Great Lakes Secondary School."</i>	Superintendent McKay Report B-17-94	25

12. Reports for Board Information
- a) Elementary Teacher Board Communications Committee Report      Trustee Hudie      26  
Report B-17-95
  - b) Parent Involvement Committee Report      Director Costello  
Oral Report
  - c) Chatham Accommodation Review Process Update      Superintendent Girardi  
Oral Report
  - d) Update on the Data Gathering Process for South Chatham-Kent      Superintendent Girardi  
Oral Report
13. Correspondence
14. New Business
15. Trustee Question Period
16. Notices of Motion:
17. Future Agenda Items
18. Announcements
- a) The next Regular Board Meeting will be held on Tuesday, June 13, 2017, 7:00 p.m. at the Chatham Education Centre.
19. Adjournment

Lambton Kent District School Board

Minutes of the Regular Board Meeting of May 9, 2017 held at the Chatham Education Centre

PRESENT:

Trustees: Chair Jane Bryce, Vice-Chair Elizabeth Hudie, Randy Campbell, Ruth Ann Dodman, Dave Douglas (via teleconference), Jack Fletcher, Tom McGregor, Scott McKinlay, Bob Murphy, Lareina Rising, Shannon Sasseville,

Student Trustee Ayla Jacobs and Keaton Jennings

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Helen Lane, Taf Lounsbury, Mark Sherman and Phil Warner

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

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

#2017-81

Approval of the Agenda  
May/9/2017

Moved by Jack Fletcher, seconded by Randy Campbell,

“That the Agenda for the Regular Board Meeting Public Session of May 9, 2017 be approved.”

CARRIED.

Declaration of Conflict of Interest:

Trustee McGregor advised that he had a potential conflict of interest with items 11.e) and g) due to a professional relationship with one of the bidders.

#2017-82

Approval of Minutes  
Apr/25/2017

Moved by Ruth Ann Dodman, seconded by Elizabeth Hudie,

“That the Board approve the Minutes of the Regular Board Meeting of April 25, 2017.”

CARRIED.

#2017-83

Action of the Regular Board Private Session be the Action of the Board

Moved by Elizabeth Hudie, seconded by Jack Fletcher,

“That the Action of the Board in Private Session be the Action of the Board.”

CARRIED.

Presentations:

Raymond Yang, WDSS Student, Vimy Celebration

Director Costello introduced Raymond Yang, student from Wallaceburg District Secondary School, and advised that Raymond served on the LKDSB Student Senate for two years and he was one of 17 students across Canada chosen to be a recipient of the Vimy Pilgrimage Award. Raymond explained that he was part of the educational program that took place in France and Belgium from April 7 to 16, 2017. He attended the ceremony to mark the 100<sup>th</sup> anniversary of Vimy Ridge in France. He commented on his experiences in France and Belgium. Raymond noted that the freedom the soldiers fought for at Vimy helped to create a Canada that still welcomes immigrants from around the world today. Chair Bryce thanked Raymond for his presentation and explained that she had attended the ceremony as well but not on behalf of the LKDSB.

Delegations:

Chair Bryce shared the sections of the LKDSB Procedural By-laws regarding delegations. Section 3.14 – *Delegations - Any person from the community or community group wishing to address the Board shall give seven working days notice electronically or in writing to the Secretary of the Board 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.*

Section 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.*

Chair Bryce referred to Section 3:20 of the By-laws regarding Decorum at Board Meetings - *All persons attending meetings of the Board shall show respect for others in their language and conduct. Any persons who interrupts or disrupts a meeting of the Board shall be expelled from the meeting in accordance with the Education Act, ss 207 (3). Audio or video recording devices may not be used at any meeting of the Board or its committees without the prior permission of the Chair of the Board or the Director of Education.*

Broader Public Sector  
(BPS) Directive –  
Peter and Linda Sparks  
(A copy of their delegation  
is included in the May 9,  
2017 Agenda Package.)

Peter and Linda Sparks, from All Seasons Trophies in Sarnia, explained that they were presenting on behalf of a number of local awards and apparel shops from Sarnia, Lambton and Chatham-Kent about the impact of the Broader Public Sector (BPS) directive specific to awards, apparel and promotional merchandise. They expressed their concerns over the roll out of the changes and the policy itself. They advised that they have registered in the online process and feel their company will do well under the new process. They acknowledged the value of a *buy local* mentality and that public entities cannot justify decisions on that basis. They would like the new process to line up in a way that is fiscally responsible and practical to implement. They acknowledged the value of formal bids for significantly expensive work and suggested that as a blanket policy with every single order having to touch point with procurement, adds costs and delays for even the most basic orders. They suggested the need for some degree of segregation by job cost otherwise extra administrative, rush and personnel costs will exceed potential savings from the new methodology. Peter Sparks confirmed that his prices have gone up slightly from the previous school year. He explained that he went to other suppliers' websites that matched his products to obtain the price comparisons contained in their delegation. Linda Sparks commented on when it is acceptable to split items out. Peter Sparks confirmed that most of the business they do with the LKDSB is under \$200.00. Chair Bryce thanked them for their delegation. A copy of their delegation is included in the May 9, 2017 Agenda Package.

Ad Hoc Strategic Planning  
Subcommittee Report  
Report B-17-82

Trustee Sasseville reported on the Ad Hoc Strategic Planning Committee Meeting held on April 19, 2017. Trustees Murphy, McGregor, Sasseville, Chair Bryce and Director Costello attended the Meeting. She reviewed the mandate of the Committee which is to work with Senior Administration to determine the process to develop a Multi-Year Strategic Plan, to hire a consultant if deemed necessary, and report back to the Board. Trustee Sasseville reviewed the items discussed by the Committee members and outlined the next steps for the Committee Members.

Committee members supported tweaking the draft plan presented at the January 31, 2017 Board Meeting to cover the period ending 2019/2020. This plan will then be presented to Trustees for approval. Committee members also supported developing a strategic plan using multi stakeholder consultation to gather input. They propose that initially an information gathering phase be initiated to learn from peer school board plans and processes. A ballpark budget would be developed to begin the process and that a process be initiated to identify a potential consultant that may be hired to guide the process.

#2017-84  
Strategic Planning  
Subcommittee tweak the  
draft Multi-Year Strategic  
Plan that was presented at  
the January 31, 2017  
Board Meeting to cover  
the period ending  
2019/2020 for Board  
Approval

Appointment of Student  
Trustees for the  
2017/2018 School Year  
Report B-17-83

#2017-85  
Appointment of Student  
Trustees for the  
2017/2018 School Year

Addendum to the Final  
Staff Report for the  
Consolidation of John N.  
Given Public School  
Kindergarten to Grade 8  
English Language  
Program at Tecumseh  
Public School and the  
Relocation of the John N.  
Given Public School  
Grade 7 and 8 French  
Immersion Program to  
McNaughton Avenue  
Public School  
Report B-17-84

Moved by Shannon Sasseville, seconded by Ruth Ann Dodman,

“That the Ad Hoc Strategic Planning Subcommittee tweak the draft Multi-Year Strategic Plan that was presented at the January 31, 2017 Board Meeting to cover the period ending 2019/2020 and bring this forward to the Board for approval.”

CARRIED.

Director Costello reported that the Student Senate met at Wallaceburg District Secondary School on April 24, 2017 to elect the two Student Trustee representatives to serve on the Board for the 2017/2018 school year. The election was conducted in accordance with the Board’s Student Trustees and Student Senate policies, regulations and administrative procedures. Candidates for the Student Trustee position submitted application packages. Each candidate delivered a brief presentation to the Student Senate outlining their interest in the position and following the presentation had an opportunity to respond to questions from the committee members. The Student Senate elected Elisabeth Guthrie from Northern Collegiate Institute & Vocational School and Evan Rogers from John McGregor Secondary School to serve as Student Trustees for 2017/2018 school year. Trustee Murphy commented on the strength of the candidates who applied and the quality of the student leaders. Student Trustees Jacobs shared that the candidates were very articulate and confident and that Evan Rogers’ interview was conducted via the phone.

Moved by Bob Murphy, seconded by Elizabeth Hudie,

“That the Board approve the election of Elisabeth Guthrie and Evan Rogers as the Student Trustees for the 2017/2018 school year.”

CARRIED.

Chair Bryce congratulated Evan Rogers who was in attendance.

Director Costello presented the Addendum to the Final Staff Report for the Consolidation of John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School and the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School. The purpose of the addendum is to provide additional information to complement or make changes to the Final Staff Report (FSR) presented to Trustees at the April 11, 2017 Board Meeting. The Pupil Accommodation Report and ISR were presented to Board on October 4, 2016. The LKDSB provided opportunity for members of the community to delegate to the Board at the April 25, 2017 Board Meeting. No requests to delegate were received. Director Costello explained that the Addendum is very similar to the FSR. He advised that members of the school communities are clear on the issues and Administration is clear about their concerns. The issues have been discussed at length. John N. Given Public School offers a Kindergarten to Grade 8 English Language Program. Both John N. Given Public School English Language Program and Tecumseh Public School are currently under capacity. The English Language Programs at these schools can both be accommodated in Tecumseh Public School. John N. Given Public School and Tecumseh Public School are 600m apart (according to CLASS). Senior Administration believes that concerns in regard to pedestrian and vehicular traffic entering and exiting Tecumseh Public School can be mitigated through co-operation with the Municipality of Chatham-Kent and with a reconstruction of the existing parking lot at the school. John N. Given Public School also offers a

Grade 7 and 8 French Immersion (FI) Program, which will be relocated to McNaughton Avenue Public School for September 2017. The program relocation for September 2017 may result in a need for a portable classroom over the short term for one class, at an estimated cost of \$40,000. The most recent LKDSB enrolment projections indicate that McNaughton Avenue Public School's total enrolment will remain stable, but below the Ministry-rated capacity, and will begin to decrease following the 2020-21 school year. Closing John N. Given Public School and consolidating the Grade 7 and 8 FI students into McNaughton Avenue Public School and the Kindergarten to Grade 8 English Language Program students into Tecumseh Public School will create efficiencies for the system and enhance programs and facilities at both schools. John N. Given Public School has a 5-year FCI of 51.61% and a 5-year renewal cost of \$3,948,210. The LKDSB would reduce the need to maintain this building by consolidating students into Tecumseh Public School and McNaughton Avenue Public School. Senior Administration further investigated the possibility of having John N. Given Public School JK students enter directly into JK at Tecumseh Public School in September 2017. While this option would negate the need for a second transition for this student population, there is not currently enough FDK spaces available at Tecumseh Public School to accommodate these students. In addition, excess space at Tecumseh Public School will be under construction for a significant portion of the 2017/2018 school year, which would require the need to rent portables should the JK students move to Tecumseh Public School before consolidation. Senior Administration supports keeping the JK program at John N. Given Public School for the 2017/2018 school year and consolidating the entire English Language Program in September 2018.

Director Costello outlined the program advantages as previously discussed. He referred to the maps on page 37 of the report regarding options for the reconfiguration at Tecumseh Public School to address the pedestrian and vehicle traffic concerns. There has been significant dialogue with the Accommodation Review Committee (ARC) Members in regard to relocating students from John N. Given Public School to Tecumseh Public School and McNaughton Avenue Public School. No committee members made comments in favour of maintaining the status quo. The Committee Members' greatest concern was safety of students travelling to Tecumseh Public School. The ARC Members expressed support for delaying the relocation of the English Language Program students to Tecumseh Public School for one school year to allow the LKDSB to complete the renovations to the parking lot area and engage in further conversation with the Municipality of Chatham-Kent regarding the possible relocation or upgrade of crosswalks on McNaughton Avenue. The delay would also allow for construction and upgrades inside Tecumseh Public School to be completed prior to the relocation of the 184 English Language Program students from John N. Given Public School.

Director Costello spoke to the formation of a Transition Committee for the consolidated Tecumseh Public School/John N. Given Public School. Subcommittees would be developed as needed.

If the recommendations are approved by Trustees, Administration is proposing that an Ad Hoc Naming Committee be formed for the consolidated Tecumseh Public School/John N. Given Public School because two school communities are being consolidated. Administration is not proposing the same for McNaughton Avenue Public School because only the French Immersion Grade 7 and 8 Program is being relocated to McNaughton Avenue Public School.

Director Costello confirmed that Administration is not recommending moving the John N. Given Public School FDK program to Tecumseh Public School for

September 2017 because there is not enough room in that area of the school and some construction work will be going on in that area.

Director Costello confirmed that Trustees would approve the tender for the parking lot redesign. LKDSB staff will work with the architects on the design. Superintendent Girardi advised that Administration did not receive any formal opposition to delaying the student move to Tecumseh Public School until September 2018. Initially there was some commentary for a quicker move but that disappeared following the discussions about what needed to be in place during construction for student safety. Superintendent Girardi confirmed that there would not be a formal Transition Committee formed for the FI students relocating to McNaughton Avenue Public School but the principals and school councils of the two schools will be planning transition activities for the students.

#2017-86

Consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School for September 1, 2018; the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School in September 1, 2017 and approve the closure of John N. Given Public School as of July 1, 2018 – Approved

Moved by Jack Fletcher, seconded by Ruth Ann Dodman,

“That the Board approve the consolidation of the John N. Given Public School Kindergarten to Grade 8 English Language Program at Tecumseh Public School for September 1, 2018; the Relocation of the John N. Given Public School Grade 7 and 8 French Immersion Program to McNaughton Avenue Public School in September 1, 2017 and approve the closure of John N. Given Public School as of July 1, 2018.”

Trustees commented on the ARC process, the positive environment that will follow the students to their new locations and expressed appreciation for the parents/guardians, staff and students understanding the position of the Board and the chance to provide their students with enhanced opportunities by consolidating.

CARRIED.

#2017-87

Chatham Elementary Schools Accommodation Review Committee Dissolved

Moved by Ruth Ann Dodman, seconded by Tom McGregor,

“That the Board dissolve the Chatham Elementary Schools Accommodation Review Committee.”

Trustee McKinlay expressed gratitude on behalf of the Board to the members of the ARC.

CARRIED.

#2017-88

Ad Hoc Naming Committee for the consolidated Tecumseh Public School/John N. Given Public School Approved

Moved by Scott McKinlay, seconded by Shannon Sasseville,

“That the Board approve the establishment of an Ad Hoc Naming Committee to recommend to the Board a name for the consolidated Tecumseh Public School and John N. Given Public School and appoint two Trustees to serve on the Committee.”

Trustee Sasseville referred to the indigenous culture of Tecumseh Public School and questioned need to connect with the Indigenous Liaison Committee Members. Director Costello explained that the Ad Hoc Committee Members would be responsible for developing the criteria for the name and they could include an indigenous connection. Trustee McKinlay commented on his experience on previous ad hoc naming committees and the establishment of criteria to reflect the school communities. He advised that the Board does not approve the criteria established by the Ad Hoc Committee. Vice-Chair Hudie confirmed that the Ad Hoc Naming Committee for Wyoming followed the lead of the school parents and staff. Trustees did not make suggestions.

In response to Trustee Rising's question, Chair Bryce confirmed that it would be up to the members of the Ad Hoc Committee whether or not to include the

current names of the schools as part of the criteria or exclude them. The criteria are established and communicated prior to obtaining public input. Ad Hoc Committee Meetings are open to the public as observers. Trustee Douglas commented that he does not see the need to change the name of the school every time. Trustee McKinlay commented on the process followed for renaming the consolidated Johnston Memorial/Devine Street Schools to P.E. McGibbon Public School and reinforced that Trustees are to guide the Ad Hoc Committee Members only.

CARRIED.

Chair Bryce referred to Director Costello's Pupil Accommodation Report presented to Trustees in November 2015 and quoted "The significant reduction in funding and the immediacy of its impact demands that the LKDSB act to implement a multiyear plan in the interest of fiscal responsibility and enhanced student learning. While this new reality presents significant challenges and changes to the LKDSB, it also provides opportunities to reshape the Board to provide enhanced learning environments for our students."

Chair Bryce stated that the recommendations made by Director Costello and the members of Senior Administration are made in the best interests of all students regarding more equitable access to programs, are made in the interest of maintaining fiscal responsibility over the long term, and are based on an assessment of the age and quality of LKDSB buildings.

She quoted the November 2015 Pupil Accommodation Report again noting "This process can lead to a LKDSB which has fewer but fuller schools which will be more efficient to operate. This will allow resources to be allocated equitably to all students, while promoting student success for all."

Chair Bryce expressed the Boards' sincere appreciation to the ARC Members for their work and dedication to see good program for the students.

Tender Process

Trustee McGregor excused himself from the Meeting due to a potential conflict of interest.

Superintendent McKay explained that all the tenders presented were opened electronically due to the new process implemented by Administration. All bids are now received electronically and tabulated electronically. The bidders are able to view the process on line as the bids are viewed electronically. Purchasing staff are able to review the bids electronically to ensure they are compliant and declare the official bids. Approximately 13 school boards are now using this method. Most municipalities use this platform. Superintendent McKay explained the Board Reports include tender based bids to provide options based on budgets for the various projects.

Superintendent McKay reported on the tender opening for HVAC, classroom renovations, roof and asphalt replacement at Brigden Public School, Rosedale Public School and Tecumseh Public School. He explained the funding sources for the projects.

#2017-89  
Tender Awards – HVAC,  
Classroom Renovations,  
Roof and Asphalt  
Replacement at Brigden  
Public School, Rosedale  
Public School and  
Tecumseh Public School  
Report B-17-85

Moved by Ruth Ann Dodman, seconded by Jack Fletcher,

"That the Board award the tenders to the successful bidder K & L Construction for Brigden Public School, Maaten Construction Ltd. For Rosedale Public School and Intrepid General Limited for Tecumseh Public School."

Superintendent McKay confirmed that the bid received from Intrepid General Limited included pricing for all areas and the bid was compliant. Superintendent McKay confirmed that Plant and Maintenance staff have been planning how to use the Green House Gas Reduction Fund by March 2018. It will be part of the



HVAC upgrades to be completed during the 2017 summer and the LED plan will be done during the school year. Further information will be shared with Trustees.

Superintendent McKay explained if a company were to under bid a job, change orders would be required to be reviewed by the architect to determine the reason – did not bid enough originally or was some unknown entity discovered. The architect would work with the contractor to determine the reasons. Administration has pushed back in the past and not had to pay. Superintendent McKay confirmed that if the value of the change order is a small, Administration would approve it. Trustees would be asked to approve major change orders.

CARRIED.

#2017-90  
Tender Awards – Concrete Sidewalk and Asphalt Replacement at Naahii Ridge Public School  
Report B-17-86

Superintendent McKay reported on the tender opening for concrete sidewalk and asphalt replacement at Naahii Ridge Public School.

Moved by Randy Campbell, seconded by Elizabeth Hudie

“That the Board award the tender to the successful Bidder Elric Contractors of Wallaceburg Limited for Naahii Ridge Public School.”

CARRIED.

#2017-91  
Tender Award – Building and Parking Lot Upgrades at Northern Collegiate Institute and Vocational School  
Report B-17-87

Superintendent McKay reported on the tender opening for building and parking lot upgrades at Northern Collegiate Institute and Vocational School. Limited bids were received due to the number of roofing contracts available. He confirmed that the LKDSB architect always reviews bids when only one bid is received. Green House Gas funding will be used for this HVAC project.

Moved by Scott McKinlay, seconded by Elizabeth Hudie,

“That the Board award the tender to the successful bidder Wellington Builders Inc. for Northern Collegiate Institute and Vocational School.”

CARRIED.

#2017-92  
Tender Award – Roof Replacement at Queen Elizabeth II Public School, Chatham and A. A. Wright Public School  
Report B-17-88

Superintendent McKay reported on the tender opening for a roof replacement at Queen Elizabeth II Public School, Chatham and A. A. Wright Public School in Wallaceburg.

Moved by Ruth Ann Dodman, seconded by Elizabeth Hudie,

“That the Board award the tenders to the successful bidder Intrepid General Limited for Queen Elizabeth II Public School Chatham, and Elric Contractors of Wallaceburg Ltd. for A. A. Wright Public School.”

CARRIED.

Trustee McGregor rejoined the Meeting.

Special Education Advisory Committee Report (SEAC)  
Report B-17-89

Vice-Chair Fletcher reported on the Special Education Advisory Committee (SEAC) meeting held on April 20, 2017 at Wallaceburg District Secondary School. Enrichment resource teachers presented information on enrichment opportunities provided to the LKDSB gifted students. SEAC Members reviewed/revised sections of the Special Education Plan. The Association Representatives on SEAC provided updates. Vice-Chair Hudie commented on the excellent engaging presentation provided by the enrichment resources teachers.

Indigenous Liaison Committee Report  
Report B-17-90

Trustee Rising reported on the Indigenous Liaison Committee (ILC) Meeting held on April 19, 2017 at Kettle and Stony Point. She shared the reports from the communities. Kettle and Stony Point First Nation students are preparing entries for the music festival that will be held in Sarnia. The Aamjiwnaang First Nation held a

successful Symposium for approximately 40 LKDSB educators on May 4 and 5 and on June 5, 6 and 7, 2017 the Anishinabek Grand Council will meet to sign the Master Education Framework Agreement. The Walpole Island Elementary School, now officially called Bkejwanong Kinomaagewgamig, has changed its mascot from eagles to thunderbirds and they are implementing their new school year calendar in August 2017. There is a request for a follow-up discussion from the December meeting with Director Costello about the possibility of a dedicated First Nations Superintendent of Education for LKDSB. The Four First Nations and ILC members issued an invitation to all Superintendents and the Director to attend ILC meetings. Trustee Rising commented on the good relationship developed with Superintendent Lane. There are four Indigenous Youth Symposiums planned: April 27 at Ridgeway District High School, May 12 at North Lambton Secondary School, May 18 at Great Lakes Secondary School and May 25 at Wallaceburg District Secondary School. All grade 7 and 8 students from the respective feeder schools are invited to attend.

She advised that all Four First Nations are in agreement about the wording of the Preamble and Territorial Acknowledgement and explained that more work is being done to ensure careful use and proper pronunciation. Once finalized, the Preamble and Territorial Acknowledgement will be brought before the Board in a Notice of Motion as early as this May. Superintendent Lane shared the changes made to the LKDSB Administrative Procedure for *School Opening and Closing Exercises* A-PR-214 that now includes wording on how school administrators may use the Preamble and Territorial Acknowledgment. Trustee Rising commented on previous discussions about the LKDSB adopting a protocol and perhaps including something about the Truth and Reconciliation Call to Action in the LKDSB Strategic Plan and referenced the "Culture Card" developed by other agencies. ILC Members were pleased to learn that in September 2017 all Grade 11 LKDSB students will be taking Native Studies English Course. They also heard about the April 28, 2017 Indigenous Education focused Professional Development Day for Elementary Principals, Vice-Principals, Teachers, Educational Assistants, Early Childhood Educators and Secretarial Staff.

#### Student Senate Report

Student Trustees Jacobs and Jennings reported on the Student Senate Meeting held on April 24, 2017 at Wallaceburg District Secondary School to elect the Student Trustees for the 2017/2018 school year. Elisabeth Guthrie and Evan Rogers are the Student Trustees for the 2017/2018 school year. They reported on the Student Senate Mental Wellness Conferences held on May 3, 2017 at Northern Collegiate Institute and Vocational Institute (NCIVS) and on May 2, 2017 at John McGregor Secondary School (JMSS). Approximately 90 students attended the JMSS session and approximately 65 students attended the NCIVS session. They shared the positive evaluation data. Director Costello attended the session at NCIVS and commented on the positive sessions offered. He shared that Student Trustee Jacobs ran a session in Chatham when a guest speaker cancelled on short notice. The conferences were lead by student for students by Student Senators.

#### Correspondence

The Board received a letter from the Minister of Education regarding appointment of Raymond Yang, Wallaceburg District Secondary School student, to the Minister's Student Advisory Council for the 2017/2018 school year. Director Costello advised that there were 480 applications with only 60 students selected. Shoshawna Hill, a student from Chatham Kent Secondary School, is a current member and has been invited to speak to Trustees at a Board Meeting in June to talk about her experience on the Minister's Council.

#### Trustee Questions

In response to Trustee Fletcher's question regarding the delegation on the BPS Directive, Director Costello explained that he and Superintendent McKay previously spoke with the local vendors. They also met with the Physical

Education Curriculum Leaders to explain the revised process. Administration is sensitive to the local vendors concerns but the LKDSB is responsible to obtain the best price. Administration is considering revising the LKDSB procurement procedures regarding dollar thresholds. Superintendent McKay commented on the fact that since moving to this process there is cross over from Lambton to Chatham-Kent between vendor bidding. Previously some vendors were the sole source for some schools and now they are sources for the whole LKDSB district. He stated that the LKDSB does not have a prequalifying vendor list. Some vendors have indicated that they support this approach. If a vendor does not get on the list, then they would not be able to do any business with the LKDSB. A vendor of record list could hurt local vendors. Chair Bryce commented on the importance of the LKDSB being accountable and compliant. Superintendent McKay clarified that Administration is not spending hours on processing purchasing orders for \$200 or less. Administration is considering revising the thresholds.

Trustee Murphy commented stated that he had previously commented at Trustee budget workshops and informally on the issue of how the LKDSB contracts Child and Youth Workers (CYW) through a third party company that takes a cut of the salary. He noted that the resource staff are critical to student wellbeing often for the most vulnerable students. He advised that the academic requirements include a 3-year college diploma which is equal to their peers, Educational Assistants (EA). CYWs are not unionized and are not compensated to the same degree or have the same benefits as the unionized peers. He referred to the adjustments made to the Tutor Escorts' compensation. He asked if Trustees shared an interest in learning more about this critical resource for the LKDSB. He proposed that Administration provide Trustees with a workshop on how CYWs are hired, compensation, compare CYW to EA position with the LKDSB, explore CUPE interest in including CYWs in the union and information about the company with the third party contract earning a profit on their labour.

Director Costello explained that the positions are funded out of Safe Schools funding and that Superintendent Girardi is responsible for that portfolio. He confirmed that EA and CYW are important staff supports in schools. Superintendent Girardi commented on their valuable contributions in schools and confirmed that there are currently 8 CYWs in schools. The LKDSB currently contracts with Rebound to provide the service.

#2017-95  
Trustee Workshop  
Regarding the Child and  
Youth Worker Position

Moved by Bob Murphy, seconded by Ruth Ann Dodman,

“That Administration provide a workshop for Trustees on the Child and Youth Worker position in the LKDSB and include all aspects of the role including labour arrangements and a comparison to unionized peer staff.”

CARRIED.

In response to Trustee Fletcher's question regarding the television series *13 Reasons Why*, Superintendent Barrese confirmed that the book the series is based on has been in existence for some time. She advised that Administration worked with other school boards and mental health leads on how to address the topic with students and staff. Information has been posted on the LKDSB website and school websites. Information has been provided to principals and staff to assist them with communicate to parents/guardians. The information will be shared with Trustees as well. The goal has been to respond responsibly and respectfully ensuring educators and parents have the most relevant information available.

Announcements

The next Regular Board Meeting will be held on Tuesday, May 23, 2017, 7:00 p.m. at the Sarnia Education Centre.

The LKDSB Capital Plan will be presented to Trustees at the June 27, 2017 Regular Board Meeting, 7:00 p.m. at the Sarnia Education Centre.

Trustee McGregor advised that Rusty Hick is the new Executive Director of OPSBA. He was the Director of Education for Kawartha Pine Ridge District School Board. He will be attending the AGM in June 2017.

Adjournment  
9:40 p.m.

There being no further business, Vice-Chair Hudie declared the meeting adjourned at 9:40 p.m.

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Chair of the Board

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Director of Education and Secretary of the Board

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

**FROM:** Jim Costello, Director of Education  
Phil Warner, Superintendent of Education – Human Resources

**DATE:** May 23, 2017

**SUBJECT:** Policy and Regulations *Employee Discipline and Employees Under Review*  
And Regulations *Employee Discipline* and Regulations *Employees*  
*“Under Review”*

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The policy and regulations on *Employee Discipline and Employees “Under Review”* and regulations on *Employee Discipline* and regulations on *Employees “Under Review”* have been reviewed as part of the LKDSB cyclical review.

Minor word changes are proposed for the policy. The document continues to reflect the philosophy of the LKDSB.

The regulations on *Employee Discipline* were revised to reflect the current LKDSB process.

An explanation as to what employees the regulations on *Employees “Under Review”* apply to was added.

**Recommendation:**

**“That the Board approve the revised policy *Employee Discipline and Employees “Under Review”* and revised regulations on *Employee Discipline* and revised regulations on *Employees “Under Review”*.”**

## **POLICY**

<b>SUBJECT:      Employee Discipline and Employees “Under Review”</b>
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It is the policy of the Lambton Kent District School Board to:

- a) formally place an employee “under review” when the performance appraisal process identifies a major deficiency in an employee’s job performance.
- b) review ~~isolated~~ incidences of ~~questionable peer~~ judgment, which may occur outside of the formal performance appraisal process.

The “under review” and disciplinary letter process will be conducted according to the Regulations.

Implementation Date:      April 27, 1999  
Revised:                      March 29, 2005  
Reviewed:                     September 28, 2010  
  
Reference:                     LKDSB Regulations



## REGULATIONS

**SUBJECT: Employee Discipline**

1. A supervisor must consult with the Manager of Human Resources and/or the appropriate Superintendent of Human Resources prior to disciplining an employee.
- ~~2. When a supervisor concludes, after consultation with the appropriate Superintendent of Education and Manager of Human Resources, that an employee has demonstrated an instance of poor judgement, a letter shall be placed in the employee's personnel file.~~
3. ~~When it is determined that a disciplinary letter is appropriate, the letter shall include:~~
  - a. A clear, concise description of the event(s) which occurred including an outline of the investigation which was conducted.
  - b. A statement of the consequence imposed
  - c. A clear statement of expectations of future behaviour
  - d. A statement describing the consequences, up to and including dismissal, which will result if the expectations are not, met.
- ~~4. A supervisor will inform the employee that the letter is being produced.~~
5. ~~A~~The supervisor will provide the employee a copy of the letter with a Federation/Union representative present. Copies of the letter will also be forwarded to the Union, Superintendent and the employee's personnel file. ~~If a disciplinary letter for a teacher include a suspensions a copy of the letter will be forwarded to the Ontario College of Teachers by the Manager of Human Resources.~~
6. The letter will be subject to the terms and conditions of the respective collective agreement.

Implementation Date: June 22, 1999

Revised: June 27, 2000, March 29, 2005, September 28, 2010

Reference: LKDSB Policy and Regulations

## **REGULATIONS**

<b>SUBJECT:      Employees “Under Review”</b>
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**This regulation pertains to all non-teaching employees. For teachers and principals, supervisors are to utilize Ministry of Education Appraisal Processes.**

1. The designation “under review” is the outcome of a summative performance appraisal where a major deficiency has been identified.
2. The “under review” designation indicates to an employee that he/she is in jeopardy. Continued performance at the level which caused the designation will result in disciplinary action up to and including dismissal from employment.
3. When a supervisor concludes, based on data collected during a summative performance appraisal cycle, that an employee should be designated “under review”, he/she shall consult with the appropriate supervisory officer, write the report containing the designation and include in the report:
  - (a) clear, unequivocal statements that identify the major deficiency (Notice)
  - (b) data which verifies the existence of the major deficiency (Explanation)
  - (c) a clear description of the required level of performance (Expectation)
  - (d) a detailed plan to provide assistance to improve (Assistance) and
  - (e) a timeline which includes the date of the next summative performance appraisal (Time).
4. There must be reasonable opportunities for success based on the assistance plan and time allowed.
5. Delivery and filing of the report will be as for all summative performance appraisals.
6. The employee should be advised to consult with his/her Federation or Union if applicable.
7. At the time identified in the plan, a second summative performance cycle will be completed with a focus on the major deficiency. Close consultation with the appropriate supervisory officer will occur.
8. If performance has improved to an acceptable level, the report is written and filed. The report includes a statement that the “under review” designation is removed.



9. If performance has not improved sufficiently, the appropriate supervisory officer is consulted. The report is written, signed and filed. All of the components described above must be included.
10. The supervisory officer reviews the personnel file copy and confirmed in writing to the employee and the supervisor that the report has been received, reviewed and filed.
11. All appropriate documentation must be carefully preserved in the event that it may be needed in any legal proceeding.
12. At the time identified in the plan, a third summative performance cycle is completed.
13. The report produced from this cycle, in consultation with the appropriate supervisory officer, will identify sufficient improvement or recommend further action.
14. The process concludes when the employee achieves the expected level of competency or when the Board, or the recommendation of the supervisor and the supervisory officer, imposes appropriate discipline.

Implementation Date: June 22, 1999  
Revised: June 27, 2000, March 29, 2005  
Reviewed: September 28, 2010

Reference: LKDSB Policy and Regulations

**BOARD REPORT**  
**REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-17-93**

**FROM: Jim Costello, Director of Education**  
**Brian McKay, Superintendent of Business**

**DATE: May 23, 2017**

**SUBJECT: Policy and Regulations – Expense Reimbursement for Staff, Trustees and Student Trustees**

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The policy and regulations on Expense Reimbursement for Staff, Trustees and Student Trustees have been reviewed as part of the LKDSB cyclical review.

The policy reflects a change to the Canada Revenue Agency vehicle kilometer rates for Ontario. The LKDSB kilometer rate reimbursement, starting on September 1, 2017, will adhere to the rates as defined by the Canada Revenue Agency.

Currently, LKDSB has two regulations and one administrative procedure for expense reimbursement. Regulation “R-BU-502-14 Kilometre/Travel Expenses Reimbursement for Staff, Trustees and Student Trustees” sets out the parameters for the use of personal vehicles to carry out approved Board business. Regulation “R-BU-502.1-11 Expenses Reimbursement for Staff, Trustees and Student Trustees” sets out the parameters for the reimbursement of all expenditures incurred while on approved Board business. Administrative Procedure “A-BU-502.1-13 Completion of Expense Report” outlines the process for completing an expense report and ties back to the two regulations.

It is proposed that the two regulations and one administrative procedure be combined into one regulation for consistent and efficient completion and processing of approved expenses. The attached regulation outlines the resulting combination of these regulations and administrative procedure.

During the review of the current regulations and administrative procedure, the following changes and additions have also been made:

- Emphasis on submission timelines for expense reports with particular wording around the submission timelines at year end;
- Changes to the kilometer rate in order to align the regulation with Canada Revenue Agency prescribed kilometer rates;
- Additional explanation on the definition of claimable and non-claimable travel;
- Additional explanation on the claiming of meal expenses with the requirement for meal receipts being removed if the maximum allowable expense per meal is to be claimed;
- Emphasis on employees receiving pre-approval for expenses that may be incurred in the performance of Board business.

The Expense Report is being revised to include a Meal Log and Allowable Kilometers spreadsheet.

**Recommendation:**

**“That the Board approve the revised policy and regulations on *Expense Reimbursement for Staff, Trustees and Student Trustees* and the implementation of the revised per kilometer travel allowance adjustment, as outlined in the regulation, on September 1, 2017.”**



## POLICY

**SUBJECT: TRAVEL and EXPENSES REIMBURSEMENT FOR STAFF, TRUSTEES,  
and STUDENT TRUSTEES**

It is the policy of the Lambton Kent District School Board to fairly and equitably reimburse employees, trustees, student trustees and approved **Board** committee members (**volunteers**) for necessary and reasonable business travel expenses including use of their vehicles while on approved Board business.

### Included in the Regulations

~~The Board will use as a guide the rate per kilometer that is recommended by the Canadian Automobile Association as it applies to the adopted average vehicle they choose, and assuming an annual driving distance of 24,000 km.~~

~~The kilometre rates will be reviewed annually as part of the Board's budget process.~~

Implementation Date: October 28, 1998  
Revised: September 26, 2000, September 27, 2005, March 27, 2007,  
January 26, 2010, August 27, 2013

Reference: LKDSB Regulations and Administrative Procedures  
Ministry of Education School Board Expenditure Guidelines  
Revenue Canada



## REGULATIONS

**SUBJECT: Expense Reimbursement for Staff, Trustees and Student Trustees**

### Claim Process:

- 1.1 The Board will reimburse employees, trustees, student trustees, approved **Board** committee members (**volunteers**) for expenditures submitted on a Board Expense Report form accompanied by original itemized receipts, where appropriate. Appropriate approval must be obtained before incurring the expense.
- 1.2 Expense Reports (**Appendix A**) are to be fully completed by all staff who incur expenses while on Board-approved business. Expenses should be submitted at least quarterly and no more frequently than monthly. Claims should not span more than one school year. **Expenses must be claimed during the appropriate budget year (Sept. 1 through Aug. 31). After the close of the August 31<sup>st</sup> year end, expense claims are to be submitted within 5 business days.**
- 1.3 The reimbursement of expenses will include, but are not limited to, actual out-of-pocket expenses incurred for:
  - a) Courses, conferences or workshop registration fees;
  - b) Hotel room charges for accommodation in a standard room – no additional reimbursement will be made for suites, executive floors, or concierge levels;
  - c) Meals as outlined under “Meal Expenses” (if not included as part of event registration fees);
  - d) Tips and gratuities to a maximum of 15%;**
  - e) Business telephone calls;
  - f) Taxi receipts;
  - g) Supervisor approved car rental, when a rental vehicle is more economical than the use of a personal vehicle;
  - h) Public transportation;
  - i) Necessary parking and toll fees; and
  - j) Other business expenses (e.g. internet).
- 1.4 The following items will not be reimbursed:
  - a) Recreational costs (e.g. fitness facilities, video/game rentals, mini-bar charges, etc.);
  - b) Movies;
  - c) Alcoholic beverages;
  - d) Charges incurred by a guest;
  - e) Parking or traffic tickets;
  - f) Specific automobile expenses (reimbursed per kilometer charge); and
  - g) Gift cards or gift certificates.
- 1.5 **Claimants are required to repay any overpayments that may have been made in error. This may be resolved by deducting the amount from a subsequent expense claim.**

- 1.6 Cash advances are not permitted.
- 1.7 Attach original, itemized receipts to the Expense Report for all expenses being claimed for accommodation, registration fees, meals (if applicable) and transportation. Photocopies of receipts or credit/debit card slips are not acceptable as they do not provide sufficient original detail to authorize payment or meet audit requirements.
- 1.8 All receipts that involve a group should clearly indicate on the back of the receipt who was in attendance for the claim to be processed.
- 1.9 Provide the appropriate account code in the area titled 'Account Distribution'.

Travel Expenses:

- 2.1 The Board will use Canada Revenue Agency vehicle kilometer rates for Ontario and the rates will be reviewed annually as part of the Board's budget process. (moved over from Policy)
- 2.2 Employees will be reimbursed for eligible, actual kilometers travelled, on Board business. The rate per kilometer to be used for claims is based on the Canada Revenue Agency's (CRA) definition of a reasonable rate. Updates to the rate per kilometer, when applicable, will occur on September 1<sup>st</sup> of each budget year. The rate is set by the Department of Finance on an annual basis and is reflected in the below table:

Kilometers	Allowance Rate
<5,000 km	\$0.54/km
>5,000 km	\$0.48/km

- 2.3 If applicable, complete the Travel Log, on page two, of the Expense Report form, and transfer the total kilometers to the "Travel" area on the front of the form. All columns must be completed for the claim to be processed including the purpose and the number of kilometers.
- 2.4 LKDSB Allowable Kilometers spreadsheet (Appendix B) must be used when claiming kilometers between locations within the LKDSB district.
- 2.5 In accordance with CRA guidelines, travel between home and regular place of employment (LKDSB assigned job site or home location) are considered personal. Each employee's regular place of employment will generally be determined at the beginning of each school year. Changes to an employee's regular place of employment for determining mileage claims shall be approved by the appropriate Superintendent in consultation with the Superintendent of Business and/or Manager of Finance.

- 2.6 When an employee travels directly from home to a meeting or job site (not regular assigned job site or home location), the employee will claim the distance from home to the meeting or job site (not regular assigned job site or home location). For greater clarity reimbursement for travel is eligible for:
- travel from home directly to a location other than the employee's assigned job site or home location and vice versa;
  - travel from the employee's assigned job site or home location to another location which is either another LKDSB property or to another location, while on Board business (i.e. Ministry meeting);
  - travel between other sites (not assigned job site or home location) while on Board business.
- 2.7 Employees that start their day at a different Board job site (i.e. Itinerant teachers) will claim travel expenses as follows:
- Kilometers travelled from home to their first LKDSB job site for the day and kilometers travelled from their last LKDSB job site for the day to home are not eligible kilometers for reimbursement.
  - Kilometers travelled from their first job site to other LKDSB locations are eligible for reimbursement
- 2.8 Travel outside the Province must be preapproved by the employee's supervisor.
- 2.9 Shared transportation is encouraged, when appropriate. Only the vehicle operator can claim the kilometer allowance.
- 2.10 Reimbursement is provided for parking and highway tolls, when on board business.
- 2.11 Where modes of travel, other than private automobile are chosen as appropriate, expenses incurred will be approved at the economy rate.
- 2.12 Individuals must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. Individuals driving a personal vehicle on board business cannot make claims to the board for damages as a result of collision or breakdown.
- 2.13 Reimbursement for travel is not eligible for:
- the distance traveled from home to assigned LKDSB site or home location or vice versa;
  - travel between locations when two or more positions are held at an employee's option;
  - professional development activities, held specifically within our Board at a Board owned site or location, for participants on professional development as identified in the school year calendar;
  - unauthorized travel;
  - traffic or parking violations.

Meal Expenses:

- 3.1 If applicable, complete the Meal Log, on page three, of the Expense Report form, and transfer the total meal expense to the “Meal” area on the front of the form. All columns must be completed for the claim to be processed, including the purpose.
- 3.2 If a group of employees is eating a meal together, individual employees should request separate itemized receipts for submission with their expense claims.
- 3.3 Where meals are included in the costs of conferences or meetings, meal expenses will not be reimbursed.
- 3.4 The reimbursement of alcohol is not permitted.

Guideline to Meal Expenses:

Reasonable and appropriate actual meal expenses will be reimbursed if the expenditure is incurred when the individual is on Board business.

Meal expenses can be claimed by employees in either of the following methods:

- a) detailed receipts are provided for meals up to the maximum allowable expense (before taxes and gratuity),  
or
- b) if the maximum allowable expense per meal is being claimed, no receipts are required.

Meal Allowances:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00

Total claim not to exceed \$60 (before taxes & gratuity). **Maximum gratuity allowed is 15%.**

For a full day of meal claims (breakfast, lunch and dinner) individuals have the discretion to allocate the daily three-meal rate among meals.

Registration Fees:

- 4.1 Registration fees for conferences and workshops must be supported by a detailed registration package providing dates and details of meals included and must be supported by original invoices.
- 4.2 If the event registration fee includes meals, employees will only be reimbursed for meals not provided as part of the event package.

Approval Process:

5.1 Approval of Expense Reports is to be secured as follows:

<u>Initiator of Expense Report</u>	<u>Approved by</u>
• Chair of the Board	- Vice-Chair of the Board
• Trustees	- Chair of the Board
• Director of Education	- Chair of the Board
• Superintendents	- Director of Education
• Principals	- Superintendent of Education
• All Other School Staff	- Principal/Superintendent**
	[**approval by Superintendent required if claim affects a central budget account)
• All Staff Reporting Directly to a Supervisory Officer	- Director/Superintendent
• All Other Board Office Staff	- Manager

5.2 Approvers are accountable for their decisions, which should be:

- Subject to good judgment and knowledge of the situation;
- Exercised in appropriate circumstances; and comply with the principles and mandatory requirements set out in this regulation.

5.3 The Financial Services department will monitor claims for compliance with these regulations and will return any non-compliant claims to the person authorizing the claim for follow-up. The Financial Services department is not authorized to make reimbursement unless the required approvals are present. Final decisions on all expense submissions shall be made by the Superintendent of Business.

5.4 Reimbursement will be by means of electronic funds transfer and not through payroll.

5.5 Expenses for a group can only be claimed by the most senior person present – expenses cannot be claimed by an individual that are incurred by his/her approver. (e.g. Superintendent who reports to the Director cannot submit a claim that includes the cost of the Director’s lunch even if they were at the same event, with the result that the Director would thereby approve his/her own expense).

Approvers will provide pre-approval for expenses that may be incurred in the performance of Board business. Expense claims will require appropriate documentation.

5.6 Individuals must submit the approved Expense Report form, with original itemized receipts attached, to the Accounts Payable Department, Chatham Regional Education Centre.

5.7 This regulation also applies to expenses incurred through the use of Board Purchasing Cards.

Implementation Date: November 15, 2000

Revised: December 2005, May 3, 2011, October 1, 2013

References: LKDSB Policy, [Canada Revenue Agency](#)



**BOARD REPORT  
REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-17-94**

**Memorandum To:** Jim Costello, Director of Education

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

**DATE:** May 23, 2017

**SUBJECT:** Tender Award - Addition & Renovation Project, Phase 1 – Abatement & Demolition, Great Lakes Secondary School

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Tenders were received electronically by Sandy Huizinga of the Purchasing Department and opened on May 17, 2017, by Don Masse and Andy Scheibli of the Plant & Maintenance Department. Bid results are as follows (\*\* indicates successful bidder):

<b>PROJECT BIDDER</b>	<b>TOTAL BID (nic. h.s.t.)</b>
<b>** Maaten Construction Ltd., Sarnia</b>	<b>956,900.00</b>
Wellington Builders Inc., Forest	1,230,000.00

<b>PROJECT SUMMARY</b>	
Successful Bid Total (nic. h.s.t.)	956,900.00
Design Fees	54,926.06
Net HST	21,855.45
<b>Total Project, This Report:</b>	<b>1,033,681.51</b>
Budget Funding:	
-School Condition Improvement	1,033,681.51
<b>Total Project Budget:</b>	<b>\$ 1,033,681.51</b>

**Recommendation:**

**That the Board award the tender to the successful bidder, Maaten Construction Ltd. for the addition and renovation project, phase 1 – abatement and demolition, Great Lakes Secondary School.”**



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

**REPORT NO. B-17-95**

**FROM: Elizabeth Hudie, Vice-Chair**

**DATE: May 23, 2017**

**SUBJECT: Elementary Teacher/Board Communications Committee Report**

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The Elementary Teacher/Board Communications Committee met on May 9, 2017.

Members discussed new student arrival, feedback from Kindergarten reporting, principals sharing assignments, Professional Activity Days, and school staff meetings.