

REGULAR BOARD MEETING AGENDA  
PUBLIC SESSION

TUESDAY, JANUARY 16, 2018  
7:00 p.m.

Board Room  
Chatham Education Centre  
476 McNaughton Avenue, Chatham

**A**

	Page Reference
1. Call to Order	
2. In Memoriam	3
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Approval of the Minutes of:	
a) November 28, 2017 Regular Board Meeting	4
b) December 5, 2017 Annual Organization Board Meeting	14
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.	
8. Presentations:	
9. Delegations	
10. Questions from the Public	
11. Reports for Board Action	
a) Policy and Regulations on <i>Electronic Meetings</i>	18
Director Costello Report B-18-07	
<u>Recommendation</u> "That the Board approve the review of the policy and regulations on <i>Electronic Meetings</i> ."	
b) Policy and Regulations on <i>School Food and Beverages</i>	21
Director Costello Report B-18-08	
<u>Recommendation</u> "That the Board approve the review of the policy and revised regulations on <i>School Food and Beverages</i> ."	
c) Policy and Regulations on <i>Student Fund Raising and          Canvassing</i>	26
Director Costello Report B-18-09	
<u>Recommendation</u> "That the Board approve the review of the policy and regulations on <i>Student Fund Raising and Canvassing</i> ."	
d) Policy and Regulations on <i>Accessibility Standards -          Customer Service</i>	29
Director Costello Report B-18-10	
<u>Recommendation</u> "That the Board approve the review of the policy and revised regulations on <i>Accessibility Standards-Customer Service</i> ."	

e) Policy and Regulations on <i>School Councils</i>	-	Director Costello Report B-18-11	34
<u>Recommendation</u>			
"That the Board approve the revised policy and regulations on <i>School Councils</i> ."			
f) Appointment of the Auditors		Superintendent McKay Report B-18-12	45
<u>Recommendation</u>			
"That the Board appoint the auditing firm of Baily Kearney Ferguson LLP as the LKDSB official auditor for the term December 2017 to November 2018. "			
g) RFP Award – LED Lighting Retrofit (31 locations)		Superintendent McKay Report B-18-13	46
<u>Recommendation</u>			
"That the Board award the RFP to the successful bidders as outlined in Report B-18-13."			
12. Reports for Board Information			
a) Parent Involvement Committee Report		Director Costello Oral Report	
b) Director's Annual Report 2016/2017		Director Costello Report B-18-14	47
c) Indigenous Student Trustee Position on the LKDSB		Director Costello Report B-18-15	48
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, January 30, 2018, 7:00 p.m. at the Sarnia Education Centre.			
19. Adjournment			



## ***In Memoriam***

### ***Melissa Vandeborn Dinunzio***

Melissa passed away January 2, 2018.

Melissa was a dedicated elementary teacher. She is survived by her husband Frank.

Our thoughts are with Melissa's family at this time of sorrow.

January 16, 2018

Lambton Kent District School Board

Minutes of the Regular Board Meeting of November 28, 2017 held at the Sarina Education Centre

PRESENT:

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

Student Trustee Elisabeth Guthrie and Evan Rogers

Staff: Director of Education Jim Costello, Superintendents of Education, Angie Barrese, Gary Girardi, Helen Lane, Taf Lounsbury, Mark Sherman, Public Relations Officer Heather Hughes

Regrets: Superintendent of Business Brian McKay, Superintendent of Education Phil Warner

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the meeting to order at 7:08 p.m. and read the Traditional Territorial Preamble/Acknowledgement. Chair Bryce read an in Memoriam for elementary teacher Katherine Fox. A moment of silence was observed.

#2017-191  
Approval of the Agenda  
Nov/28/2017  
Moved by Randy Campbell, seconded by Scott McKinlay,  
"That the Agenda for the Regular Board Meeting Public Session of  
November 28, 2017 be approved."  
CARRIED.

Declaration of Conflict of Interest: None

#2017-192  
Approval of Minutes  
Nov/14/2017  
Moved Ruth Ann Dodman, seconded by Elizabeth Hudie,  
"That the Board approve the Minutes of the Regular Board Meeting of  
November 14, 2017."  
CARRIED.

Business Arising None

Presentations: Director Costello explained that the purpose of the Snap Shots of Excellence  
Director's Snap Shots of Excellence presentation is to celebrate all the exciting things occurring across the LKDSB district. His presentation included slides on the Chatham Kent Secondary School Choir, opening of the trail at Lambton Kent Composite School, Indian Creek Road Public School 50<sup>th</sup> celebration, Treaty Week educational activities and celebrations, mental health activities, physical education activities, Orange Shirt Day activities, examples of students and staff giving back to community activities, the naming of the Nancy Swanstrom Learning Commons at Errol Village Public School, equity activities, commencement ceremonies, Remembrance Day activities, and Anti-Bullying activities.

Delegations: Trevor Maw did not attend the Board Meeting

Questions from the Public Chair Bryce referred to the LKDSB Procedural By-Laws Section 3.16, Questions at Board Meetings, *In addition to the foregoing, persons or groups may pose questions to the Board in accordance with the following procedure:*  
a) *the questioner shall submit the question either orally or in writing to the Chair of the Board;*

- b) *the Chair or his/her designate shall answer the question if the information is immediately available or send a written reply following the meeting; and*
- c) *the questioner may ask a follow-up question for clarification.*

Ashlyn Bovingdon and Brooke Collins, students from Northern Collegiate Institute and Vocational School's Environmental Club, asked how are the environmental protocols enforced at schools. They commented that NCIVS does not actively recycle effectively because the majority of the recycling goes in the trash. Director Costello thanked the students for bringing the matter forward to the Board. He advised that the NCIVS Environmental Club had also forwarded a letter on this topic to Student Senate. Director Costello read the LKDSB regulations on *Environmental Values* and explained that at present CUPE staff, custodians, relocate recycling from a designated school spot to a pick up point outside the school. This is a Board wide practice. It is the responsibility of the school to establish an area of collection. School Administration at each school work with staff and students to determine how the recycling will be collected and placed in the collection area at the school. This process is different in Chatham-Kent and Sarnia Lambton. In Chatham-Kent there needs to be separation of materials. The City of Sarnia does not require materials to be separated. Director Costello supported students taking the initiative to coordinate the collection of recyclable items. Superintendent Girardi advised that they had randomly surveyed 10 secondary schools and 2 elementary schools to obtain information on recycling practices in the schools. He commended on the various practices involving staff and students and the potential to evaluate the system while supporting staff and student in local buildings. He noted some other environmental activities underway. Chair Bryce thanked students for attending the Board Meeting.

#2017-193  
Investigation of Indigenous  
Student Trustee Position  
Approved  
Report B-17-162

Moved by Ruth Ann Dodman, seconded by Lareina Rising,

“That the Board investigate the possibility of adding an Indigenous Student Trustee to the Lambton Kent District School Board.”

Trustee Dodman served the following Notice of Motion at the November 14, 2017 Board Meeting. *“That the Board investigate the possibility of adding an Indigenous Student Trustee to the Lambton Kent District School Board.*

Trustee Dodman provided rationale for the Motion noting that the LKDSB has been privileged over the years to have knowledgeable, respectful and dedicated Student Trustees. Student Trustees have kept the Board well informed of the concerns of fellow students and have been leaders of productivity through the hosting the Mental Health Symposium and assisting with the building of a school in Africa. Due to local, provincial and national efforts aimed at reconciliation and acknowledgement with regards to Indigenous communities, the addition of an Indigenous Student Trustee would exhibit the LKDSB's continuous commitment to the Indigenous community and Student Voice. She commented that with the addition of an Indigenous Student Trustee, the Board would be enriched by having a third facet and set an example within the community at large of the LKDSB's strong belief of inclusion and transparency. With the input of Indigenous educational protocol combined with the examples from the Thames Valley District School Board and the LKDSB policy and procedures for Student Trustees criteria, the Board could achieve another positive stepping stone to engage the secondary population. She commented that they feel it is important for the potential addition to be a self-identifying member of an Indigenous community. The person would be expected to comply with all the expectations for a Student Trustee currently outlined in the LKDSB Administrative Procedures and be encouraged to give input on behalf of their identified community. Trustee

Dodman explained that the addition of an Indigenous Student Trustee would be very valuable, respectful and inspirational. Trustee Rising commented that at this point, the motion is to investigate the possibility, all aspects of the position and bring the information back to the Board for a decision.

Trustee Rising requested a recorded vote.

Student Trustee Rogers thanked Trustees Dodman, Rising and Guthrie for their work on the report. He commented on his opportunity to speak to the first Indigenous Student Trustee from Thames Valley District School Board noting his opportunity to provide alternative input at the TVDSB level. The addition of an Indigenous Student Trustees at the LKDSB would continue the commitment to student voice. Student Trustee Guthrie commented that the addition of the position would benefit the LKDSB. Canada has been looking into and making peace with our First Nations People and this would be another important step and for student voice.

Director Costello confirmed that next steps would involve Administration gathering information and reporting back to the Board. Administration has gathered information from TVDSB on the process they used. Trustee Dodman commented on the samples of protocol from TVDSB.

#### Recorded Vote

##### Non-Binding Vote

Student Trustee Rogers	Yes
Student Trustee Guthrie	Yes

##### Binding Vote

Trustee Rising	Yes
Trustee Sasseville	Yes
Trustee McGregor	Yes
Trustee Campbell	Yes
Trustee McKinlay	Yes
Trustee Douglas	Yes
Trustee Fletcher	Yes
Trustee Murphy	Yes
Trustee Dodman	Yes
Trustee Bryce	Yes
Trustee Hudie	Yes

CARRIED

Rationale on Proposed Motion to Suspend EQAO Testing  
Report B-17-163

Moved by Jack Fletcher, seconded by Ruth Ann Dodman,

“That the Board write a letter to the Ministry of Education to recommend the suspension of EQAO testing in light of an ongoing review of curriculum, report cards and student assessments.”

Trustee Fletcher served the following Notice of Motion at the November 14, 2017 Board Meeting. *“That the Board write a letter to the Ministry of Education to recommend the suspension of EQAO testing in light of an ongoing review of curriculum, report cards and student assessments.”* Trustee Fletcher referenced the newspaper accounts in his written report contained in the Board Agenda. He referred to the second document he sent Trustees and clarified that he was not proposing a motion to end EQAO testing but a suspension of it until the Ministry review is finished. He commented on the need to make a strong statement to the Ministry that change is needed. The request for a suspension would send a message of how concerned Trustees are over the

need to revise the process. He referenced the seven recommendations in OPSBA's discussion paper on EQAO and Large Scale Testing in Ontario. He shared concerns that he heard from people over a number of years including, teaching to the test which could skew the results, stress on students over writing the tests, the comparison of schools and school boards, students' learning styles and life circumstances. Trustee Fletcher stated that he believes that the Board could achieve public accountability and improvements through randomized testing at a reduced cost. The saved dollars could be spent on providing direct support for learning in the classroom. He commented that until the needs and concerns regarding EQAO testing are addressed, the testing should be suspended.

Discussion ensued. Trustees commented on the detailed report provided by Trustee Fletcher. Trustees acknowledged that the current EQAO process is not perfect.

Trustee Hudie commented on EQAO being a snap shot of student learning not an entire year assessment of a child and noted the importance of cohort data obtained through annual testing. She praised the practice of the LKDSB to permit as many special needs students as possible to participate in EQAO testing. Trustee McKinlay questioned what it would mean academically to the LKDSB if testing did not occur over the next two years. Director Costello commented that the data obtained from the assessments is valuable provincially, at the Board level and school level. The acquisition of student achievement data drives Ministry policy changes, helps the LKDSB allocate resources and assists schools to set targets. He noted that it is one form of data that helps educators determine appropriate supports for students. He commented on the Ministry's current review of the curriculum and assessment methods to improve outcomes for students. Superintendent Lounsbury explained that EQAO offers Administration a different kind of assessment than what the classroom teachers do. EQAO assesses the skills built from Grades 1 to 3 and provides an overall picture of students. It provides information on student needs which are not determined through classroom assessment. EQAO data is also used to assist Special Need students. She commented that the assessment is valid and reliable. She commented that teachers teaching to the test is not necessarily a bad practice because the questions are higher order thinking questions and teachers are encouraged to use some of those types of questions for students in their classrooms. She acknowledged that the assessment does not always suit all students and explained that program staff work with teachers to try to mitigate circumstances that may cause some students stress. She explained that the Ministry researches the questions to be sure that all students can relate to the questions.

Trustee McKinlay commented on the fact that the Ministry is already in the process of reviewing EQAO assessments and supported continuing with the assessment. Student Trustee Guthrie commented on her experience meeting Norah Marsh, CEO of EQAO, at the Ontario Student Trustee Association conference she recently attended. She shared that a common theme from the discussions that occurred was that it is a flawed system but testing is important and having the information is important to advance the education system.

Trustee Sasseville spoke to the value of the data and the need to continue to gather valuable data through the current process. Trustee Murphy commented that measurement is never perfect but that does not mean the collection of data should be suspended. He noted the importance of continuity of data.

Student Trustee Rogers requested a recorded vote.

Student Trustee Rogers commented on his experience hearing Norah Marsh, CEO of EQAO, speak. He commented that there is nothing on the test that is

not in the curriculum and that teaching to the test can be a good thing. It encourages higher order thinking at an early stage. He commented on data that shows that students in Grades 7 to 12 are generally stressed in schools. Trustee Douglas commented on the benefits of the data outweighing the negatives noting students have a right to know if they are achieving at the provincial level. Trustee Rising commented on the First Nation perspective on data and the ILC interest in data from EQAO. She commented on some of the challenges with the current format but supported continuing the testing until it is replaced noting the importance of it from an accountability point of view.

Superintendent Sherman commented on student learning styles and advised that EQAO is modifying their process this year. EQAO is committed to making change based on a survey on student learning styles and needs. More time is being provided for non-identified students to complete the assessments. He noted the importance of assessment as part of the student learning process.

Director Costello confirmed that standard testing did not exist prior to EQAO testing. Data collection was left up to individual school boards.

Trustee Dodman commented on her experience as a scribe at schools during EQAO testing, the need to put the test in perspective and the need for assessment. Trustee McGregor supported the motion and stated that it was appropriate to review the process at this time.

Trustee Fletcher confirmed that he did ask Administration for their opinion at the November 14, 2017 Board Meeting. He recognized the value of EQAO testing but commented that it could be done in a different and better way. He commented on the importance of emphasizing that we are concerned and making sure that the Ministry realized that fact. He noted that it sounds like EQAO is acting faster and that it may be due to concerns expressed. He still expressed support for calling for a suspension at this time.

Recorded Vote

Non-Binding Vote

Student Trustee Guthrie		Yes
Student Trustee Rogers	No	

Binding Vote

Trustee Sasseville	No	
Trustee Rising	No	
Trustee McGregor		Yes
Trustee Dodman	No	
Trustee Bryce	No	
Trustee Hudie	No	
Trustee Murphy	No	
Trustee Fletcher		Yes
Trustee Campbell	No	
Trustee McKinlay	No	
Trustee Douglas	No	

MOTION DEFEATED.

Regulations on *Board Agenda Review Terms of Reference*  
Report B-17-164

Director Costello explained that according to LKDSB Regulations *LKDSB Board Committees: All LKDSB Board Committees must have Terms of Reference if the Terms of Reference are not prescribed in legislation, collective agreements or other LKDSB regulations.* At the August 29, 2017 Board Meeting, Trustees were informed of the need to develop Terms of Reference for the Board Agenda Review Committee, Indigenous Liaison Committee and Negotiations Committee. He advised that Chair Bryce and Vice-Chair Hudie assisted with developing the *Board Agenda Review Terms of Reference* regulations. He reviewed the content of the regulations.



#2017-194  
Regulations on *Board  
Agenda Review Terms of  
Reference* Approved

Moved by Elizabeth Hudie, seconded by Bob Murphy,

“That the Board approve new regulations on *Board Agenda Review  
Committee Terms of Reference.*”

Discussion ensued and it was agreed that the purpose of the committee should be added to the regulations. Administration will determine where to add the statement.

CARRIED.

Policy and Regulations  
on  
*Student Senate*  
Report B-17-165

Director Costello explained that the policy and regulations on *Student Senate* have been reviewed as part of the LKDSB cyclical review. The documents were shared with members of the Student Senate for input. Director Costello advised that there are no recommended changes to the Student Senate role. He suggested that the reference to two Student Trustees is not necessary and the document could just read Student Trustees. He explained that the suggested methods for schools to use to select student representatives be deleted from the regulations because it is covered in the corresponding administrative procedures. The section on the Ontario Educational Leadership Centre Student Council Course is also being proposed to be deleted because it is no longer relevant. #18 has been revised to reflect how the Student Senate Meetings are conducted and #22 has been revised to reflect the changes made to the LKDSB regulations on *Expense Reimbursement*.

Moved by Bob Murphy, seconded by Scott McKinlay,

“That the Board approve the review of the policy and revised regulations on *Student Senate.*”

#2017-195  
Policy and Regulations  
on  
*Student Senate* Approved

Director Costello confirmed that in #18, it would be a majority vote. He explained that the *two* Student Trustees would be retained in #4 because if there is an Indigenous Student Trustee added the Indigenous Student Trustee would not be elected by the Student Senate. He clarified that the intent in #2 is to ensure there is a quorum present if the Senate is required to vote. Student Trustee Guthrie commented on her experience attending OELC camp. Director Costello explained that in addition to the camp there used to be a course offered. It was agreed that the OELC reference would be removed but that would not prohibit a student from attending.

CARRIED.

Trustee McKinlay departed from the Meeting.

LKDSB Annual  
Accessibility Report  
Report B-17-166

Superintendent Girardi advised that at the November 14, 2017 Board Meeting, Trustees approved the LKDSB Multi-Year Accessibility Plan. He explained that Trustees were being presented with the LKDSB 2016/2017 Annual Accessibility Plan for approval. This report describes the measures that the LKDSB has taken in the past and measures that have been taken during the 2016/2017 school year to identify barriers and enhance accessibility for individuals who work, learn and participate in the LKDSB community and environment. Superintendent Girardi referenced the Special Education initiatives, the technology and language strategies. The LKDSB Annual Accessibility Plan has been reviewed by the members of the LKDSB Special Education Advisory Committee.

Moved by Jack Fletcher, seconded by Elizabeth Hudie,

“That the Board approve the LDKSB 2016/2017 Annual Accessibility Report.”

#2017-196  
LKDSB Annual  
Accessibility Report  
2016/2017 Approved

Chair Bryce thanked the committee members for their work on behalf of the LKDSB.

CARRIED.

## Student Senate Report

Student Trustees Guthrie and Rogers reported on the Student Senate Meeting held on November 20, 2017 via video conferences from the two Board Offices. Trustee Rogers commented on the delegation to Board by the representatives from NCIVS's Environmental Club. He advised that the Club also sent a well written letter to the Student Senate. Student Trustee Guthrie advised that the Student Senators reviewed their decision to focus on student voice and affirmed the importance of students having a voice in their education system. The Senators decided to focus on individual school needs around the theme of student voice and agreed that the school events would take place sometime between February 1 and March Break 2018. Student Trustee Rogers shared Trustee Murphy's suggestion that involved schools issuing passports to students who would acquire passport stamps to attend various activities. The passports would be entered into a draw at the end. Director Costello complemented the Student Senators on their plan and shared that the Recorder, Rihana Kukkadi, is maintaining an online journal to record all 12 projects and provide Senators with opportunity to share ideas. Trustee Murphy commented that there was clear consensus that the Senators wanted to localize their student voice initiatives. Trustees supported Director Costello's idea to invite the Senators to meet/present to Trustees.

## Special Education Advisory Committee Report B-17-167

Trustee Fletcher reported on the Special Education Advisory Committee meeting held on November 16, 2017 at Lambton County Development Services. The Manager of Community Skills Development with Lambton County Development Services, provided a brief history of Snoezelen rooms. Snoezelen has been proven to aid learning/development, help relax an agitated person, or, stimulate and raise alertness for those with sensory processing disorders. SEAC Members took a tour of the agency's facilities, including: The Snoezelen Room, Whirlpool Room, Resource Room and new accessible kitchen. He advised that the LKDSB has Snoezelen Rooms at Alexander Mackenzie Secondary School, Tecumseh Public School and Bridgeview Public School. He explained that SEAC members reviewed the LKDSB Annual Accessibility Report 2016/2017 and were encouraged to share their viewpoint regarding accessibility within Board-owned facilities if they ever become aware of issues.

## Indigenous Liaison Committee Report B-17-168

Trustee Rising reported on the November 15, 2017 meeting of the Indigenous Liaison Committee held at the Sarnia Education Centre. She advised that Xandra Bear-Lowen was the new Education Representative for Delaware First Nation and Mark Aquiosh was the new Education Representative for Walpole Island First Nation. She noted that Ministry of Education Regional Officer JoAnn Henry attended the meeting as well. Trustee Rising commented on the reports from the First Nation Communities. Aamjiwnaang First Nation is working toward the implementation of the Anishinabek Education System which comes into effect April 1, 2018. The LKDSB will be involved in discussions with Aamjiwnaang First Nation about the implications on current agreements. Delaware First Nation is working on a Language Strategy in their community in order to revitalize the Lenapee language. Kettle and Stony Point First Nation is in the process of hiring a new Education Manager. Walpole Island First Nation has initialized the creation of an Education Director position. The LKDSB MISA Lead, presented EQAO aggregated data for all students who participated in Grade 3, 6, 9 and Grade 10 OSSLT and also the disaggregated data for participating Indigenous students. While general information about the data was shared, First Nation representatives are encouraged to seek the necessary consents in order to have deeper conversations with the staff at individual schools about specific student performance on the provincial assessments. Marcia Falzetta, LKDSB Language Consultant, presented a power point

presentation about the current work being done with Native Language teachers to present quality programs supporting language development on a continuum. Trustee Rising advised that a wide variety of topics were covered during the meeting as well:

- 1.) The current Memorandum of Understanding about data is in need of being updated this year
- 2.) Pay parity for native language speakers with OCT qualified teachers
- 3.) Encourage recruiting and hiring practices for Indigenous people at all levels of the organization
- 4.) Self-identification policies for students and staff and the need for documentation
- 5.) Board Action Plan- questions about finances that support the Board Action Plan and the need for extensive collaboration with the four First Nations. Some ILC members will meet on December 7, 2017 at Aamjiwnaang Community Centre from 9:30 a.m. from 2:30 p.m. to work on the Plan.
- 6.) Creating a new position – Indigenous Education Lead to meet the criteria as outlined by the Ministry of Education
- 7.) The need for Terms of Reference for the Indigenous Liaison Committee
- 8.) Request for a written protocol between the LKDSB and the four First Nations

Trustee Rising commented on the funding around the creation of the Lead Position at a senior level and the need to have further discussion with the Board on the intent of how the money is supposed to be used. She advised that a meeting was scheduled for December 7, 2017 to develop the Board Action Plan which will include some of these items. Director Costello advised that he met with JoAnn Henry, Ministry of Education Regional Officer, and Taunya Paquette, Director Indigenous Education Office, and they both confirmed that the LKDSB has spent the money appropriately around the Lead Position. In response to Vice-Chair Hudie's question about the December 7 meeting, Trustee Rising indicated that the meeting was to discuss the Board Action Plan but there was a desire to talk about the ILC Terms of Reference and some of the other items as well through the process of planning the Board Action Plan.

Annual Audit Committee  
Report August 31 2017  
Report B-17-169

Trustee McGregor presented the Annual Audit Committee Report for the year ending August 31, 2017. He noted that Jonathan Krohn was the new external community member. He explained that the report is submitted to the province to demonstrate that the LKDSB complied with the Ontario Regulation requirements. The LKDSB independent internal auditors are Pricewaterhouse Coopers LLP.

Occupational Health and  
Safety Annual Summary  
Data  
Report B-17-170

Director Costello referred to the LKDSB Health and Safety Annual Improvement Plan 2016/2017 that was presented to Trustees at the October 24, 2017 Board Meeting. He presented the summary data covering the period from September 2011 to April 27, 2017. The data is reviewed by the members of the LKDSB Joint Health and Safety Committee on an ongoing basis. It was confirmed that the data presented only includes LKDSB staff. It does not include third party service providers (CYW, Bus Drivers). Director Costello advised that Administration would look into obtaining this data as well as the definitions for the terms included in the report.

Transition Committee  
Updates

Superintendent Girardi shared updates from the Tecumseh Public School Transition Committee. Tecumseh Public School and John N. Given Public School staff and students continue to participate in combined school activities. The committee responsible for the mascot and colours are connecting through email prior to their meeting to establish the criteria and process for determining

the mascot. They are corresponding with Chris Riley, LKDSB Indigenous Liaison, who presented at the November 13, 2017 Transition Meeting. The Memorabilia Committee has had some preliminary discussions about the process of determining how to decide on what to keep and display as well as how to provide opportunities for the community to be involved. The LKDSB has also brought forward plans for the parking area and concerns in this regard from the Transition Committee to the Municipality of Chatham Kent to discuss traffic on McNaughton Avenue.

Superintendent Girardi advised that the Great Lakes Secondary School Transition Committee had its last meeting on February 21, 2017 but the sub-committees have continued to work on the operational level items. School Activities, Student Services, Student Council and staff worked together to plan out the calendar for the year. They are working on harmonizing the awards, scholarships and commencement. The History and Memorabilia Committee continues to meet and is made up of staff, students, alumni and former staff. They have planned for the time capsule, cataloguing and photographing plaques, trophies, awards, yearbooks, old athletic uniforms, etc. They will be making decisions about what memorabilia to keep and what to provide to the Lambton Heritage Museum and the community. A tentative memorabilia showing and time capsule opening is scheduled for April 28, 2018. Superintendent Girardi provided an update on the construction at the Murphy Road site. Staff were involved in the building design. The demolition and abatement phase has been completed. According to the contractor's schedule, the renovations should be completed by August 14, 2018 and the addition by September 4, 2018.

Superintendent Girardi reported that the Wyoming Transition Committee has planned the Final Farewell Community Event at South Plympton Public School for Saturday, April 28, 2018. Construction at the Wyoming Public School site is progressing on schedule.

#### Trustee Questions

In response to Trustee Fletcher's question, Director Costello confirmed that the LKDSB is waiting for a response from the Ministry's Capital Planning Branch regarding the capital plan submitted for the new Kindergarten to Grade 12 School in Forest. A reply is expected in January 2018.

Trustee Murphy informed Trustees of a parent complaint he received about the English text resource her Grade 11 daughter's class was using that made a reference to a bloody rape by a screwdriver. He outlined the parent's severe reaction to this. He commented that the text is contrary to LKDSB Beliefs Statements and family's values. He noted that the work was award winning but questioned its suitability for students and asked if the Director was aware of the passage and was the Director committed to permanently replacing the text. Director Costello commented on the steps taken to provide a substitute text for the class. He advised that censorship is a very complex issue and explained that the LKDSB does not have a central process for approval of textbooks. Program department staff authorize the purchase of books for some courses like math. Textbook and resource selection for secondary English courses is very wide based on the Ontario curriculum. Director Costello confirmed that he was not aware that *The Rez Sisters* by Tomson Highway was being used in the class but felt that in the hands of a caring and sensitive teacher, the passages that may be distributing could be taught appropriately depending on the grade level. He confirmed that he has reviewed the referenced passage and commented that the Calls to Actin from the Truth and Reconciliation Commission requires that the history of residential schools be part of students' learning experience. Director Costello acknowledged that the passage may not

have been appropriate for this student. He confirmed that he was not prepared to guarantee that this book would be censored. It was confirmed that this class was the only LKDSB class using the resource.

Moved by Elizabeth Hudie, seconded Jack Fletcher,

#2017-197  
Motion to Extend the  
Board Meeting Approved

“That the Board extend the Board Meeting until the Agenda is completed.”

CARRIED.

Superintendent Lounsbury advised that program department staff encourage teachers to read the novels and let parents know, prior to the students reading the book, if there are any sensitive parts to the book so parents can choose whether they want their child to read the book or not. Superintendent Sherman spoke to the active process used to develop resources for students. He confirmed that he did follow up with the parents on this matter and alternative resources were provided. Trustee Murphy objected to the age appropriateness of the resource in the LKDSB school system. Trustee Rising expressed respect and support for the Director that the LKDSB was not censoring books noting that there are images in other books that could be disturbing. She explained that *The Rez Sisters* story was very close to a real life story of the murder of a lady. She noted that when the play was first released, one of her assailants was brought to justice. The topic is part of the collective consciousness of Canada. She supported keeping the ability for the teachers to choose text and supported having resources in place to ensure emotional safety. Superintendent Sherman confirmed that this incident has opened the discussions on emotional safety for students when reading challenging texts. There are curriculum resource guides provided for Grades 7 to 12 for this book that teachers access. The secondary program team is having sessions with teachers in the new year to look at the impact on students and how to move forward in a sensitive manner.

Announcements

The LKDSB Annual Organization Meeting will be held on Tuesday, December 5, 2017 at the Sarnia Education Centre at 7:00 p.m.

The next Regular Board Meeting will be held on Tuesday, January 16, 2018 at the Chatham Board Office, 7:00 p.m.

Chair Bryce announced that the LKDSB Executive Compensation Plan is posted on the LKDSB website for input from the public. It will remain on the website until December 27, 2017.

The Board reconvened to Private Session at 10:07 p.m.

Student Trustee Guthrie departed from the Meeting.

The Board reconvened to Public Session at 10:18 p.m.

Motions Emanating from  
the Regular Board Private  
Session

Moved by Ruth Ann Dodman, seconded by Dave Douglas,

“That the Board approve the 2017/2018 Internal Audit Plan.”

CARRIED.

#2017-198  
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.

Adjournment  
10:19 p.m.

There being no further business, Chair Bryce declared the meeting adjourned at 10:19 p.m.

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Chair of the Board

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Director of Education and Secretary of the Board

PRESENT:

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

Staff: Director of Education Jim Costello, Superintendents of Education, Angie Barrese, Gary Girardi, Helen Lane, Mark Sherman, Phil Warner, Public Relations Officer Heather Hughes

Student Trustees: Elisabeth Guthrie and Evan Rogers

Regrets: Trustee Bob Murphy, Superintendent of Business Brian McKay and Superintendent of Education Taf Lounsbury

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Director Costello called the meeting to order at 7:00 p.m. He advised that in accordance with the LKDSB Procedural By-laws and the Education Act, the Director presides over the meeting until a Chair of the Board is elected. He welcomed the members of the Errol Road Public School Choir. He shared that the Board has approximately 21,000 students in 64 schools with over 3,000 staff. He referred Trustees to the Board's Vision, Mission and Belief Statements and the Engagement Model displayed on the wall in the Board Room. He explained that the documents guide the decision making efforts of the Board. The Board seeks to engage with all stakeholders-students, staff and parents/community. He commented that the LKDSB is a progressive school board; one where staff are pushing the envelope of innovation to improve the learning conditions in classrooms with a strong incorporation of technology. Staff in schools are hardworking and have a strong focus on improving outcomes for all students. Trustees are often in LKDSB schools and see examples of engagement in action. He noted that Trustees and Administration work together to make decisions with the best interests of all students in mind. On behalf of the Senior Executive Team, he welcomed a new LKDSB organization and advised that Administration looks forward to working with the Trustees as we work to make our Board's Strategic Plan come to fruition.

Musical Performance Performance by the Errol Road Public School Choir.

Invocation Trustee Bryce delivered the invocation.

#2018-1 Appointment of Student Trustee Scrutineers Moved by Scott McKinlay, seconded by Ruth Ann Dodman, "That the Board appoint Student Trustees Guthrie and Rogers to serve as Scrutineers for the Annual Organization Meeting."

CARRIED.

Director Costello invited Trustees to submit nominations for the position of Chairperson of the Board for the term December 2017 to November 2018.

#2018-2 Nominations for Election of the Chair of the Board Moved by Jane Bryce, "That Elizabeth Hudie be nominated to serve as Chairperson of the Lambton Kent District School Board."

#2018-3  
Nominations Closed for  
Election of Chair of the  
Board

Moved by Jack Fletcher, seconded by Tom McGregor,

“That the nominations for Chairperson of the Board be closed.”

CARRIED.

Trustee Hudie allowed her name to stand.

Election of Chair

Trustee Hudie was acclaimed to the position of Chairperson of the Lambton Kent District School Board and assumed the Chairperson position.

Chair Hudie commented on the enjoyable performance of the Errol Road Public School Student Choir. She recognized the support she experienced throughout the past year from the members of Senior Administration and Trustees. She recognized Trustee Bryce’s dedication to students and public education and thanked her for her support and advice. She noted Board’s commitment to ensuring an equitable and inclusive environment for students and the importance of them feeling welcome and comfortable at school so they can have greater opportunities for academic success. She commented on the impact of declining enrolment on funding. She noted the positive way the members of the Chatham and Forest communities participated in the ARC process. She noted the positive feelings expressed about the move to Tecumseh Public School. She commented on the Forest area communities recognizing the need to work together to ensure a positive outcome for students, including the Kettle and Stony Point First Nation Community, and the Board’s continued pursuit of a Kindergarten to Grade 12 school in the Forest area. She commented that it was an honour to serve on the LKDSB and noted the effectiveness of the Board when all Trustees and Administration work together as a team. She confirmed that she will strive to represent the Board well over the next year.

Chair Hudie invited Trustees to submit names for nominations for the position of Vice-Chairperson of the Board for the term December 2017 to November 2018.

#2018-4  
Nominations for Vice-Chair  
of the Board

Moved by Jack Fletcher,

“That Scott McKinlay be nominated to serve as Vice-Chairperson of the Lambton Kent District School Board.”

CARRIED.

#2018-5  
Nominations Closed for  
Election of Vice-Chair of  
the Board

Moved by Jane Bryce, seconded by Ruth Ann Dodman,

“That the nominations for Vice-Chairperson of the Board be closed.”

CARRIED

Trustee McKinlay allowed her name to stand.

Election of Vice-Chair

Trustee McKinlay was acclaimed to the position of Vice-Chairperson of the Lambton Kent District School Board.

Vice-Chair McKinlay stated that he is looking forward to working with Chair Hudie and once again with Administration. He noted that, whenever the LKDSB moves back into the accommodation review process, the Board will face significant challenges as it moves forward. He noted that in the past the Board has worked with Administration to come up with good and well thought plans and it will need to continue this work. He commented that the Trustees are very fortunate to have the Board that we have. He noted that the Trustees and Senior Administration work well as a team and the critical importance of disagreeing in a respectful manner.

Chair Hudie invited Trustees to submit nominations for the position of Ontario Public School Boards' Association (OPSBA) Delegate for the LKDSB.

#2018-6  
Nomination for OPSBA  
Delegate

Moved by Jack Fletcher,

"That Tom McGregor be nominated to serve as the LKDSB delegate to the Ontario Public School Boards' Association."

#2018-7  
Nomination Closed for  
OPSBA Delegate

Moved by Jack Fletcher, seconded by Jane Bryce,

"That the nominations for the LKDSB Delegate to the Ontario Public School Boards' Association be closed."

CARRIED.

Trustee McGregor allowed his name to stand.

OPSBA Delegate

Trustee McGregor was acclaimed as the LKDSB Delegate to the Ontario Public School Boards' Association.

Chair Hudie invited Trustees to submit nominations for the position of Ontario Public School Boards' Association (OPSBA) Alternate for the LKDSB.

#2018-8  
Nominations for Election of  
OPSBA Alternate

Moved by Randy Campbell,

"That Jack Fletcher be nominated to serve as the LKDSB Alternate to the Ontario Public School Boards' Association."

#2018-9  
Nominations for OPSBA  
Alternate be closed

Moved by Tom McGregor, seconded by Tom McGregor,

"That the nominations for the LKDSB Alternate to the Ontario Public School Boards' Association be closed."

CARRIED.

Trustee Fletcher advised that he would allow his name to stand.

Election of OPSBA  
Alternate

Trustee Fletcher was acclaimed to the position of the LKDSB Alternate for the Ontario Public School Boards' Association. Trustee Fletcher commented that he welcomed the opportunity to support Trustee McGregor in his role as OPSBA Director/Delegate. He encouraged all Trustees to stay involved with OPSBA because OPSBA has the Minister of Education's ear.

The Striking Committee, comprised of the Immediate Past-Chair, Chair, Vice-Chair and Director of Education, retired to meet and confirm Trustees' Board Committee appointments for the upcoming year.

Report of the Striking  
Committee  
Report B-18-01

Chair Hudie presented the report of the Striking Committee. Trustees were provided with copies of the LKDSB Trustee Board Committee assignments. All committees are required to elect a Chair for the Committee at the first meeting.

#2018-10  
Committee Structure for  
2017/2018  
Report B-18-01

Moved by Jack Fletcher, seconded by Dave Douglas,

"That the Striking Committee Report on the Board Committee assignments for 2017/2018 be approved as outlined in Report B-18-01."

CARRIED.



#2018-11  
Appointment of Signing  
Officers of the Board  
Report B-18-02

Moved by Jane Bryce, seconded by Randy Campbell,

"That for the term December 2017 to November 2018 the Board appoint Jim Costello, Director of Education and Secretary of the Board, and Brian McKay, Superintendent of Business and Treasurer of the Board, as the official signing officers of the Board."

CARRIED.

#2018-12  
Appointment of Legal  
Counsel for the Board  
Report B-18-02

Moved Ruth Ann Dodman, seconded by Shannon Sasseville

"That for the term December 2017 to November 2018, the Board appoint the legal firms of (a) Hicks Morley; (b) Carscallen, Reinhart, Mathany, Maslak, Anderson and c) Harrison Pensa as its official legal firms to conduct business."

CARRIED.

Adjournment:  
8:05 p.m.

There being no further business of the Board, Chair Hudie declared the Meeting adjourned at 8:05 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

**DATE:** January 16, 2018

**SUBJECT:** Policy and Regulations *Electronic Meetings*

---

The policy and regulations on *Electronic Meetings* have been reviewed as part of the LKDSB cyclical review.

The documents continue to reflect the philosophy of the LKDSB. Changes to the documents are not recommended.

**Recommendation:**

**“That the Board approve the review of the policy and regulations on *Electronic Meetings*.”**



**POLICY**

<b>SUBJECT:      Electronic Meetings</b>
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It is the policy of the Lambton Kent District School Board to provide for the use of electronic means to facilitate Trustee participation at Board Meetings in accordance with Ontario Regulation 463/97.

Implementation Date: September 27, 2005  
Reviewed: May 27, 2007  
Revised: November 24, 2009  
Revised: May 14, 2013

Reference: Ontario Reg. 463/97  
LKDSB Regulations



## **REGULATIONS**

<b>SUBJECT:      Electronic Meetings</b>
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1. The Board may hold Special Meetings of the Board via electronic means to facilitate decision-making by the Board with respect to urgent items. Trustees would be encouraged to be present at the Sarnia Education Centre or the Chatham Regional Education Centre to participate.
2. Trustees may participate in Board Meetings via electronic means in situations where it is impossible to travel to the location of the Board Meeting. The intent is not to discourage Trustees from physically attending Board Meetings, but to be considered as an option only when circumstances absolutely prevent a Trustee from being physically present at a Board Meeting.
3. Trustees participating in Board Meetings via electronic means would be deemed present and able to fully participate in the Meetings.
4. Rules of confidentiality shall be observed during Private Session.
5. Trustees are required to notify the Director of Education by 2:00 p.m. on the day of the Board Meeting if they plan to participate via teleconference.

Implementation Date: November 24, 2009

Revised: May 14, 2013

Reference: Ontario Reg. 463/97  
LKDSB Policy

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: January 16, 2018

SUBJECT: Policy and Regulations *School Food and Beverages*

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The policy and regulations on *School Food and Beverages* have been reviewed as part of the LKDSB cyclical review.

One change was made to the regulations to remove the reference to the phase in stage of the Ministry requirements.

**Recommendation:**

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



## **POLICY**

**Subject: School Food and Beverages**

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

Implementation Date: April 12, 2011

Reviewed: May 13, 2014

Reference: Ministry of Education School Food and Beverage Policy  
Healthy Food for Health Schools Act 2008  
Ontario Regulation 200/08 *Trans Fat Standards*



## REGULATIONS

**Subject: School Food and Beverages**

1. Administration, staff, parents/guardians, volunteers and guests will promote and support healthier food choices for students.
2. The nutrition standards apply to all food and beverages sold in all venues (e.g., cafeterias, vending machines, tuck shops), through all programs (e.g., catered lunch programs), and at all events (e.g., bake sales, sports events) as per *Ministry of Education School Food and Beverage Policy Resource Guide, 2010 Sell Most Category*.
3. The policy will apply:
  - to all events that involve students at school, regardless of the time of day or night
  - to students only
  - to all food and beverages that are sold or given to students, including Student Nutrition Programs, school lunches and special events
  - to extra-curricular activities
  - to fund raising activities
4. The standards do not apply to food and beverages that are:
  - offered in schools to students at no cost by a classmate;
  - brought from home or purchased off school premises and are not for resale in schools;
  - available for purchase during field trips off school premises;
  - sold in schools for non-school purposes (e.g., sold by an outside organization that is using the gymnasium after school hours for a non-school-related event);
  - sold in staff rooms.
5. The principal will orient students, teachers, cafeteria staff, volunteers and school councils to the Ministry of Education School Food and Beverage Policy, Resource Guide and website and the Board's nutrition and beverage policy and regulations.
- ~~6. All persons involved in the sale or provision of food and beverage to students will be engaged in surveying the current state of affairs and the development of a plan to move to compliance with the Nutrition and Beverage policy.~~
7. The principal in consultation with the school council will determine the ten events that will be exempted from the food and beverage policy.

8. Staff and volunteers will be made aware that energy drinks and energy bars will not be given or sold to student-athletes.
9. The School Assessment Survey in the Ministry of Education Resource Guide shall be used to determine whether any and all foods available to students, either for sale or free of charge, are appropriate. In secondary schools, this also applies to vending machines (*Ministry of Education School Food and Beverage Policy Resource Guide, 2010* page 43).
10. As a general statement, the most desirable food choices are those that are found in the Ministry guidelines in the “Sell Most” category. Foods in this category are generally low in fat and sodium, are fortified and high in fiber and calcium. For more details, refer to pages 4 and 71 to 82 of the *Ministry of Education School Food and Beverage Policy Resource Guide, 2010*.
11. As a general statement, the least desirable food choices are those that are found in the Ministry guidelines in the “Not Permitted” category. Foods in this category are generally high in fat and sodium, low in fiber and calcium and are not fortified. For more details, refer to pages 4 and 71 to 82 of the *Ministry of Education School Food and Beverage Policy Resource Guide, 2010*.
12. Principals will provide a Letter of Compliance (attached) to Off-Site Food Service Supplier.
13. Off-Site Food Service Supplier must contact the local Public Health Unit and provide to them a copy of the product list which includes nutrition facts and serving sizes for approval. Foods offered for approval will be from the Sell Most category.
14. The Public Health Unit will return the signed Letter of Compliance to the school prior to the start of each school year.

Implementation Date: April 12, 2011  
Revised: October 9, 2012, May 13, 2014

Reference: LKDSB Policy, Regulations *Food and Beverages*  
Ministry of Education School Food and Beverage Policy  
Healthy Food for Health Schools Act 2008  
Ontario Regulation 200/08 *Trans Fat Standards*



**OFF-SITE FOOD SERVICE SUPPLIER  
LETTER OF COMPLIANCE**

Name of Off-Site Food Service Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Name of School: \_\_\_\_\_

We/I, the above named Off-Site Food Service Supplier, have read and understand the requirements of the Ministry of Education's School Food and Beverage Policy.

We/I have assessed the products that we are selling in your school against the requirements of the School Food and Beverage Policy and confirm that:

- All food and all beverage choices offered for sale in schools are from the *Sell Most* category.
- The attached product list, which includes nutrition facts and serving size must be reviewed and approved by a Registered Dietitian of the local Public Health Unit.
- Food services must be approved and inspected by a Public Health Inspector, in accordance with the Food Premises Regulations 562-90.
- Requesting approval for the purpose of community based fundraising by schools.
- It is understood that the Lambton Kent District School Board and its schools are under no obligation to utilize the services of Off-Site Food Service Suppliers or Fundraising Corporations who meet Letter of Compliance regulations.

\_\_\_\_\_  
Signature of Off-Site Food Service Supplier

\_\_\_\_\_  
Date

**Off-Site Food Service Suppliers are to fax completed Letter of Compliance to attention of the Registered Dietitian with the Public Health Unit in your area:**

Chatham-Kent Public Health Unit  
Municipality of Chatham-Kent  
Att: Jennelle Arnew, RD, BSc, MSc  
Phone: 519-352-7270 ext. 2493  
Fax: 519-352-2166  
Email: jennellea@chatham-kent.ca

County of Lambton  
Lambton Public Health  
Att: Connie VanBellinghen, RD, BSc.  
Phone: 519-344-2062 ext. 2349  
Fax: 519-344-2025  
Email: connie.mallete@county-lambton.on.ca

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I have reviewed the attached product list, which includes nutrition facts and serving size and confirm that it meets the requirements of the *Sell Most* category.

\_\_\_\_\_  
Signature of Registered Dietitian with the  
Public Health Unit

\_\_\_\_\_  
Date

For additional information on the Lambton Kent District School Board School Food and Beverages Policy please visit [www.lkdsb.net](http://www.lkdsb.net)

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: January 16, 2018

SUBJECT: Policy and Regulations *Student Funding Raising and Canvassing*

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The policy and regulations on *Student Fund Raising and Canvassing* have been reviewed as part of the LKDSB cyclical review.

The documents continue to reflect the philosophy of the LKDSB. Changes to the documents are not recommended.

**Recommendation:**

**“That the Board approve the review of the policy and regulations on *Student Fund Raising and Canvassing*.”**



## POLICY

**SUBJECT: Student Fund Raising and Canvassing**

It is the policy of the Lambton Kent District School Board to permit canvassing and fund raising by schools for educational and/or charitable purposes, as approved by the Principal, and under conditions which protect instructional time, student safety, prevent the exploitation of students and comply with applicable legislation.

Implementation Date: December 8, 1998  
Revised: November 27, 2001  
Reviewed: February 28, 2006, January 11, 2011  
Revised: April 24, 2012  
Reviewed: January 14, 2014

Reference: LKDSB Policy, Administrative Procedures *Student Fund Raising and Canvassing*  
LKDSB Policy, Regulations, Administrative Procedures *School Generated Funds*  
LKDSB Policy, Regulations, Administrative Procedures *School Food and Beverages*  
Healthy Food for Health Schools Act 2008  
Ontario Regulation 200/08 *Trans Fat Standards*  
Ministry of Education School Food and Beverage Policy Resource Guide, 2010.



## **REGULATIONS**

**SUBJECT:       STUDENT FUND RAISING AND CANVASSING**

1.     The purpose of fund raising and canvassing is for the enhancement of students' programs and services for such things as:
  - a)     excursions;
  - b)     special school events and athletics;
  - c)     additional equipment, supplies and services;
  - d)     charitable purposes;
  - e)     scholarships and bursaries;
  - f)     guest speakers;
  - g)     ceremonies;
  - h)     awards.
2.     The Principal is responsible for all fund raising and canvassing activities involving the school.
3.     The Principal, in consultation with the School Council, must approve all fund raising and canvassing projects conducted by associations in the name of the school. All activities should reflect the diversity, values and priorities of the local school community and school board.
4.     All charitable organizations will be considered equally.
5.     The Principal must ensure that fund raising and canvassing activities support student achievement and not detract from the learning environment.
6.     The Principal shall refer any fund raising activities that involve corporate advertising to the Director of Education or designate.
7.     The Principal must inform parents and staff that involvement in fund raising and canvassing is voluntary.
8.     Parental consent is required for any student under the age of 18 in order for the student to participate.
9.     In determining the type of fund raising and canvassing activities, the Principal must consider the age and safety of the pupils and the benefit to the school. Students involved in fund raising activities require appropriate supervision.

10. The Principal may allow a person or an enterprise to sponsor a fund raising event or activity in a school. Schools may acknowledge sponsorships in a manner acceptable to the Principal and School Council/Community.
11. It is strongly recommended that the fund raising activities follow the *Ministry of Education School Food and Beverage Policy Resource Guide, 2010*.
12. The Principal is responsible for all funds raised in the name of the school.
11. The Principal is responsible for managing all expenditures through the Board's School Banking Program in compliance with *School Generated Regulation Funds Regulation R-BU-504*.
12. Disbursements from funds raised in the name of the school shall be signed by at least two persons, one of whom shall be the Principal or designate; the other individual shall be the Chair of the association responsible for the fund raising activity or delegate.

The following accounts do not require the principal's signature:

- accounts maintained by local Home and School Associations affiliated with the Ontario Federation of Home and School Association do not require the principal's signature. The Home and School Accounts are accountable through OFHSA Constitution and Bylaws.
- accounts maintained by School Booster Clubs that are incorporated through the Ministry of Consumer and Commercial Relations do not require the principal's signature. Accountability for these accounts is the mandate of the municipality.

13. Each June, the Principal shall prepare a report listing the projects used to raise funds, the amount of money raised and the projects for which the funds were used. The report shall be kept at the school and be available, to the Board upon request. A summary of the report shall be made public in the final school newsletter of the school year.
14. The Lambton Kent District School Board will conduct random audits of the records of the fund raising and canvassing activities of the schools.

Implementation Date: December 8, 1998  
Revised: August 26, 2003, February 28, 2006, January 11, 2011, April 24, 2012,  
January 14, 2014

Reference: LKDSB Policy, Administrative Procedures *Student Fund Raising and Canvassing*  
LKDSB Policy, Regulations, Administrative Procedures *School Generated Funds*  
LKDSB Policy, Regulations, Administrative Procedures *School Food and Beverages*  
Healthy Food for Health Schools Act 2008  
Ontario Regulation 200/08 *Trans Fat Standards*  
Ministry of Education *School Food and Beverage Policy Resource Guide, 2010*.

**REGULAR BOARD, PUBLIC SESSION**

**REPORT TO BOARD**

**FROM:** Jim Costello, Director of Education

**DATE:** January 16, 2018

**SUBJECT:** Policy and Regulations *Accessibility Standards - Customer Service*

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The policy and regulations on *Accessibility Standards – Customer Service* have been reviewed as part of the LKDSB cyclical review.

Changes have been made to the regulations to reflect accommodation requirements and the mandatory training for volunteers.

**Recommendation:**

**“That the Board approve the review of the policy and revised regulations on *Accessibility Standards – Customer Service.*”**



## **POLICY**

**SUBJECT: Accessibility Standards: Customer Service, Information,  
Communication, Employment and Student Transportation**

It is the policy of the Lambton Kent District School Board to provide an environment that fosters independence, dignity and respect for all members of the Lambton Kent District School Board community.

Implementation Date: November 24, 2009

Revised: February 12, 2013

Reference: Accessibility for Ontarians with Disabilities Act, 2005 (AODA)  
Accessibility Standard for Customer Service, Ontario Regulation 429/07  
Integrated Accessibility Standards, Ontario Regulation 191/11  
Ontario Human Rights Code  
Ontarians with Disabilities Act, 2001

DRAFT

## REGULATIONS

**SUBJECT: Accessibility Standards – Customer Service**

The Lambton Kent District School Board (LKDSB) is committed to

- o providing services that are free of barriers and biases to our students, staff, parents/guardians and school community;
- o ~~committed to~~ ensuring that people with disabilities have the same opportunity of access to our services **at no additional cost to the individual**; and
- o meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to information and communication, employment, and student transportation.

### Definitions

Customer: Any person who uses the services of the Board.

Assistive Device: Any device used by people with disabilities to help with daily living. Assistive devices include a range of products such as wheelchairs, walkers, mobility scooters, white canes, oxygen tanks, electronic communication devices.

Service Animal: An animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a medical practitioner.

Support Person: A person who assists or interprets for a person with a disability as the services of the Board are accessed. A support person is distinct from an employee who supports a student in the system.

Third Party Contractor: Any person or organization acting on behalf of or as an agent of the Board (e.g. bus operators).

Barriers to Accessibility: Anything that prevents a person with a disability from fully participating in all aspects of the services of the Board. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, a technological barrier.

Accommodation: A means, through reasonable efforts, of preventing and removing barriers that impede individuals with disabilities from participating fully in the service of the Board.



1. The Board will make reasonable efforts to ensure that all policies, practices and procedures from the date of this policy forward are consistent with the principles of independence, dignity, integration and equality of opportunity to all with particular attention for persons with disabilities.
2. The Board will welcome all members of the school and broader community to its facilities by committing its staff and volunteers to providing services that respect the independence and dignity of persons with disabilities. Services include, but are not limited to, the use of assistive devices, ~~and~~ service animals ~~and~~ technology.
3. The Board will provide mandatory training for all staff ~~and~~ volunteers who deal with the public or other third parties on behalf of the Board to ensure greater awareness and responsiveness to the needs of a person with disabilities.
4. ~~Training as identified in No. 3 will be provided to all staff and to volunteers. Mandatory training will be provided to all new staff and volunteers will become as a component of their orientation. training and will be provided must be completed within a reasonable timeframe.~~ Mandatory training will be provided to all new staff ~~and~~ volunteers as a component of their orientation.
5. The Board will ensure that its policies and procedures related to the *Accessibility for Ontarians with Disabilities Act, 2005* are made available to the public and also ensure there is capacity to provide communication about these policies and procedures in a format that takes into account a person's disability.
6. The Board will post a disruption of service notice on the LKDSB website when services that are normally provided to a person with a disability are temporarily unavailable.
7. The Board will monitor the effectiveness of implementation of the Accessible Customer Service Standard through the process developed for receiving and responding to feedback. Information about the feedback process is available to the public through the LKDSB website ~~and the~~ **Annual Accessibility Plan**.
8. The Board, ~~and all its managers and school-based administrators~~ Administration, Principals and **Central Office Department Managers** will take into account the impact on persons with disabilities when purchasing new equipment, designing new systems or planning a new initiative.

Implementation Date: November 24, 2009  
 Revised: February 12, 2013

Reference: LKDSB *Policy Accessibility Standards: Customer Service, Information, Communication, Employment and Student Transportation*  
 LKDSB Administrative Procedures  
 Ontario Regulation 429/07 Accessibility Standards for Customer Service

**REGULAR BOARD, PUBLIC SESSION**

**REPORT TO BOARD**

**FROM:** Jim Costello, Director of Education

**DATE:** January 16, 2018

**SUBJECT:** Policy and Regulations *School Councils*

---

The policy and regulations on *School Councils* have been reviewed as part of the LKDSB cyclical review.

The introductory statement from the policy has been added to the regulations. Revisions have been made to the regulations to reflect the election/selection process for School Council members and to add flexibility in the number of school council members. Other housekeeping changes have been made for clarification.

**Recommendation:**

**“That the Board approve the revised policy and regulations on *School Councils*.”**



**POLICY**

**SUBJECT: School Councils**

~~The Lambton Kent District School Board recognizes that education is a shared responsibility involving school staffs, students and their families, and members of the community. All of these groups should, therefore, have the opportunity to advise in educational matters with the aim of strengthening schools in order to improve student performance. It is expected that School Councils will provide a forum for people interested in public education to work cooperatively to develop common goals and plans to achieve these goals at the school level, and will act in an advisory capacity to school principals and to the Board.~~

It is the policy of the Lambton Kent District School Board to direct the establishment of a School Council at every school within its jurisdiction as per Ontario Regulation 612/00.

Implementation Date: March 28, 2000  
Revised: May 25, 2002, May 27, 2008,

Reference: LKDSB School Council Regulations and Procedures  
Ontario Regulation 612/00

## REGULATIONS

**SUBJECT: School Councils**

The Lambton Kent District School Board recognizes that student success is achieved through shared responsibility of students, staff, families and community partners. School Councils provide a forum for parents, school staff and other members of the school community to work collaboratively to develop goals to improve student achievement and well-being, and to enhance the accountability of public education. The School Council will act in an advisory capacity to the School Principal and where appropriate, to the Board.

Each school within the jurisdiction of the Lambton Kent District School Board is required to establish a School Council as per Ontario Regulation 612/00.

### STRUCTURE AND COMPOSITION OF SCHOOL COUNCILS

1. Official Name

The official name of a School Council for a school shall be “The \_\_\_\_\_ School Council” or “The School Council for \_\_\_.” (Insert the name of the school in the blank.)

2. Membership

Parents/guardians shall form the majority of the School Council. It is expected that the membership of the Council will reflect the diversity of the school community. In defining a school community, considerations may include such aspects as geography, language, cultural, ethnic, economic, business, demographics, seniors or school boundaries. All members on the School Council are equal partners.

The membership of a School Council shall be appointed or elected, as appropriate, from all parents/guardians of students in the school, the school principal, students (optional in elementary schools), teaching and support staff, plus appointed community members.

Membership of a School Council, **where possible** shall be governed by Section 3 – Composition of Ontario Regulation 6/2/00 and shall include:

- 6 to 15 parents/guardians of students enrolled in the school (~~except in the adult day school where parent positions shall be held by students~~);
- 1 community representative;
- in a secondary school, 1 student appointed by the student council;
- in an elementary school, the principal will consult with other members of the school council to invite 1 student representative to serve on council. If interest is demonstrated by a student, the principal will appoint the student to council
- 1 teacher (other than the principal or vice-principal) assigned to the school;
- 1 non-teaching employee assigned to the school; and
- the school principal.

The total membership of each school council shall be at least 10 (~~unless in extenuating circumstances~~).

### 3. Selection of Membership

Membership on the School Council ~~shall be governed by Sections 4 and 5 — Elections of Ontario Regulations 612/00~~ and shall be determined as follows:

- ~~the 6 to 15~~ Parents/guardians shall be nominated /elected by parents and guardians of students enrolled in the school;
- ~~The 4~~ community representative shall be appointed by the Council.
- ~~The 4~~ secondary student representative shall be appointed by the student council; and the elementary student representative appointed by the principal after consultation with the school council
- ~~The 4~~ teacher representative shall be nominated and elected by members of the teaching staff assigned to the school;
- ~~The 4~~ non-teaching employee shall be nominated and elected by non-teaching employees assigned to the school; and
- ~~The~~ school principal shall be a designated non-voting member.

### 4. Chair

The Chair will be a parent/guardian member elected by the School Council at the first meeting following the ~~selection/election by~~ of the Council as a whole.

### 5. Other Officers of the School Council

The School Council will elect a recording secretary at the first meeting. In order to facilitate its work, a School Council may decide to have other officers such as Vice-Chair or a Treasurer in addition to a Chair/~~Co-Chair~~ and Secretary. Council would elect members to these positions at the first meeting.

### 6. Reimbursement of Expenses

School Council members shall not receive remuneration for serving as a member of a School Council. Reimbursement for expenses incurred as an officer or a member of a School Council will be provided in accordance with the Policy established by the Board.

### 7. By-laws

The Board Regulations and Administrative Procedures shall serve as by-laws for School Councils to address the following:

- Election procedures
- Filling vacancies
- Conflict of interest
- Conflict resolution procedures

## ELECTIONS

### 8. Nominations

Persons shall be ~~selected/elected to~~ for the School Council by ~~volunteering/self~~ nomination and voting (~~if numbers of interested parents exceed 15~~). Individuals must notify the principal at least 10 days prior to the election (~~if required~~). If the number of ~~volunteers~~/nominees is equal to or fewer than the number of elected positions, then the nominees fill those positions by acclamation.

## 9. Selection/Election of Parent/Guardian Members

The **selection**/election of parent/**guardian** members of School Councils shall be held during the first 30 days of each school year.

- A person is qualified to be a parent/**guardian** member of a School Council if he or she is a parent/**guardian** of a student who is enrolled in the school.
- A person is not qualified to be a parent/**guardian** member of a school council if,
  - he or she is employed at the school; or
  - he or she is employed elsewhere by the Board, unless he or she takes reasonable steps to inform people qualified to ~~vote in the election of~~ **select/vote for** parent members of that employment
- In the event that an election is needed:

A person is qualified to vote in an election of parent/**guardian** members of a School Council if he or she is a parent/**guardian** of a pupil who is enrolled in the school.
- ~~The School Council Chair, in collaboration with~~ The Principal, will set the date of the election of parent members. The Principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date, time and location of the election to every parent of a pupil who is enrolled in the school.
- The notice may be given by,
  - giving the notice to the parent/**guardian**'s child for delivery to his or her parent **via school newsletter**;
  - **posting the notice on the school website** and
  - posting the notice in the school in a location that is accessible to parent.
- The election of parent/**guardian** members shall be by secret ballot.
- The Principal shall preside over the election proceedings until the election of the Chair.

### Other Elections (If required)

The elections of non-parent/**guardian** members of School Councils shall be held during the first 30 days of each school year.

- (a) A person is qualified to vote in an election of a teaching member of a School Council if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.
- (b) A person is qualified to vote in an election of a non-teaching staff member of a School Council if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school.
- (c) A person is qualified to vote in an election of a student member of a School Council if he or she is a pupil enrolled in the secondary school.

## 10. Term of Office

The term of office for **selected**/elected and appointed positions to the School Council shall be for one year commencing the day after the election. ~~(and may be up to two years)~~

**Selected**/Elected and appointed members may seek additional terms.

## 11. Vacancies

~~If vacancies remain after the nomination process, the members of the Council shall fill the vacancies by appointing eligible persons.~~ The School Council selecting an eligible person to complete the vacating member's term of office may fill a vacant position created during a

term. A vacancy in the membership of a school council does not prevent the School Council from exercising its authority.

If a member does not attend three consecutive regular meetings, without a reason acceptable to the School Council, the position may be deemed to be vacant by the School Council.

## 12. Meetings

A School Council shall meet:

- within the first 35 days of the school year, after the elections are held, on a date fixed by the Principal of the school
- at least four times during the school year.
- All meetings of a school council shall be open to the public.
- All meetings of a school council shall be held at a location that is accessible to the public. A school council may hold its meetings at the school.
- The Principal of a school shall, on behalf of the School Council, give written notice of the dates, times and locations of the meetings of the Council to every parent/**guardian** of students enrolled in the school.
- The notice required may be given by:
  - giving the notice to the parent/guardian's child for delivery to the home **via school newsletter**;
  - **posting the notice on the school website and**
  - posting the notice in the school in a location that is accessible to parent/guardians.
- The School Council shall have access to reasonable photocopying and support to facilitate the operations of the school council.

## 13. Quorum Requirements

A meeting of the School Council cannot be held unless:

- a majority of the current members of the School Council who are present at the meeting; and
- a majority of the members of the School Council who are present at the meeting are parent members.

## 14. Meeting Agenda

- The Chair, the Principal, a member, or a sub-committee of the School Council may initiate matters for discussion and the agenda should conform to the matters for which the School Council has an advisory responsibility. The agenda should include an opportunity for public input.
- The Chair of the School Council shall prepare the agenda for School Council meetings in consultation with the Principal.

## 15. Consensus/Decision Making

- Consensus decision-making will be used by the School Council to resolve the matter being discussed. Consensus exists when all present can support or accept what is proposed with no one standing in opposition. Consensus need not be time-bound and a decision may change on the basis of new or additional information.
- When a disagreement arises, school councils, School Council members and principals are encouraged to meet and discuss the concern in an effort to resolve the dispute internally.
- If, after a meeting, there is still disagreement or the relationship cannot be improved, the following dispute resolution process should be used:

- a) The Principal shall ask the school's Superintendent of Education to appoint a mediator to attend a meeting of the parties in an attempt to resolve the problem or to improve the relationship.
- b) The mediator shall be neutral and shall not render any decision in the matter, but shall assist the parties in resolving the problem or improving the relationship.
- c) At the meeting, the mediator shall explain **their his/her** role to the School Council or member, and invite those present to each outline their concerns and proposed solutions. The mediator shall assist the parties in coming to the resolution that would most benefit the school.
- d) The mediator shall report the resolution, or lack of resolution, to the school's Superintendent of Education.
- e) Where the mediator reports a lack of resolution, the school's Superintendent of Education shall request a written report from each party outlining the perceived problems and attempts at resolution. This report shall be forwarded to the Director of Education.
- f) The Director of Education shall review the situation and make recommendations accordingly.

#### 16. Special Meetings

A special meeting of the School Council may be held:

- a) at any time decided by the School Council, provided that all members are notified twenty-four hours in advance of the time, date, place and purpose of the meeting; or
- b) upon a written request by at least three members being given to the Chair of the School Council.

The business of any special meeting must be confined to the purpose for which it was convened.

#### 17. Committees

- a) A School Council may establish committees to make recommendations to the School Council.
- b) Every committee of a School Council must include at least one parent member of the School Council.

### ROLES AND RESPONSIBILITIES OF THE SCHOOL COUNCILS

#### 18. Advisory Responsibilities

School Councils shall act as advisory bodies. The principal will solicit the views of the School Council and the School Council will provide input to the school principal, and where appropriate, to the Lambton Kent District School Board on any of the matters listed below that the School Council has identified as priorities:

- provide input in the determination of the local school year calendar;
- provide input for scheduling significant school events;
- review and suggest revisions to the school code of student behaviour;
- provide input into curriculum and program goals and priorities;
- provide input regarding the school's achievement in provincial and school board assessments to support and improve programs delivered in the school;
- assist in the preparation and review of the school profile and the overall growth plan for the school;
- assist in the preparation and review of the principal profile for consideration by the Board in its selection of school principal;
- provide input into the school's budget priorities including the local capital improvement plan, for consideration during the Board's annual budget review;
- provide input and support into school-based services and community partnerships



- related to social, health, recreational and nutritional programs;
- report to parents and the community;
- assist in developing school-community communication strategies;
- support extra-curricular activities in the school;
- support the community use of school facilities and be aware of current Board policy and regulations;
- assist and make recommendations related to the local coordination of services for children and youth; and
- provide input into the development, implementation and revision of current Ministry and Board policies;
- provide input on any other topic agreed to by the School Council that is felt important to the school community.

19. The School Council shall also:

- maintain minutes of meetings, and financial records, for a period of at least 4 years
- submit, at the end of its term, a written Annual Report to the principal, and to the **Board-Director of Education** outlining its goals, activities, and achievements. If the School Council engages in fundraising activities, the annual report shall include a report on those activities. The principal will give a copy of this report to every parent.
- annually review the Principal Profile and submit a copy of the profile to the Superintendent of Education – ~~Operations~~ **Human Resources** for consideration by the Board in its selection of a school principal.
- organize information and training sessions to enable members of the School Council to develop their skills as School Council members;
- communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the School Council, and to report on the activities of the School Council to the school community; and
- promote the best interests of the school community.

20. The School Council may organize and run fundraising events as they deem necessary for the benefit of students, provided such fund raising activities are conducted in accordance with Board policies, regulations and ~~guidelines~~ **procedures**. **The Principal is responsible for all fund raising activities involving the school.**

21. Conflict of Interest

- The *Municipal Conflict of Interest Act* applies to elected and, in some cases, appointed officials on local School Councils, committees and boards, including district school boards. This *Act* also applies to members of advisory committees and other committees established under the *Education Act*.
- The main purpose of the conflict-of-interest legislation is to protect the public and ensure that public officials do not benefit financially from their position of trust. The *Act* allows members to take responsibility by identifying any conflict and declaring it openly.
- Conflict-of-interest legislation is concerned only with pecuniary, or monetary, interests. The *Municipal Conflict of Interest Act* refers to three kinds of pecuniary interest: direct, indirect, and deemed.
- A member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:

- publicly declare a conflict of interest, state the general nature of the interest and have the declaration recorded in the minutes;
- not vote on the matter;
- leave the room when the council is discussing the issue and have this fact recorded in the minutes; and not discuss the matter with members or attempt to influence the vote.

## ROLES AND RESPONSIBILITIES OF THE OFFICERS OF THE COUNCIL

### 22. Chair/Co-Chair

The Chair/Co-Chair of the School Council shall:

- a. call School Council meetings;
- b. prepare the agenda for School Council meetings in consultation with the principal;
- c. chair School Council meetings;
- d. ensure that the minutes of School Council meetings are recorded;
- e. participate in information and training programs;
- f. communicate with the school principal, as required;
- g. ensure that there is regular communication with the school community; and
- h. consult with senior board staff and trustees, as required.

### 23. Vice-Chair (if this position is created by the Council) The Vice-Chair of the School Council shall:

- assume the role of the Chair in the absence of the Chair
- assist the Chair as requested

### 24. Secretary

The secretary of the School Council shall:

- ensure the minutes of the School Council meetings are recorded, maintained, reported and available at each meeting;
- verify and record all consensus decisions;
- act as corresponding secretary as required.

### 25. Treasurer (if this position is created by the Council)

The treasurer of the School Council shall:

- receive all monies raised by the School Council;
- draw and cosign cheques along with the Principal, for payment of authorized expenditures;
- maintain the books and give a financial report at each meeting;
- submit books, vouchers and financial statements, annually or as required, to the principal for audit purposes.

### 26. Positions of Council Members

The members of the School Council shall:

- maintain a school-wide perspective on issues;
- participate in School Council meetings, contributing positively ~~and functioning~~ as a team member;
- participate in information and training programs;
- act as a link between the School Council and the community;
- encourage the participation of parents from all groups and of other people within the school community;
- evaluate the success in achieving the shared goals for the school; and

- ensure that the rights to privacy of students, staff and parents ~~will be~~ **are** respected and protected.

## 27. Responsibilities of The Principal

The principal of the school shall:

- facilitate the operation of the School Council and assist in its operation;
- support and promote the Council's activities and advice;
- seek input from the School Council in areas for which it has been assigned advisory responsibility;
- inform the School Council on how their recommendations have been taken into account when decisions related to their recommendations are made
- act as a resource on laws, regulations, Board policies and collective agreements;
- obtain and provide information required by the School Council to enable it to make informed decisions;
- communicate with the Chair of the School Council, as required;
- ensure that copies of the minutes of the Council's meetings are kept at the school;
- assist the School Council in communicating with the school community;
- encourage the participation of parents ~~from all groups and of other people~~ within the school community;
- **oversee the nomination process and** conduct elections **(if required)** for parent representatives to the School Council;
- be accountable for all funds raised by School Councils in the name of the school by being one of the signing authorities; and
- ~~forward a list of the elected and appointed School Council members to the Director of Education following each election or change of membership.~~ **the name of the School Council Chair(s) to the Director**

## 28. Responsibilities of the Director of Education:

- ensure a School Council exists at each elementary and secondary school under the jurisdiction of the Board;
- implement the provincial legislation, and Board policy, regulations and administrative procedures regarding School Councils;
- ~~call~~ **through the Parent Involvement Committee, arrange district meetings/workshops or presentations** for the School Council Chairs, ~~and Principals~~ to enhance system-wide communication;
- **through the principal**, provide the opportunity for School Councils' input on major changes to Board policies and regulations;
- **through the principal**, provide the opportunity for School Councils to be advised of how their recommendations have been taken into account
- **through the Parent Involvement Committee**, report to the Board on School Council activities;
- facilitate training for School Councils in areas such as council management, dispute resolution, and meeting procedures.

## 29. Responsibilities of the Board

The Lambton Kent District School Board shall:

- **through the Director of Education**, solicit the views of the School Councils with respect to the following matters: ~~in accordance with Section 19 — Consultation by Board of Ontario Regulation 612/00~~
  - The establishment or amendment of board policies and guidelines that relate to ~~pupil~~ **student** achievement or to the accountability of the education system to

- parents,
  - o The development of implementation plans for new education initiatives that relate to ~~pupil~~ **student** achievement or to the accountability of the education system to parents.
  - o **The development of** Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of ~~pupils~~ **students**,
  - o and the communication of those plans to the public.
  - o The process and criteria applicable to the selection and placement of principals and vice-principals **through the completion of the School's Principal Profile**,
  - o Any other matter on which the Board wishes to solicit the views of the Councils.
- consider each recommendation made to the Board by the School Councils and advise the School Councils, through the Director of Education, of the action taken in response to their recommendations.

Implementation Date: March 28, 2000

Revised: May 25, 2002, May 27, 2008,

Reference: LKDSB Policy *School Councils*  
 LKDSB Policy *Parent Involvement Committee*  
 LKDSB Parent Involvement Committee By-laws  
 Education Act, Ontario Regulation 612/00.

**BOARD REPORT  
REGULAR BOARD, PUBLIC SESSION**

**REPORT NO: B-18-12**

**Memorandum To: Jim Costello, Director of Education**  
**FROM: Brian McKay, Superintendent of Business**  
**DATE: January 16, 2018**  
**SUBJECT: External Auditor for the Board**

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Per Ontario Regulation 361/10, the Audit Committee has the duty to review, at least once in each fiscal year, the performance of the external auditor. At the Committee Meeting of October 30, 2017, the committee approved to proceed with the process of a Request For Proposal (RFP) for the Board's Auditing Firm. The RFP process was completed and there was no change in the external auditor.

**Auditor:** Bailey Kearney Ferguson LLP  
708 Wellington Street  
Wallaceburg, ON. N8A 2Y6

**RECOMMENDATION:**

**“That the Board appoint the auditing firm of Bailey Kearney Ferguson LLP as the LKDSB official auditor for the term December 2017 to November 2018. “**

**REGULAR BOARD, PUBLIC SESSION**

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

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

**DATE:** January 16, 2017

**SUBJECT:** RFP Award – LED Lighting Retrofit (31 locations)

Requests For Proposal (RFP) were received electronically by Sandy Huizinga of the Purchasing Department and opened on October 26, 2017, by Don Masse and Andy Scheibli of the Plant & Maintenance Department. RFP awards were not based solely on the lowest bid price. Contract awards were based on an evaluation score card completed by Purchasing, Plant and Maintenance. and the Consultant.

Bid results are as follows (\*\* indicates successful bidder):

Group 1: Sarnia & Lambton schools; Group 2: Munc. of Chatham-Kent schools; Group 3: WDSS only

PROJECT BIDDER	GROUP 1 TOTAL BID (nic. h.s.t.)	GROUP 2 TOTAL BID (nic. h.s.t.)	GROUP 3 TOTAL BID (nic. h.s.t.)
<b>**Energy Network Services Inc.,</b> Richmond Hill	<b>934,499.34</b>	978,181.35	<b>169,765.60</b>
<b>**Honey Electric Ltd.,</b> Chatham	No Bid	<b>1,027,881.9</b> 1	No Bid
Elric Contractors of Wallaceburg Ltd., Wallaceburg	999,126.51	1,220,246.5 0	220,411.10

PROJECT SUMMARY	
Successful Bid Total (nic. h.s.t.)	2,132,146.85
Design Fees	118,332.93
Net HST	48,610.38
<b>Total Project, This Report:</b>	<b>2,299,090.16</b>
Budget Funding:	
-School Condition Improvement, 2017/18	2,299,090.16
<b>Total Project Budget:</b>	<b>\$ 2,299,090.16</b>

**Recommendation:**

**That the Board awards the RFP to the successful bidders as outlined in Report B-18-13.”**



**Lambton Kent**  
District School Board  
*Student Achievement* ✓ *Community Success*

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

**REPORT NO. B-18-14**

**FROM: Jim Costello, Director of Education**

**DATE: January 16, 2018**

**SUBJECT: Director's Annual Report 2016/2017**

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Attached is the Director's Annual Report for 2016-2017. It outlines the activities undertaken to achieve the LKDSB strategic priorities as well as ongoing efforts to enhance student achievement.

The Director's Report is to be submitted to the Ministry of Education and posted on school board websites by January 31.

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

**REPORT NO. B-18-15**

**FROM: Jim Costello, Director of Education**

**DATE: January 16, 2017**

**SUBJECT: Indigenous Student Trustee Position on the LKDSB**

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At the November Board Meeting, Trustees passed the following Motion.

*“That the Board investigate the possibility of adding an Indigenous Student Trustee to the Lambton Kent District School Board.”*

Accordingly, Administration has investigated the requirements in the Education Act, funding for the position, the process used by Thames Valley District School Board to elect an Indigenous Student Trustee, LKDSB Policies, Regulations and Administrative Procedures.

There is a provision in the Education Act for school boards to have up to three student trustees. Funding for three student trustee positions is included in the Ministry Grants for Student Needs (GSN).

If the position is created by the Board, it is proposed that LKDSB self-identified First Nation secondary students elect the Indigenous Student Trustee using a similar process used to elect the current LKDSB Student Trustees. The members of the LKDSB Indigenous Liaison Committee would be consulted.

Based on the information gathered, the implementation of an Indigenous Student Trustee position at the LKDSB is achievable.

If the Board decides to implement the position of a LKDSB Indigenous Student Trustee, Administration would revise the LKDSB Policy and Regulations on *Student Trustees* for Board approval.