

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, FEBRUARY 26, 2019
7:00 p.m.

Board Room
Sarnia Education Centre
200 Wellington Street, Sarnia

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Page Reference

1. Call to Order		
2. Approval of Agenda		
3. Declaration of Conflict of Interest		
4. Approval of the Minutes of January 15, 2019 Regular Board Meetings		11
5. Business Arising from the Minutes		
6. Motions Emanating from the Regular Board Private Session		
7. Motion that the Actions of the Regular Board Private Session be the Action of the Board.		
8. Presentations:		
a) Director of Education's Snap Shots of Excellence		
9. Delegations		
10. Questions from the Public		
11. Reports for Board Action		
a) Proposed Revision to Section 7.24 of the LKDSB Procedural By-laws Student Trustees <u>Recommendation</u> "That the Board approve the revisions to Section 7.24 of the LKDSB Procedural By-laws."	Director Costello Report B-19-13	16
b) 2019/2020 Student Trustee and Indigenous Student Trustee Appointments Report to be distributed at the Board Meeting	Director Costello Report B-19-20	
c) Policy and Regulations on Conflict of Interest – Employees, Volunteers and Trustees <u>Recommendation</u> "That the Board approve the revised policy on Conflict of Interest – Employees, Volunteers and Trustees and new regulations on Conflict Of Interest – Trustees."	Director Costello Report B-19-21	17
12. Reports for Board Information		
a) Special Education Advisory Committee Report	Trustees Barnes/Robertson Report B-19-14	22
b) Indigenous Liaison Committee	Trustee Rising Report B-19-15	25
c) Ontario Public School Boards' Association Report	Trustee Fletcher Oral Report	
d) Parent Involvement Committee Report	Director Costello Oral Report	

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| e) Kindergarten Registration Enhancements 2019 | Superintendent Hazzard
Report B-19-16 | 27 |
| f) Financial Report 2018/2019 School Year
Expenditures to November 30, 2018 | Superintendent McKay
Report B-19-18 | 28 |
13. Correspondence
 14. New Business
 15. Trustee Questions
 16. Notices of Motion:
Director Costello served Notice of Motion to revise the following sections of the LKDSB Procedural By-laws:

Section 1.12
The Board's First Nation Partners, through the Indigenous Liaison Committee, shall appoint a First Nation Trustee Alternate who may sit at the Board Table in the absence of the First Nation Trustee during public meetings with voting rights. **In the absence of the First Nation Trustee, the First Nation Trustee Alternate will be invited to attend private meetings when the matter discussed involves First Nation Students.** The Alternate's term will be consistent with the term of the First Nation Trustee.

Section 11 School Board Member (Trustee) Code of Conduct For The Lambton Kent District School Board including Conflict of Interest 11.3 (attached)

Section 12 Enforcement of the Code of Conduct (attached)
 17. Future Agenda Items
 18. Announcements
 - a) The next Regular Board Meeting will be held on Tuesday, March 26, 2019, 7:00 p.m. at the Sarnia Education Centre.
 19. Adjournment

Lambton Kent District School Board Procedural By-Laws

SECTION 11 SCHOOL BOARD MEMBER (TRUSTEE) CODE OF CONDUCT FOR THE LAMBTON KENT DISTRICT SCHOOL BOARD

- 11.1 Purpose A Trustee position is an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.
- 11.2 Applications This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Board, **including the Chair and Vice-Chair of the Board and Student Trustees**. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students. Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property. Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members. Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.
- 11.3 Avoidance of Personal Advantage and Conflict of Interest No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event as per Lambton Kent District School Board Hospitality policy and regulation R-BU-521. A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated. **Trustees are required to declare a conflict of interest at Board Meetings or Board Committee Meetings as per the Lambton Kent District School Board regulation on Conflict of Interest for Trustees, R-OP-446.** No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.
- 11.4 Compliance With Legislation A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation. Every Trustee of the Board shall uphold the letter and spirit of this Code of Conduct. Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.
- 11.5 Civil Behaviour No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.

A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.

When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.

Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.

All Trustees of the Board shall endeavour to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

11.6
Respect for
Confidentiality

Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.

No Trustee shall use confidential information for either personal gain or to the detriment of the Board. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of their position, except when required by law or authorize by the Board to do so.

11.7
Upholding
Decisions

All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee.

A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.

The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

SECTION 12 ENFORCEMENT OF THE CODE OF CONDUCT

12.1
Identifying a
Breach of
Code

A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.

Any allegation of a breach of Code must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstances shall an inquiry into a breach of the Code be undertaken after the expiration of the six (6) months from the time the contravention is alleged to have occurred.

Any allegation of break of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedure below, as the case may be.

It is expected that whenever possible, allegations of a break of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding their obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following the Formal Complaint Procedure.

12.2
Chair/
Presiding
Officer

The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board. Each year two alternate Trustees shall be chosen by the Board to be used when the circumstance warrant that one or both Trustees are needed in place of the Chair and/or Vice- Chair of the Board to carry out any of the duties required under this Code of Conduct and Enforcement. In no circumstance shall the Trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any Formal Inquiry into the complaint.

Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.

The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

The Chair of the Board or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or By-Law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the *Enforcement of the Code of Conduct*, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

12.3
Informal
Complaint
Procedure

The Chair of the Board on their own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.

The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

12.4
Formal
Complaint
Procedure

Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board a written, signed complaint setting out the following: (i) the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the Trustee's attention; (iv) the grounds for the belief by the Trustee that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach. Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.

In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.

12.5
Refusal to
Conduct
Formal
Inquiry

If the Chair and Vice-Chair of the Board are of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, ~~a formal inquiry shall not be conducted and~~ **they shall prepare a confidential report to all Trustees of the Board stating their opinion and rationale for it. reasons for not doing so shall be provided to all Trustees of the Board. The Trustee who is alleged to have breached the Code of Conduct shall not vote on the resolution. If the opinion is adopted by the Board of Trustees a formal inquiry shall not be conducted.**

If the Chair and Vice-Chair of the Board cannot agree on the above, then a full formal inquiry shall be conducted.

If an allegation of a breach of the Code of Conduct on its face is with respect to the non-compliance with a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.

12.6
Steps of

If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Chair and Vice-Chair of the Board, if

Formal Inquiry

appropriate, or any two of the Chair, Vice-Chair and the alternate Trustees, or an outside consultant chosen by the Chair and Vice-Chair.

Regardless of who undertakes the formal inquiry the following steps shall be followed.

The *Statutory Powers Procedure Act* does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.

Procedural fairness ~~and the rules of natural justice~~ shall govern the formal inquiry. The formal inquiry will be conducted in private.

The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.

The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.

It is expected that the formal inquiry will be conducted within ~~a reasonable period of time which will depend on the circumstances of the case.~~ **90 calendar days of the receipt of the written response to the complaint. If a longer period of time is required to complete the inquiry, the reason for the extension shall be explained in the final report to the Board.** The Trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of the time as the investigators deem appropriate in the circumstance.

If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in their absence.

~~Once the formal inquiry is complete, the investigators shall provide a confidential draft copy of their report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct and the Trustee who brought the complaint for their written comment to the investigator (s). The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two Trustees shall have ten (10) days (or such reasonable period of time as deemed appropriate by the investigators) from the receipt of the draft report to provide a written response.~~

The final report shall outline the finding of facts, ~~but not contain~~ **and a** recommendation or opinion as to whether the Code of Conduct has been breached. ~~This will be determined by the Board of Trustees as a whole.~~

If the Chair and Vice-Chair of the Board when conducting the formal inquiry cannot agree on the final finding of facts, it shall be referred to an outside investigator to complete the formal inquiry.

12.7 Suspension Of a Formal Inquiry

If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another *Act*, the formal inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

12.8 Decision

The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.

Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.

If the Board of Trustees determines that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.

The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.

The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.

The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations and shall not be required to answer any questions at that meeting.

The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction

12.9 Sanctions

If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:

- (a) Censure of the Trustee.

- (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.

The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.

The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings.

12.10 Reconsideration

If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall,

- (a) give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
- b) the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice is received by the Trustee; and
- (c) consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within 14 days after the submissions are received.

If the Board revokes a determination, any sanction imposed by the Board is revoked.

If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.

The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.

If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

SECTION 13 ACKNOWLEDGEMENT AND UNDERTAKING

13.1 Each Trustee will sign and confirm that they have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures for the duration of their current elected term of office.

Lambton Kent District School Board

Minutes of the Regular Board Meeting of January 15, 2019 held at the Chatham Education Centre

PRESENT:

Trustees: Chair Jane Bryce, Vice-Chair Randy Campbell, Greg Agar, Janet Barnes, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Brittany Jenkins, Scott McKinlay, Lareina Rising, Derek Robertson

Staff: Director of Education Jim Costello, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Ben Hazzard, Helen Lane, Mark Sherman and Phil Warner and Public Relations Officer Heather Hughes

Student Trustees: Autumn Bressette, Lexi Graham and Rihana Kukkad

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

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

#2019-19
Approval of the Agenda
Move by Jack Fletcher, seconded by Lareina Rising,
"That the Agenda for the Regular Board Meeting of January 15, 2019 be approved."

CARRIED.

Declaration of Conflict of Interest: Chair Bryce explained the requirements for declaring a Conflict of Interest on a matter before the Board. No declarations were issued.

#2019-20
Approval of the Minutes
Nov/27/2018
Moved by Dave Douglas, seconded by Scott McKinlay,
"That the Board approve the Minutes of the Regular Board Meeting of November 27, 2018."

CARRIED.

#2019-21
Approval of the Minutes
Dec/4/2018
Moved by Jack Fletcher, seconded by Greg Agar,
"That the Board approve the Minutes of the Organization Board Meeting of December 4, 2018."

CARRIED.

Business Arising: None

#2019-22
Motions Emanating from
the Private Session
Moved by Randy Campbell, seconded by Ruth Ann Dodman,
"That the Board appoint the Special Education Advisory Committee (SEAC) members, for the period January 2019 to December 2022, as outlined in Report B-19-03."

CARRIED.

#2019-23
Action of the Regular
Board Private Session be
the Action of the Board
Moved by Randy Campbell, seconded by Derek Robertson,
"That the Action of the Board in Private Session be the Action of the Board."

CARRIED.

Questions from the Public: None

Report of the Striking
Committee
Report B-19-08
Chair Bryce advised that the Board Committee Structure for the period from December 4, 2018 to December 3, 2019 was approved at the December 4, 2018 Organization Board Meeting. The Alternate member for the Special Education Advisory Committee (SEAC) was omitted from the approved list. Trustee Fletcher is the Alternate member.

Moved by Ruth Ann Dodman, seconded by Scott McKinlay,

#2019-24
Appointment of Alternate
member for SEAC

“That the Board approve the appointment of Jack Fletcher as the Alternate member on the Special Education Advisory Committee from December 4, 2018 to December 3, 2019.”

CARRIED.

Chair Bryce referenced the LKDSB Procedural By-Laws regarding debate at Board Meetings. She explained that, as Chair, she allows Trustees to ask questions of clarification before the debate on a motion. Trustees supported the practice.

Indigenous Liaison
Committee Report
Report B-19-09

Trustee Rising reported on the Indigenous Liaison Committee (ILC) Meeting held on November 26, 2018 at Bkejwanong Kinomaagewgamig (Walpole Island School) Library. She explained that prior to each ILC Meeting, the Four First Nations Education Council meets. That meeting is followed by dinner and then the ILC Meeting. She advised that at each ILC Meeting, the First Nation Community representatives provide information on key matters in their respective communities and things of interest to the Board. The Kettle and Stony Point First Nation are researching the use of Apple apps and the required professional development that teachers need with Apple products. Going forward there will be an increased focus on math to improve mathematic skill. The Walpole Island First Nation is celebrating its 50th year of operating the Bkejwanong Children’s Centre, the first children’s centre of its type. Trustee Rising noted that her Mother opened a similar centre for Aamjiwnaang, based on the Bkejwanong Children’s Centre. The Aamjiwnaang First Nation is working on creating their strategic education plan expectations. They are close to completing the framework for the early years Language app that they are developing which is based on the thirteen moons. LKDSB staff, Superintendent Lane, Indigenous Lead Minogizhgod and principals attend the ILC Meetings and share data, provide information on programs and about things happening in the schools.

It was noted that the location of the January 17, 2019 ILC Meeting was changed to Sir John Moore Community School.

In response to Trustee Fletcher’s question about the 13 moons, Trustee Rising explained that in the Indigenous society this is the way they looked at the seasons and the teachings relate to what goes on during each cycle of the moon.

Special Education
Advisory Committee
Report
Report B-19-10

Trustees Robertson presented the report from the December 13, 2018 Special Education Advisory Committee Meeting. SEAC Members heard a presentation on supports available in classrooms to manage student behaviour to ensure safe learning environments. He noted that the focus was to ensure a positive education for the students requiring assistance as well as the other students. He explained that there was good discussion on correspondence received regarding special education funding and that SEAC was developing its own correspondence on the topic.

LKDSB Director’s Annual
Report
Report B-19-11

Chair Bryce commented on the quality of the Director’s Annual Report. Director Costello presented the Director’s Annual Report for 2017/2018 and explained that it outlines the activities undertaken to achieve the LKDSB strategic priorities as well as ongoing efforts to enhance student achievement. He stated that the Report is based on the LKDSB Belief Statements and associated Strategic Priorities. It provides examples of how the LKDSB is meeting the priorities. Public Relations Officer Hughes confirmed that the Report reflects the progress made from the previous year to achieve the strategic goals and priorities. The Belief Statements are colour coded. The final page provides LKDSB Fast Facts. The Annual Report is a snap shot of the incredible things going on in the LKDSB schools. She noted that positive consent has been obtained from parents/guardians for the students featured in the Annual Report.

Trustee McKinlay commented on the process organizations follow to develop strategic plans and noted that the Director's Annual Report demonstrates the LKDSB's progress to achieve the strategic priorities and confirms the LKDSB's commitment to the Strategic Plan. Director Costello advised that the Director's Report must be submitted to the Ministry of Education and posted on the LKDSB websites by January 31. The Report will be shared with area MPPs and MPs.

Trustee Questions

Trustee Fletcher referred to an email Trustees received from an individual expressing concerns about not providing him and the public with the details of the 2016 LKDSB School Climate Survey results. Director Costello explained that the electronic School Climate survey is done every 2 years by all school boards. He explained that he has confirmed with Ministry of Education representatives that the results are to be used as an internal planning tool for principals, staff and school councils to improve the climate in their respective schools. The LKDSB had over 8,000 students in Grades 4 to 12 participated in 2016 survey. School Council members, students and staff have input into the survey development. It addresses topics such as bullying, substance abuse, safety and culture. The LKDSB Mental Health Lead reviews the survey data and then visits schools to review the school data with the principal, school staff, student representatives and school council chair. The school group then uses this data to develop a plan to improve the school climate.

Ministry of Education representatives have confirmed that it is designed to be an internal school improvement tool. A summary of the LKDSB 2016 survey results was included in the 2016/2017 Director's Annual Report which was posted on the LKDSB website.

Director Costello commented on the email author's involvement on the secondary school's school council. The individual previously asked for detailed data through a freedom of information request and on May 22, 2018, the individual was provided with the 2016 School Climate Survey (LKDSB Speak Up! Survey) results for all LKDSB secondary schools, that identified which school the survey results pertain to and included the original survey questions. Copies of the overall Grade 9 to 12 Survey Results, and the Staff & Community Summary for Secondary Schools as presented to secondary principals were also provided. Fields were not added post-survey and results were not deleted or omitted from the report; however individual responses to the survey where personal information was provided are protected under Section 14 of MFIPPA (unjustified invasion of personal privacy) and were not provided.

Director Costello advised that the results of the 2016 School Climate Survey were shared with the CKSS staff at the November 2017 Professional Activity Day. As well, the Final 2016 report and School Climate and Student Well-Being Survey report was shared with the current School Council Chair on January 9, 2019.

Superintendent Girardi confirmed the information Director Costello shared and explained that a district group is currently developing the questions for the 2019 survey. The group is comprised of the LKDSB Mental Health Lead, Parent Involvement Committee representatives, Student Trustees, First Nation Partners, staff and administrators. The survey will be conducted in April 2019. The district group is also developing a plan on how to share the survey results with individual school teams. There is consensus within the group that schools do not want their detailed results shared with other schools. Administration has contracted with a third party to assist with the analysis of the 2019 survey data. Chair Bryce thanked Director Costello and Superintendent Girardi for their patience with this matter. She supported being cautious with disclosing information that would jeopardize the safety of any students.

In response to Trustee Robertson's question about how a person could be removed from a School Council, Director Costello advised that there is not a formal mechanism to remove a member. He explained that the role of School

Councils is to advise principals on school matters. Each school is required to have a School Council comprised of students, staff, parents/guardians and a community partner. Volunteer parents make up most of the membership. There is a mechanism for an election if a school were to have too many parents/guardians volunteer to serve on the School Council and there is a process for dispute resolution.

Trustee Fletcher explained that he brought the question to the Board for an official response and feels the Minutes would provide a suitable public response. Chair Bryce stated that she will email the individual and direct them to the Board Minutes on the LKDSB website once the Minutes are approved by the Board and posted.

In response to Trustee Fletcher's question regarding strategies taken concerning the possible impact on students and school administrators as a result of the legalization of marijuana, Director Costello confirmed that a lot of work has been done with the local Medical Officers of Health, Ministry representatives, local Health Units representatives, Police Services representatives and staff. Superintendent Girardi explained that the LKDSB has been preparing for the legalization of cannabis for the last year and half. Administration has worked to prepare staff, students and the communities. They have worked with community partners, coterminous school board representatives, Health Units representatives, area municipal representatives, Police Services representatives and local MPPs. Administration brought in a lawyer to speak to principals on the impact of the legislation and what to prepare for in their schools. Representatives from the Health Units attended all secondary parent/teacher interview nights to share information. The LKDSB Administrative Procedure on *Tobacco, Cannabis and Smoke Free Environment*, prohibits the use on all LKDSB properties. It was updated with input from the Health Units representatives. Representatives from the Health Units presented to the school Multi-Disciplinary Teams in November and December. Presentations have been given to students and school council members. Information is available on the LKDSB and school websites along with how to contact the community partners for additional information. The Lambton Health Unit held a session for parents/guardians at Lambton College. Administration has been working with the Health Units and Police Services representatives regarding changes to the smoke free environment requirements. Administration continues to work with communities to address local concerns. Superintendent Girardi confirmed that Administration continues to watch the process with intensity, including where cannabis will eventually be sold.

Notice of Motion

Director Costello – served Notice of Motion regarding Section 7.24 of the LKDSB Procedural By-laws

The Board approves annually the appointment of ~~three~~ **two** Student Trustees from September 1 to August 31. One student will represent a public secondary school from Sarnia-Lambton, one will represent a public secondary school from Chatham-Kent **and one will represent Indigenous students across the district**. The Students will attend all public Board Meetings. The Student Trustees may participate in all Board deliberations and provide input except on matters involving individual staff or student issues or those which create a conflict of interest. Student Trustees may not vote on a motion or make a motion.

Chair Bryce explained that Notices of Motion are not debatable and that the person serving notice must place a written report on the Board Agenda at the following Meeting providing rationale for the motion. She explained that the Director of Education is permitted to serve a Notice of Motion, place a report on the following Board Agenda but he is not able to move the motion at the Board Meeting. A Trustee would be required to move the motion.

Announcements

The next Regular Board Meeting will be held on Tuesday, January 29, 2019 7:00 p.m. at the Sarnia Education Centre. There will be a Trustee workshop on communications prior to the next Board Meeting.

Adjournment:
8:00 p.m.

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 8:00 p.m.

Chair of the Board

Director of Education and
Secretary of the Board

REGULAR BOARD, PUBLIC SESSION

REPORT TO BOARD

FROM: Jim Costello, Director of Education

DATE: February 26, 2019

SUBJECT: Proposed LKDSB Procedural By-Law Change – Section 7.24
Student Trustees

Director Costello served Notice of Motion on January 15, 2019 regarding a proposed revision to Section 3.14 of the LKDSB Procedural By-laws:

The Board approves annually the appointment of ~~three~~ ~~two~~ Student Trustees from September 1 to August 31. One student will represent a public secondary school from Sarnia-Lambton, one will represent a public secondary school from Chatham-Kent and one will represent Indigenous students across the district. The Students will attend all public Board Meetings. The Student Trustees may participate in all Board deliberations and provide input except on matters involving individual staff or student issues or those which create a conflict of interest. Student Trustees may not vote on a motion or make a motion.

In January 2018, Trustees approved the creation of the Indigenous Student Trustee position to represent all First Nation, Métis and Inuit Students across the district. The LKDSB policy and regulations on *Student Trustees* were revised to reflect this decision.

The LKDSB Procedural By-Laws need to be revised to reflect this change as well.

Recommendation:

“That the Board approve the revisions to “Section 7.24 of the Procedural By-laws.”

FROM: Jim Costello, Director of Education

DATE: February 26, 2019

SUBJECT: Policy and Regulations on *Conflict of Interest - Employees, Volunteers and Trustees*

Bill 68, *Modernizing Ontario's Municipal Legislation Act*, includes new requirements concerning Conflict of Interest that be effective March 1, 2019.

The *Municipal Conflict of Interest Act* applies to schoolboard trustees and 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. 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 trustee who owns property would have a direct interest if the board was considering purchasing the property.
- A trustee would have an indirect interest if the trustee is a senior officer of a company bidding for a board contract.
- A trustee would have a deemed interest if the trustee's spouse, child, or parent owns a company that is bidding for a board contract.

If there are any doubts about a possible conflict of interest, Trustees should seek legal advice.

As of March 1, 2019, Trustees are required to file a written signed statement of the conflict of interest and its general nature.

The attached policy has been revised to include Trustees. The regulation is new and outlines the steps Trustees must follow regarding declaring a conflict of interest at a Board Meeting or a Board Committee Meeting. A form has been developed to streamline the process. School boards are required to establish and maintain a registry of statements and declarations of interest. Administration will maintain the registry and make it available to the public upon request.

The LKDSB Procedural By-laws, section 11.3 will be revised to include a reference to the regulation. A notice of motion is included on the February 26, 2019 Board Agenda.

Employees and Volunteers are covered by an existing Administrative Procedure.

Recommendation

“That the Board approve the revised policy on Conflict of Interest - Employees, Volunteers and Trustees and the new regulation on Conflict of Interest - Trustees.”



POLICY

**SUBJECT: Conflict of Interest – Employees, Volunteers and
Trustees**

It is the policy of the Lambton Kent District School Board to commit to safeguarding the public interest and trust in public education by identifying and acting on potential and perceived conflicts of interest for employees, volunteers and **trustees**.

Implementation Date: August 30, 2016

Reference: Education Act, R.S.O. 1990, c E.2, s 217(1-4)
Ontario College of Teachers Act, S.O. 2009, c 33, Reg 437/97, s 26
Ontario Teachers Federation Policies, Professional Ethics
LKDSB Administrative Procedure



DRAFT

REGULATIONS

SUBJECT: Conflict of Interest - Trustees

Background

The *Municipal Conflict of Interest Act* applies to schoolboard trustees and 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. 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 trustee who owns property would have a direct interest if the board was considering purchasing the property.
- A trustee would have an indirect interest if the trustee is a senior officer of a company bidding for a board contract.
- A trustee would have a deemed interest if the trustee's spouse, child, or parent owns a company that is bidding for a board contract.

If there are any doubts about a possible conflict of interest, Trustees should seek legal advice.

1. The Trustee must publicly declare a conflict of interest, state the general nature of the interest and have the declaration recorded in the minutes before any discussion of the matter begins.
2. The Trustee must file, with the Secretary of the Board or Board Committee, a signed written statement of interest, indicating their name, date, type of meeting and general nature of the conflict. The form must be completed at the meeting or as soon as possible following the meeting.
3. The Trustee must not vote on any question in respect of the matter.
4. The Trustee must not take part in the discussion of the matter.
5. The Trustee must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect to the matter.
6. When the Board or a Board Committee, is in private session, the Trustee must leave the room while the matter is under consideration and have the fact that they left the room recorded in the minutes. At the next meeting that is open to the public, the declaration of interest shall be recorded in the minutes but not the general nature of that interest.

7. If a Trustee is absent from a meeting during which the Trustee would have been placed in a conflict of interest, at the next meeting attended by the Trustee, the Trustee must disclose the interest and otherwise refrain from discussing, influencing or voting on the matter.
8. Administration will maintain a registry of statements and declarations of interest of Trustees and make the registry available for public inspection.

DRAFT

Implementation Date:

Reference: *Bill 64 Modernizing Ontario's Municipal Legislation Act*
 Municipal Conflict of Interest Act (MCIA)
 LKDSB Policy

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

REPORT NO: B-19-14

FROM: Derek Robertson and Janet Barnes, Trustees, and Appointees to the Special Education Advisory Committee

DATE: February 26, 2019

SUBJECT: SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) MEETING SUMMARY

The Special Education Advisory Committee of the Lambton Kent District School Board met on January 17, 2019 at Wallaceburg District Secondary School.

Presentation – Fetal Alcohol Syndrome Disorder (FASD)

Jessica Constancio an employee of the Children’s Treatment Centre of Chatham-Kent and Amber Arnold of Pathways Health Centre for Children are FASD Coordinators. The two ladies made a presentation that outlined the myths and facts about the syndrome. They shared details about further learning opportunities being offered to professionals, parents and caregivers who require more in-depth information regarding supporting someone who has been identified as having FASD or is suspected of having it.

Presentation – Mental Health Supports for Students with Special Education Needs

Katie Colameco, Mental Health Leader with the Lambton Kent District School Board, was joined by Marie Anger and Ann Pharazyn who are teachers assigned to the Itinerant Multi-Disciplinary Team. The group presented information about excellent tools and resources that teachers have at their disposal to support student mental wellness. It was noted that if a teacher employs techniques available to them and they still see that a student is struggling, they will reach out to one of the Board’s mental health professionals so that they can provide more intensive support.

October 31, 2018 Exceptional Pupil Numbers

Superintendent Barrese presented the October 31, 2018 exceptional pupil numbers for the 2018-2019 school year that details the total number of students, by school, who have been identified through an I.P.R.C. process, as well as those who are not *currently* identified, but who have an I.E.P. in place.

Summary of Special Education Plan Items for Review During 2018-2019

The document summarizing the various Sections and Appendices of the Special Education Plan that will be reviewed, from January to May 2019, was shared with the membership.

Special Education Plan Items to be Reviewed in January

The various Sections and Appendices of the Special Education Plan that had been reviewed by the Special Education Team and that have been amended, or that did not require updating, was presented to the Committee. The System Coordinator of Special Education outlined the changes that were made.

Correspondence

At its December meeting SEAC received a letter from the Windsor-Essex Catholic District School Board regarding funding concerns. At that time, administration was asked to draft a letter that could be sent to the Ministry of Education (with a copy to the WECDSB) echoing the concerns about funding formulas that are inadequate and do not provide sufficient financial resources to support the special education needs that exist. The letter prepared by administration (attached) was discussed by SEAC and was approved and, accordingly, will be mailed to the Ministry of Education, with a copy being provided to the Windsor-Essex Catholic District School Board.

Change of Date for June 2019 SEAC Meeting

Due to a scheduling conflict that has occurred, it was agreed that the June Meeting would be moved up and will be held on June 6, 2019. The SEAC portion of the Board's website has been updated to reflect the change.

Next Meeting

Thursday, February 21, 2019, Wallaceburg District Secondary School, Room 141, 6:00 p.m.
Rose Gallaway, SEAC Chair



Lambton Kent District School Board

Student Achievement ✓ *Community Success*

200 Wellington Street, P.O. Box 2019, Sarnia Ontario N7T 7L2

Phone: (519)336-1500 or 1-800-754-7125

January 2, 2019

The Honourable Lisa M. Thompson
Minister of Education
22nd Floor, Mowat Block
900 Bay Street, Toronto M7A 1L2

Dear Minister Thompson,

I am writing on behalf of the Lambton Kent District School Board Special Education Advisory Committee. Our Special Education Advisory Committee was recently copied on a letter to your Ministry from the Windsor-Essex District Catholic School Board that outlined funding shortfalls they are experiencing that negatively impact their ability to deliver services to pupils with varying levels of special education needs. In their letter, they cited the fact that the number of exceptional pupils they are serving has reached just over 20% and indicated that that percentage of exceptional pupils is taxing their Board's financial and human resources.

During the 2017-2018 school year the percentage of exceptional pupils being supported by the Lambton Kent District School Board was 27.28%. Our Board's inclusive model of service delivery ensures that every student receives all the classroom supports they need to be able to achieve personal success. Providing numerous programs, supports and services for our Board's exceptional pupils ensures they can each reach their full potential. Unfortunately, this high level of service delivery for more than 27% of our student population causes significant budget pressure for our Board, and that pressure only continues to grow as the number of students with special education needs enrolled in our schools increases. These budget pressures cannot be sustained indefinitely without having undesired consequences on both the staff and students within our Board.

After reflecting upon the letters you have received from school boards such as ours that have outlined the challenges they are facing, and then carefully analyzing provincial data that undoubtedly supports the claims being made, it is our hope that your Ministry will ensure its funding formulas will be recalibrated to ensure adequate support for students with special education needs. We also hope that the government will commit to reviewing its funding formulas at regular intervals to respond to increasing special education needs in a timely manner. In this way the Ministry can ensure sufficient funding is in place to support the many students with special education needs within our Board, and all school boards.

Thank you for your consideration of this important matter.

Sincerely,

Rose Gallaway,
Chair, Lambton Kent District School Board Special Education Advisory Committee

RG/lg

c: SEAC Members/Director of Education/M.P.P. Rick Nicholls/M.P.P. Bob Bailey

**BOARD REPORT
REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-19-15

FROM: Lareina Rising, Trustee
DATE: February 26, 2019
SUBJECT: Indigenous Liaison Committee Report

The January 17, 2019 meeting of the Indigenous Liaison Committee (ILC) was held at the Sir John Moore Community School Library with Trustee Lareina Rising chairing.

The Record of Action from the November 26, 2018 meeting was reviewed by members of the committee and approved at the meeting.

Reports from the First Nation Communities were received:

Walpole Island First Nation: Everett Kicknosway noted that things were just getting back up to speed following the holidays.

Aamjiwnaang First Nation: Joanne Rogers shared that the professional development day held in conjunction with the Lambton Kent District School Board's Special Education Department was very informative. Daniel De Leary's presentation was well received.

Delaware Nation: Brent Stonefish shared that they are currently in the process of interviewing for a new education manager. He announced that Delaware Nation is also engaged in discussions with the government about funding. As the only First Nation without an education tuition agreement, a task force is being put together in the community to address the matter.

Trustee Lareina Rising announced that committee member, Trustee Jane Bryce, was voted in as the Chairperson for the Lambton Kent District School Board. Trustee Rising congratulated Chair Bryce in her leadership role for the school board and for continuing as a representative on the Indigenous Liaison Committee.

Indigenous Lead, Minogiizhgad, brought forth additional information about this year's Youth Symposium. Working with very tight timelines, the Indigenous Education Team has put together a credit earning course which focusses on local First Nation History and Culture for Grade 11 and 12 students. The work that is done in the course and in conjunction with community resources and support will be featured at the youth symposiums this year. Five high schools have responded, and the on-line course is full. He also explained that LKDSB is taking the lead on a regional application for an Indigenous Student Leadership Project with the Ministry of Education. It is a collaborative initiative with the three other (English Public and Catholic) school boards in the area. Minogiizhgad also provided information about the Indigenous Graduation Coach Pilot Program scheduled for second semester at Wallaceburg District Secondary School.

Superintendent Helen Lane provided additional information on both the application and the pilot program. She also discussed the recent visit with Lambton College's Indigenous Education Department. The Lambton Kent District School Board's Indigenous Team meets monthly to review, discuss and plan the work that needs to be done to support staff and students in order to achieve our goals. It is a very busy time as the Ministry of Education has recently released information about initiatives. Superintendent Lane also indicated that letters would be sent to the First Nation representatives inviting input in the information gathered for the school profiles used for school administrators' placements. The appointments for September 2019 will be made just prior to the end of the school year.

Administrators from Sir John Moore Public School, Rosedale Public School, Lansdowne Public School and Lakeroad Public School attended the meeting. Trustee Rising reminded administrators to send their written reports so that they could be forwarded to community members.

The next ILC meeting is scheduled on February 21, 2019 at 6:00 p.m. at the Delaware Community Centre in Moraviantown.

Memorandum To: The Director of Education

From: Ben Hazzard, Superintendent of Education- Program Early Years/Elementary

Date: February 26, 2019

Subject: Kindergarten Registration Enhancements 2019

For the first time, parents and guardians of students entering the Kindergarten program will be able to register online using any device, including cellphones and tablets. This will allow our staff to spend more time warmly welcoming families to Lambton Kent District School Board schools. Families and staff will spend time building positive relationships and less time filling out paperwork on their Kindergarten registration day. Families will have options: fill out the forms online prior to attending the registration day or complete the registration on paper at the registration day.

The Lambton Kent District School Board reviewed the process of completing paperwork for parents and guardians during Kindergarten registration. Several departments came together to review how this process could be improved including: Information Technology, Communications, ONSIS, and Elementary Program. A clear direction was planned and implemented: Kindergarten registration, prior to the school's registration date, will be available in an online format using a computer, tablet, or phone without families needing to print.

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

The consistent and clear message for Kindergarten registration communicates that "Registering your child for Kindergarten is as easy as 1, 2, 3, 4." The Lambton Kent District School Board and its schools will share the same message:

Register your child

Registering your child for Kindergarten is as easy as 1, 2, 3, 4.

1. Find your school (linking to our school finder website)
2. Find your school registration date (linking to the appropriate calendars)
3. Complete the Registration Form (linking to the online form)
4. Meet our school staff

Remember to bring:

- Birth certificate or proof of Canadian Citizenship or Residency Status (if appropriate)
- Proof of residency (e.g. utility or tax bill, lease/rental agreement, etc.)
- Emergency contact information
- Your child

This information has been shared in newsletters, social media, radio, and online video. Within 24 hours of launching the online registration process approximately 100 families had used the service.

**BOARD REPORT
REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-19-18

Memorandum To: Jim Costello, Director of Education

FROM: Brian McKay, Superintendent of Business

DATE: February 26, 2019

**SUBJECT: Financial Report 2018-19 School Year
Expenditures to November 30, 2018**

This financial report summarizes the 1st quarter expenditures for the period from September 1 to November 30, 2018.

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

Comments on the Financial Report (Appendix A):

Report Ref. No.	Notes on the following selected Expenditure Categories:
A	For the first quarter, any differences are due to timing differences and no year end variance between actual expenditures and budget amounts is expected.
B	Actual expenditures for benefits are currently under budget. The 2018/19 school year is the first budget year where all employee benefits are contained in the provincial benefit trusts. Forecasted costs for the school year are anticipated to be on budget.

For this reporting period the expenditure categories are tracking well against the budget with any identified variances due to timing differences in spending.

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2018

EXPENDITURE CATEGORIES	2018-2019 REVISED BUDGET	SEPT. TO NOV. 2018 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2018 \$	BUDGET REMAINING AT NOV. 30, 2018 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
SALARIES AND WAGES							
Classroom Teachers (Includes Preparation Time)	\$ 123,594,199	\$ 34,873,888	\$ 88,920,311	71.9%	72.0%	-0.1%	
Occasional / Supply Teachers	\$ 4,663,828	\$ 1,359,676	\$ 3,304,152	70.8%	70.2%	0.6%	
Teacher Assistants	\$ 11,638,313	\$ 3,175,745	\$ 8,462,568	72.7%	71.7%	1.0%	
Paraprofessionals & Technicians	\$ 3,934,116	\$ 885,601	\$ 3,048,515	77.5%	77.4%	0.1%	
Library & Guidance	\$ 4,295,682	\$ 925,340	\$ 3,370,342	78.5%	77.2%	1.3%	
Staff Development	\$ 47,000	\$ 11,866	\$ 35,134	74.8%	75.7%	-1.0%	
Coordinators & Consultants	\$ 2,529,778	\$ 695,852	\$ 1,833,926	72.5%	73.3%	-0.8%	
Early Childhood Educators	\$ 4,746,174	\$ 1,158,923	\$ 3,587,251	75.6%	74.8%	0.7%	
Principals and Vice-Principals	\$ 10,454,415	\$ 2,311,790	\$ 8,142,625	77.9%	76.1%	1.8%	
School Office - Secretarial & Supplies	\$ 4,789,639	\$ 1,215,242	\$ 3,574,397	74.6%	73.9%	0.8%	
Continuing Education	\$ 708,692	\$ 179,637	\$ 529,055	74.7%	73.7%	0.9%	
Trustees	\$ 124,551	\$ 31,138	\$ 93,413	75.0%	75.1%	-0.1%	
Directors & Supervisory Officers	\$ 804,570	\$ 206,956	\$ 597,615	74.3%	74.7%	-0.4%	
Board Administration	\$ 3,350,680	\$ 795,604	\$ 2,555,076	76.3%	76.1%	0.1%	
Department Heads	\$ 389,000	\$ 117,418	\$ 271,582	69.8%	72.0%	-2.2%	
Operations and Maintenance - Schools	\$ 10,681,356	\$ 2,219,891	\$ 8,461,465	79.2%	78.4%	0.8%	
TOTAL SALARIES AND WAGES	\$ 186,751,993	\$ 49,964,566	\$ 136,787,427	73.2%	73.0%	0.2%	A
EMPLOYEE BENEFITS							
Classroom Teachers	\$ 17,940,855	\$ 4,937,421	\$ 13,003,434	72.5%	72.0%	0.5%	
Occasional / Supply Teachers	\$ 353,284	\$ 116,380	\$ 236,904	67.1%	68.3%	-1.3%	
Teacher Assistants	\$ 3,507,794	\$ 534,270	\$ 2,973,524	84.8%	76.8%	8.0%	
Paraprofessionals & Technicians	\$ 1,183,085	\$ 142,403	\$ 1,040,682	88.0%	82.2%	5.7%	
Library & Guidance	\$ 498,271	\$ 30,926	\$ 467,345	93.8%	88.5%	5.3%	
Staff Development	\$ 3,000	\$ 1,259	\$ 1,741	58.0%	75.0%	-17.0%	
Coordinators & Consultants	\$ 302,405	\$ 17,462	\$ 284,943	94.2%	89.5%	4.7%	
Early Childhood Educators	\$ 1,239,276	\$ 184,410	\$ 1,054,866	85.1%	73.0%	12.1%	
Principals and Vice-Principals	\$ 1,468,925	\$ 260,985	\$ 1,207,940	82.2%	87.8%	-5.6%	
School Office - Secretarial & Supplies	\$ 1,368,920	\$ 198,760	\$ 1,170,160	85.5%	78.4%	7.0%	
Continuing Education	\$ 108,202	\$ 11,417	\$ 96,785	89.4%	85.7%	3.7%	

Appendix A

Board Meeting - February 12, 2019

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2018

EXPENDITURE CATEGORIES	2018-2019 REVISED BUDGET	SEPT. TO NOV. 2018 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2018 \$	BUDGET REMAINING AT NOV. 30, 2018 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
Trustees	\$ 6,396	\$ 856	\$ 5,540	86.6%	83.3%	3.3%	
Directors & Supervisory Officers	\$ 84,272	\$ 11,912	\$ 72,360	85.9%	82.5%	3.4%	
Board Administration	\$ 1,017,457	\$ 267,384	\$ 750,073	73.7%	75.0%	-1.3%	
Operations and Maintenance - Schools	\$ 3,247,620	\$ 359,182	\$ 2,888,738	88.9%	82.2%	6.8%	
TOTAL EMPLOYEE BENEFITS	\$ 32,330,082	\$ 7,075,030	\$ 25,255,032	78.1%	75.5%	2.6%	B
STAFF DEVELOPMENT							
Staff Development - Classroom	\$ 527,394	\$ 213,151	\$ 314,243	59.6%	59.8%	-0.2%	
Principals and Vice-Principals	\$ 119,000	\$ 1,752	\$ 117,249	98.5%	94.4%	4.1%	
Trustees	\$ 35,000	\$ 2,955	\$ 32,045	91.6%	91.2%	0.4%	
Board Administration	\$ 72,861	\$ 28,480	\$ 44,381	60.9%	69.2%	-8.3%	
Operations and Maintenance - Schools	\$ 68,250	\$ 14,464	\$ 53,786	78.8%	88.9%	-10.1%	
TOTAL STAFF DEVELOPMENT	\$ 822,505	\$ 260,802	\$ 561,703	68.3%	69.4%	-1.1%	A
SUPPLIES AND SERVICES							
Classroom Teachers	\$ 277,786	\$ 40,443	\$ 237,343	85.4%	81.7%	3.7%	
Classroom Computers	\$ 619,775	\$ 126,439	\$ 493,336	79.6%	76.8%	2.8%	
Textbooks, Supplies & Equipment	\$ 5,964,072	\$ 1,171,480	\$ 4,792,592	80.4%	80.1%	0.2%	
Paraprofessionals & Technicians	\$ 809,257	\$ 93,357	\$ 715,900	88.5%	88.1%	0.4%	
Library and Guidance	\$ 45,270	\$ 17,620	\$ 27,650	61.1%	58.4%	2.7%	
Coordinators & Consultants	\$ 282,469	\$ 57,993	\$ 224,476	79.5%	82.0%	-2.5%	
Principals and Vice-Principals	\$ 194,000	\$ 5,729	\$ 188,271	97.0%	96.1%	0.9%	
School Office - Secretarial & Supplies	\$ 706,651	\$ 92,463	\$ 614,188	86.9%	68.5%	18.4%	
Continuing Education	\$ 53,700	\$ 15,584	\$ 38,116	71.0%	76.5%	-5.6%	
Trustees	\$ 92,722	\$ 9,620	\$ 83,102	89.6%	87.6%	2.1%	
Board Administration	\$ 729,368	\$ 197,715	\$ 531,653	72.9%	74.0%	-1.1%	
Operations & Maintenance - Schools	\$ 12,100,986	\$ 2,041,763	\$ 10,059,223	83.1%	86.0%	-2.9%	
TOTAL SUPPLIES AND SERVICES	\$ 21,876,056	\$ 3,870,206	\$ 18,005,850	82.3%	83.2%	-0.9%	A

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2018

EXPENDITURE CATEGORIES	2018-2019 REVISED BUDGET	SEPT. TO NOV. 2018 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2018 \$	BUDGET REMAINING AT NOV. 30, 2018 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
CAPITAL EXPENDITURES							
Classroom Computers & SEA Computers	\$ 1,955,932	\$ 113,180	\$ 1,842,752	94.2%	89.3%	4.9%	
Textbooks, Supplies & Equipment	\$ 1,456,316	\$ 227,916	\$ 1,228,400	84.3%	85.3%	-1.0%	
Paraprofessionals & Technicians	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	
Coordinators & Consultants	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	
School Office	\$ 20,000	\$ -	\$ 20,000	100.0%	100.0%	0.0%	
Principals and Vice-Principals	\$ 52,000	\$ -	\$ 52,000	100.0%	100.0%	0.0%	
Board Administration	\$ 71,078	\$ 30,939	\$ 40,139	56.5%	72.7%	-16.2%	
Operations & Maintenance - Schools	\$ 115,000	\$ 42,874	\$ 72,126	62.7%	62.7%	0.0%	
School Renewal	\$ 32,341,151	\$ 2,820,456	\$ 29,520,695	91.3%	91.4%	-0.1%	
TOTAL CAPITAL EXPENDITURES	\$ 36,061,477	\$ 3,235,365	\$ 32,826,112	91.0%	90.9%	0.1%	A
NON-OPERATING EXPENDITURE							
NPF Debt Repayment	\$ 3,173,260	\$ 826,690	\$ 2,346,570	73.9%	71.9%	2.0%	
TOTAL CAPITAL EXPENDITURES	\$ 3,173,260	\$ 826,690	\$ 2,346,570	73.9%	71.9%	2.0%	
RENTAL EXPENDITURE							
Paraprofessionals & Technicians	\$ 9,770	\$ 2,442	\$ 7,328	75.0%	75.0%	0.0%	
TOTAL RENTAL EXPENDITURE	\$ 9,770	\$ 2,442	\$ 7,328	75.0%	75.0%	0.0%	
FEES AND CONTRACTUAL SERVICES							
Classroom Supplies & Services	\$ 30,000	\$ -	\$ 30,000	100.0%	100.0%	0.0%	
Textbooks, Supplies & Equipment	\$ 200,000	\$ 175,675	\$ 24,325	12.2%	26.4%	-14.3%	
Paraprofessionals & Technicians	\$ 555,072	\$ 188,204	\$ 366,868	66.1%	73.2%	-7.1%	
Coordinators & Consultants	\$ 37,752	\$ 7,254	\$ 30,498	80.8%	75.6%	5.2%	
School Office	\$ 8,300	\$ 9,194	\$ (894)	-10.8%	-10.8%	0.0%	
Continuing Education	\$ 74,000	\$ 22,944	\$ 51,056	69.0%	70.0%	-1.0%	
Board Administration	\$ 613,161	\$ 239,960	\$ 373,201	60.9%	64.2%	-3.3%	
Pupil Transportation	\$ 13,127,033	\$ 3,863,237	\$ 9,263,796	70.6%	69.9%	0.6%	
Operations & Maintenance - Schools	\$ 3,460,815	\$ 375,027	\$ 3,085,788	89.2%	88.2%	0.9%	
TOTAL FEES AND CONTRACTUAL SERVICES	\$ 18,106,133	\$ 4,881,495	\$ 13,224,638	73.0%	72.9%	0.2%	

Appendix A

Board Meeting - February 12, 2019

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01 TO NOVEMBER 30, 2018

EXPENDITURE CATEGORIES	2018-2019 REVISED BUDGET	SEPT. TO NOV. 2018 EXPENDITURES	BUDGET REMAINING AT NOV. 30, 2018 \$	BUDGET REMAINING AT NOV. 30, 2018 %	NOVEMBER 30 BENCHMARK	VARIANCE FROM BENCHMARK %	Report Ref No.
OTHER							
Board Administration	\$ 95,846	\$ 95,815	\$ 31	0.0%	0.0%	0.0%	
Other Non-Operating Expense	\$ 744,654	\$ -	\$ 744,654	100.0%	100.0%	0.0%	
TOTAL OTHER	\$ 840,500	\$ 95,815	\$ 744,685	88.6%	88.6%	0.0%	
CHARGES-NON FINANCIAL ASSETS							
Amortization	\$ 460,000	\$ -	\$ 460,000	100.0%	100.0%	0.0%	
TOTAL CHARGES-NON FINANCIAL ASSETS	\$ 460,000	\$ -	\$ 460,000	100.0%	100.0%	0.0%	
TOTAL EXPENDITURES	\$ 300,431,756	\$ 70,213,040	\$ 230,218,716	76.6%			