

**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 and Derek Robertson

Staff: Director of Education John Howitt, Superintendent of Business Brian McKay  
Superintendents of Education Angie Barrese, Gary Girardi, Ben Hazzard, Helen Lane, Mary Mancini and Mark Sherman and Public Relations Officer Heather Hughes

Student Trustees: Aurora Bressette, Simon Harris and Byren Newcombe

Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer

Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. and explained that the Board Meeting was being held via teleconference which was allowed because the Ministry of Education and the Government of Ontario introduced new legislation allowing for Board Meetings to occur electronically. Regulation 463/97 was amended by Regulation 42/20 and removes the requirement for any persons to be physically present at electronic meetings if all schools have been closed by the Minister, the Medical Officer of Health or Cabinet.  
Chair Bryce explained the voting process for the electronic meeting.

Chair Bryce read the Traditional Territorial Acknowledgement.

Chair Bryce read an in memoriam for employee Patrick Kavanagh. A moment of silence was observed.

#2020-60  
Approval of the Agenda  
Moved by Greg Agar, seconded by Derek Robertson,  
"That the Agenda for the Regular Board Meeting of April 28, 2020 be approved."  
CARRIED.

Declaration of Conflict of Interest  
None

#2020-61  
Approval of the Minutes  
Apr/14/2020  
Moved by Jack Fletcher, seconded by Brittany Jenkins,  
"That the Board approve the Minutes of the Regular Board Meeting of April 14, 2020."  
CARRIED.

Business Arising  
Superintendent McKay advised that the asphalt project at Victor Lauriston Public School in Chatham is the tarmac for students. The parking lots are not part of this project.

#2020-62  
Action of the Regular Board Private Session be the Action of the Board  
Moved by Randy Campbell, seconded by Jack Fletcher,  
"That the Action of the Board in Private Session be the Action of the Board."  
CARRIED.

Presentations: None  
Delegations: None

Questions from the Public  
Chair Bryce advised that members of the public may submit questions they wish to have asked at the Board Meeting by noon on the day of the meeting via email to [trish.johnston@lkdsb.net](mailto:trish.johnston@lkdsb.net). The Chair or a member of Senior Administration will answer the question at the Board Meeting if the information is immediately available or a written reply will be sent following the meeting.

#2020-63  
Tender Award –  
Wallaceburg District  
Secondary School Interior/  
Exterior Renovations  
Report B-20-37

Moved by Scott McKinlay, seconded by Janet Barnes,

“That the Board award the tender to the successful bidder, Elric Contractors of Wallaceburg Inc. for Interior and Exterior Renovations at Wallaceburg District Secondary School, provided that the approved tender work is allowed to proceed under the definition of essential workplaces by the Government of Ontario.”

Superintendent McKay reported on the tender award for the interior and exterior renovations at Wallaceburg District Secondary School (WDSS). He referenced the previous capital upgrade at WDSS that included the library, learning commons and weight room. This project is similar. The renovations will turn underutilized areas into student hubs. The community kitchen is being moved to the first floor and an outdoor area is being enhanced. The School Renewal funding will cover the cost of the outdoor upgrades, \$1,819,132.34 and School Condition funding will cover the cost of the interior work \$869,132.34. This project can continue outside out of the normal construction months of July and August. Areas worked on during the school year would be blocked off and student safety ensured.

CARRIED.

#2020-64  
Tender Award – HVAC  
Upgrades at Merlin Area  
Public School  
Report B-20-38

Moved by Jack Fletcher, seconded by Brittany Jenkins,

“That the Board award the tender to the successful bidder, Westhoek Construction Limited for HVAC Upgrades at Merlin Area Public School, provided that the approved tender work is allowed to proceed under the definition of essential workplaces by the Government of Ontario.”

Superintendent McKay reported on the tender award for the HVAC upgrades at Merlin Area Public School. The total cost of the project is \$755,729.98, with School Renewal funding covering \$202,500.00 and School Condition funding covering \$553,229.98

CARRIED.

Development of the LKDSB  
Strategic Plan 2020/2021 to  
2025/2026  
Report B-20-39

Director Howitt thanked Trustees for coming together with Senior Administration on March 6, 2020 for the Strategic Planning session. He noted that it took place six days before the unprecedented announcement by the Minister of Education to temporarily close schools due to COVID-19 pandemic. The goal for the day was to review the LKDSB Vision and Mission statements, determine the context of existing Belief Statements and set three to five strategic priorities that would provide Senior Administration clear direction on Trustee expectations. Members present reviewed the Ministry of Education’s Strategic Planning guide and Strong District’s research. The facilitator led the group through a SWOT activity where LKDSB Strength, Weaknesses, Opportunities and Threats were discussed and ranked. Small groups then worked on draft priorities before the whole group came together to consolidate.

At the end of the day, there was consensus for four priorities and a long-term objective for each. Senior Administration was empowered to do minor wordsmithing and asked to bring a draft back to Trustees for information and then approval. Director Howitt presented the final version of the Strategic Priorities:

- Student Achievement & Well-Being
  - Advance high standards for innovative and responsive learning
- Inclusive Diversity
  - Champion anti-oppressive education

- Sustainable Stewardship
  - Optimize human, financial and physical resources
- Trusting Relationships
  - Strengthen relationships based on respectful collaboration

Director Howitt stated that he believes it is essential that the work of LKDSB staff and LKDSB budgets should clearly align with Strategic Priorities set by Trustees. He explained that once Trustees set those priorities, Senior Administration will then set and present annual and multi-year goals supporting those priorities with annual reporting on progress made in achieving those goals. Director Howitt advised that he had reviewed the draft priorities and long-term objectives from a pandemic lens. He feels that the work done over the past weeks aligns with the proposed priorities. He advised that the intent is to bring the Strategic Priorities to a future Board Meeting for approval.

Discussion ensued regarding the use of the term 'anti-oppressive' in the second Strategic Priority. It was noted that the term 'anti-oppressive' is reflective of current terminology for inclusion and diversity. People have to actively work to be anti-racists and this is very positive wording. It is not enough to say we are inclusive.

Chair Bryce thanked Director Howitt for the report and for following up with the Trustees who were not able to attend the session. She expressed support for the plan to have Trustees approve the Strategic Priorities at the next Board Meeting. Director Howitt expressed appreciation for the support and referenced the implementation plans.

Financial Report  
2019/2020 School Year  
Expenditures to February  
29, 2020  
Report B-20-40

Superintendent McKay presented the financial expenditures for the period ending February 29, 2020, prior to the school closures due to the COVID-19 pandemic. The impact of the school closures will be reflected in the third quarter financial report. He advised that the report to the end of February represents about 50% of the operating expenses that occur over 12 months, and approximately 60 - 65% of the salary and benefit portion of the instructional operating expenses that occur over a 10 to 12 month period.

Superintendent McKay explained that due to the impacts of COVID-19, expenditures since March Break are not following the normal spending patterns. Budgets, such as the occasional/supply teacher lines, are now projected to be underspent at the end of the school year. Expenditures to support at home learning for LKDSB students will have higher costs in other areas of the budget, such as technology and paper-based supports. Revenue from community use activities and the before and after school day care program providers will also be reduced as LKDSB works with and supports its partners through this difficult time. Administration is reviewing the impact this might have on the projected year-end financial results and will provide more information to Trustees during the third quarter financial report.

Superintendent McKay confirmed that the LKDSB has increased the supply teacher budget over the years to meet the demands. Budget dollars are taken from other budgets and placed in the supply teacher budget. This is a pressure for all school boards based on the funding provided by the Ministry. Superintendent McKay advised that the LKDSB has realized a reduction in costs in the supply teacher area due to the program implemented by the Human Resources department. He noted that the annual report on staff absences had the LKDSB listed below the provincial staff absence average which is a reflection of the work done to reduce costs in this area.

It was noted that the Ministry of Education extended the school closures to May 31, but day care closures were not extended. Director Howitt explained that under the province's Emergency Measures, they can only issue the measures in two week increments. Day cares are covered by the Emergency Measures, not the Education Act. It is too early for the Emergency Measures to be extended. Superintendent McKay confirmed that some day cares are operating for front line workers. CLASS staff are prepared if the LKDSB receives a request from one of the local Medical Officers of Health.

Reduction of Single Plastic Use at the LKDSB  
Report B-20-41

Superintendent McKay referenced the motion passed at the October 8, 2019 Board Meeting and the rationale for the LKDSB to explore ways to phase out and reduce single use plastics. He noted that this initiative aligns with the new proposed strategic priorities. He reviewed the factors to consider when assessing reduction strategies and data on single use purchases over a school year. Superintendent McKay outlined the plans to establish a committee to look at current use and develop a viable reduction strategy. The Single-Use Plastics Reduction Committee will develop a communication plan that includes reduction targets, financial considerations, impacts and timelines when proposed strategies will occur. The communication plan will be approved by Executive Council. Results would be shared with the Board of Trustees on an annual basis. Trustee Fletcher thanked Administration for the report.

It was noted that based on the current situation, the reduction strategy will have to consider things from a post pandemic lens as well as regarding infectious disease safety. Director Howitt commented that it will be part of the Operational Plan going forward.

LKDSB Staff Supported Student Learning during COVID-19 School Closures

Director Howitt referenced the report presented at the April 14, 2020 Board Meeting that outlined how the LKDSB staff are supporting student learning during the COVID-19 school closures. He stated that staff have been doing exemplary work. He advised that the Minister of Education had extended the school closures to May 31, 2020 for students. Under the extension, staff could access schools on May 29 to prepare classrooms to receive students on June 1, 2020. He provided an update on the things that have occurred over the past two weeks.

Secondary Education:

- Paper based resources have been shared with students up to and including May 1, 2020.
- LTE iPads have been distributed to over 90% of the students in grades 9 to 12 who required paper based resources. The remaining 10% do not have sufficient cell phone coverage to benefit and will continue with paper based resources.
- Subject based groups have met to share resources and best practices.
- Assessment and evaluation information has been sent out to students and parents/guardians. Further information will be shared as well.
- Drop-in PD and Office hours are being very well attended.
- Secondary Program Staff obtained Electude, an auto courses online licensed software package, as well as a Virtual Family for Family Studies licensed software.

Elementary Education:

- The second round of paper resources were distributed. This round included self-addressed stamped envelopes for returning materials.
- Hundreds of teachers are attending Program Drop-in hours.
- Coffee & Colleagues is happening twice a week with over 65 elementary administrators attending regularly.

Special Education Department Staff

- Over 800 teachers and education workers attended voluntary training on Lexia last week. This is a reading program for elementary and secondary students that teachers will share with students as appropriate.
- Training was offered this evening for parents/guardians with over 32 participating.
- The Virtual IPRC reviews process is being developed.

Graduations

- June Grade 8 graduations and Secondary Commencement ceremonies have been postponed.

Health & Safety

- Both LKDSB Joint Health and Safety Committees have approved a process that allows for monthly building inspections for health and safety to continue while respecting the 'stay at home' orders from the province.

Director Howitt noted that staff recognize how lucky they are to have stable employment and are trying to give back to their communities wherever they can to support others and he shared examples. Chair Bryce thanked Director Howitt for the update and for sharing the staff newsletter with Trustees.

Announcements

The next Regular Board Meeting will be held electronically on Tuesday, May 12, 2020, at 7:00 p.m.

Adjournment  
8:13 p.m.

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 8:13 p.m.

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Chair of the Board

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Director of Education and  
Secretary of the Board