



REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, SEPTEMBER 8, 2020
7:00 p.m.

Board Room
Chatham Education Centre
476 McNaughton Avenue East, Chatham

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| | Page Reference |
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| 1. Call to Order | |
| 2. In Memoriam | 8 |
| 3. Approval of Agenda | |
| 4. Declaration of Conflict of Interest | |
| 5. Approval of the Minutes: | |
| a) June 23, 2020 Regular Board Meeting | 9 |
| b) July 28, 2020 Special Board Meeting | 17 |
| 6. Business Arising from the Minutes | |
| 7. Motions Emanating from the Regular Board Private Session | |
| 8. Motion that the Actions of the Regular Board Private Session be the Action of the Board. | |
| 9. Presentations: | |
| 10. Delegations | |
| 11. Questions from the Public | |
| Please submit questions by noon on September 8, 2020 via email to trish.johnston@lkdsb.net | |
| 12. Reports for Board Action | |
| a) Schedule for Regular Board Meetings for the period December 2020 to December 2021 | 20 |
| <u>Recommendation</u> | Director Howitt/ Report B-20-80 |
| "That the Board approve the Regular Board Meeting Schedule for The period December 2020 to December 2021." | |
| b) LKDSB Policy and Regulations on Tragic Events Response | 22 |
| <u>Recommendation</u> | Director Howitt/ Superintendent Barrese Report B-20-81 |
| "That the Board approve the revised policy and regulations on Tragic Events Response." | |
| c) LKDSB International Student Program Plan | 25 |
| <u>Recommendation</u> | Director Howitt/ Superintendent Lane Report B-20-82 |
| "That the Board approve the LKDSB International Student Program Plan which meets the current federal and provincial requirements for the 2020/2021 school year." | |

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| d) 2020/2021 Internal Audit Plan | Superintendent McKay report B-20-83 | 35 |
| <u>Recommendation</u> "That the Board approve the 2020/2021 Internal Audit Plan." | | |
| 13. Reports for Board Information: | | |
| a) Indigenous Liaison Committee Report | Trustee Rising Report B-20-84 | 37 |
| b) LKDSB Reopening Our Schools Plan | Director Howitt Report B-20-85 | 39 |
| 14. Correspondence | | |
| 15. New Business | | |
| 16. Trustee Question Period | | |
| 17. Notices of Motion: | | |
| Director Howitt served the following Notice of Motion – updates to the LKDSB Procedural By-laws | | |

SECTION 1 INTERPRETATION

- 1.01 "Vacancy" in a seat of the Board occurs:
- a) When the resignation of a Trustee is accepted by the majority of Trustees present at a meeting at which the resignation is presented except that a Trustee may not resign if **his/her their** resignation will reduce the number of Trustees to less than a quorum; or
 - b) When a Trustee ceases to hold the qualifications required for election as a Trustee of the Board if **his/her their** becomes disqualified pursuant to the provisions of the Education Act.
- "Vacancy" in the position of Chair or Vice-Chair occurs if the incumbent has **his/her their** resignation from the position accepted by a majority of the Trustees present at a meeting at which the resignation is presented.

SECTION 2 THE ANNUAL ORGANIZATION MEETING OF THE BOARD

- 2.2 The annual Organization Meeting shall be held at 7:00 p.m. on the first Tuesday of December in the Board Room in the office of the Board. On the petition of a majority of the Trustees who will comprise the Board, the Director, or **his/her their** designate, shall arrange for the calling of the Annual Organization Meeting at some other specified time and date provided that the date is not later than the seventh of December.
- 2.7 For the purpose of counting ballots and reporting the results to the Chair for public announcements, two Trustees and the Director of Education or **his/her their** designate shall be appointed by Board resolution.
- 2.8 The Trustee elected Chair shall hold office during the year (December to November inclusive) and until **his/her their** successor is elected.

SECTION 3 REGULAR AND SPECIAL MEETINGS OF THE BOARD

- 3.6 Notice of all Board Meetings shall be delivered **electronically** to each member at **his/her their** designated **LKDSB email** address at least forty-eight hours prior to the time for the said meeting provided, however, that the Chair, or in **his/her their** absence, the Vice-Chair may, at direction, call any meeting of the Board on less than forty-eight hours notice, but in no event less than six hours, given to each member **via their designated LKDSB email address at the place of residence or place of business of each member**, by telephone, ~~fax~~, in person or other similar means where the Chair or Vice-Chair in **his/her their** opinion, deems such meeting to be necessary or expedient.
- 3.7 All communications or other documents intended for consideration by the Board must be in the hands of the Secretary of the Board not later than 4:00 p.m. on the day previous to the

Documents for the Board

meeting (or earlier, if specifically stated). It shall be left to the discretion of the Chair of the Board and the Secretary of the Board to present or to hold over documents coming to the Board Office after the hour specified, unless such documents or communications shall have reference to some matter which may arise during said meeting, or which may be required by some member, having knowledge of such communication. This does not pertain to delegations or presentations.

All correspondence addressed to the Chair of the Board or the Director of Education and Secretary of the Board, requiring Board action will be placed on the Board Agenda. Other correspondence addressed to the individuals named above or all Trustees, will be placed on the Board Agenda or re-directed to the appropriate Board or Administrative Committee, at the discretion of the Chair of the Board or the Director of Education. **An electronic folder of all correspondence received will be maintained for Trustees to access all correspondence and to inquire about a specific letter.**

3.16
Posing
Questions at
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~~ **their** 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.

3.18
Presentations

An employee or employee group may make a presentation to the Board relating to a specific issue, matters of general interest to the Education system and matters of information to Trustees. Individuals or employee groups requesting permission to appear and speak before the Board or a Committee of the Board must submit their request and their materials in writing to the Secretary of the Board at least ~~four~~ **seven** working days prior to the meeting.

SECTION 4

ORDER OF BUSINESS FOR MEETINGS

4.1

| REGULAR BOARD MEETINGS PUBLIC SESSION | BOARD MEETINGS (PRIVATE SESSION) | ORGANIZATIONAL MEETING |
|--|--|---|
| 1. Call to Order | Call to Order | 1. Call to Order (performance) |
| 2. Approval of Agenda Traditional Territorial Acknowledgement | Approval of Agenda Traditional Territorial Acknowledgement | 2. Invocation |
| 3. Declaration of Conflict of Interest | Declaration of Conflict of Interest | 3. Appointment of Scrutineers |
| 4. Approval of the Minutes | Approval of the Minutes | 4. Election of Chairperson |
| 5. Business Arising from the Minutes | Business Arising from the Minutes | 5. Election of Vice-Chairperson |
| 6. Actions of the Committee of the Whole Private Session | | 6. Election of Delegate and Alternate to OPSBA |
| 7. Presentations, Delegations (10 minutes per presentation) and Public Questions | Presentations, Delegations (10 minutes per presentation) | 7. Striking Committee Retires to Select Composition of Board Committees (performance) |
| 8. Reports for Action: Board Committees Director Trustees Superintendents | Reports for Action: Board Committees Director Trustees Superintendents | 8. Report of Striking Committee |

| | | |
|--|---|--|
| 9. Reports for Information: Board Committees Director Trustees Superintendents | Reports for Information: Board Committees Director Trustees Superintendents | 9. Motion to destroy ballots |
| 10. Correspondence | Correspondence | 10. Appointment of Signing Officers of the Board |
| 11. New Business & Highlights | New Business | 11. Appointment of Legal Counsel for the Board |
| 12. Trustee Questions Period | Trustee Questions Period | |
| 13. Notices of Motion and Future Agenda Items | Notices of Motion and Future Agenda Items | |
| 14. Announcements | Announcements | |
| 15. Adjournment | Adjournment | 12. Adjournment |

SECTION 6 RULES OF GOVERNANCE

- 6.1 Desire to Speak
When a member desires to speak to any question, the member shall address the Chair, confining ~~him/herself~~ **themselves** to the subject under debate.
- 6.5 Speaking
Once on the Same Question
No member shall speak more than once on the same question or motion without permission of the Chair, except in explanation of a material part of ~~his/her~~ **their** previous remarks, which may have been misunderstood, and without the introduction of new matter. The mover of a motion, however, may reply to discussion, before the vote is taken.
- 6.8 Conduct of the Chair
During Regular Board Meetings the Chair shall not take part in any discussion unless he/she first leaves the chair and appoints someone to take ~~his/her~~ **their** place until the question is decided. Should the Chair refuse to put any motion or any appeal from ~~his/her~~ **their** ruling to the vote of the Board, the member making such motion or appeal may put the same to vote.
- 6.9 Question to be read out
Any member may request the question or motion in discussion to be read for ~~his/her~~ **their** information at any time during the debate, but not so as to interrupt a member speaking.

SECTION 7 RULES OF ORDER

- 7.12 Separate Votes
When any question under consideration contains several distinct propositions, a separate vote shall be taken on each proposition, under the request of any member **before the question is called**.
- 7.20 Recorded Vote
The yeas and nays shall not be recorded on any question unless requested by a Trustee and such request shall be made before the Chair calls upon the members to vote. In such cases, each member present and voting shall record their vote on a ballot. The Director of Education shall collect the ballots. The Chair of the Board shall read out the votes of the individual Trustees and the Director of Education shall record the same. **Student Trustees may cast non-binding votes**. It shall be the duty of the Director of Education to record the same in the Minutes.
- 7.24 Student Trustees
The Board approves annually the appointment of three Student Trustees, for the August 1 to July 31 term. 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 **of the LKDSB**. 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 make a motion. Student Trustees may cast non-binding votes on a motion.**

SECTION 8 LEGISLATIVE/STATUTORY, PERMANENT AND AD HOC COMMITTEES

- 8.1 Permanent Committees of the Board do not meet at regular times and are not necessarily composed of the entire membership of the Board. There shall be the following Permanent Committees of the Board:
- a) Striking Committee
 - b) Grievance Committee (acts on behalf of the Board)
 - c) Indigenous Liaison Committee
 - d) Student Suspension Appeal/Expulsion Committee (acts on behalf of the Board)
 - e) Negotiations Committee
 - f) Surplus Sites Committee (acts on behalf of the Board in accordance with Parameters established by the Board)
 - g) Secondary Student Art
 - h) Student Senate
 - i) Elementary Teacher/Board Communications Committee
 - j) Board Agenda Review Committee
 - k) ~~Audit Committee—Legislated~~
 - l) Parent Involvement Committee (PIC)
- 8.2 Legislative Committees
- Legislative/Statutory Committees of the Board are struck in accordance with provincial legislation and meet as required by the Education Act on the call of the Chair of the committee. The composition of legislative committees is also set out in provincial legislation and regulations. There shall be two Legislative Committees of the Board as follows:
- a) Special Education Advisory Committee (SEAC)
 - b) Supervised Alternative Learning (SAL) (acts on behalf of the Board)
 - c) ~~Audit Committee~~

SECTION 10 ROLE OF TRUSTEES

- 10.3 Absence of Board Member
- If a member **is absent absences his/her**, without being authorized by Board motion entered into the Minutes, from the meetings of the Board for three consecutive meetings, ~~he/she they~~ vacate ~~his/her their~~ seat and the provisions of the Education Act under which the Board is established shall apply with respect to filling of the vacancy.

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

- 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 **their** 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 **their** 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~~ **their** 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 **their** 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.

SECTION 12 ENFORCEMENT OF THE CODE OF CONDUCT

12.1 Identify 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 ~~his/her~~ 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.

12.3 Informal Complaint Procedure

The Chair of the Board on ~~his/her~~ 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.

12.6 Steps of Formal Inquiry

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 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 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 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 ~~his/her~~ their absence.

SECTION 15 PERFORMANCE APPRAISAL OF THE DIRECTOR OF EDUCATION

- 15.2 The Report shall be organized on the achievement of the Board's Vision, Mission and ~~Strategic Priorities~~ ~~Belief Statements~~ and address the follow matters:
- a) the steps taken and success achieved in implementing Board policy and Strategic Plan;
 - b) the steps taken and success achieved in implementing Ministry legislation, regulations and policy;
 - c) the effect of Board policy and Ministry policy on the quality of education of the Board's students;
 - d) matters raised in reply to the most recent Performance Appraisal Report of the Director;
 - e) matters which should be addressed by the Board in the ensuing school year; and
 - f) other matters which the Director believes should be brought to the attention of the Board.
- 15.3 The Director shall, prior to the submission of ~~his/her~~ their Performance Appraisal Report request the Board to identify other specific policies and issues that it wishes to be addressed in the Performance Appraisal Report.

SECTION 16 POLICY DEVELOPMENT, DIRECTION AND DIRECTOR'S ANNUAL REPORT

- 16.1 The Board shall review and if necessary revise the Vision Statement, Mission Statement and ~~Strategic Priorities~~ ~~Belief Statements~~, in consultation with its staff and community at least once per Trustee term of office.
- 16.4 Each school shall develop a School Improvement Plan in accordance with the Board's Vision Statement, Mission Statement and ~~Strategic Priorities~~ ~~Statement of Beliefs, and~~ ~~Strategic Plan~~, in consultation with the School Council and the Superintendent of Education responsible for the school.

18. Future Agenda Items

19. Announcements

- a) The next Regular Board Meeting will be held on Tuesday, September 22, 2020, 7:00 p.m. at the Sarnia Education Centre.

20. Adjournment



Lambton Kent
District School Board

In Memoriam

Sophia Mercia Summers

Sophia Mercia Summers, passed away on July 27, 2020.

Sophia was a student at Tecumseh Public School.

Staff, students and all who knew Sophia will miss her.

Lambton Kent District School Board
Minutes of the Regular Board Public Session Meeting of June 23, 2020 held via Zoom

PRESENT:

- Trustees: Chair Jane Bryce, Greg Agar, Janet Barnes, Dave Douglas, Jack Fletcher (Acting Vice-Chair), Brittany Jenkins, Scott McKinlay, Lareina Rising, 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
- Regrets: Vice-Chair Randy Campbell, Trustee Ruth Ann Dodman
- Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer
- Call to Order: Chair Bryce called the meeting to order at 7:00 p.m. Trustee Fletcher served as Vice-Chair for the meeting.
Chair Bryce 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.
- #2020-94
Approval of the Agenda Moved by Jack Fletcher, seconded by Scott McKinlay,
"That the Agenda for the Regular Board Meeting of June 23, 2020 be approved."
CARRIED.
- Declaration of Conflict of Interest None
- #2020-95
Approval of the Minutes June/9/2020 Moved by Brittany Jenkins, seconded by Derek Robertson,
"That the Board approve the Minutes of the Regular Board Meeting of June 9, 2020."
CARRIED.
- Business Arising Superintendent McKay advised that the Ministry released the Grants for Student Needs (GSN) on June 19. Administration is working through the information and inputting data into the Ministry system to determine the LKDSB 2020/20201 budget development data. He expects that the information will be ready for the Trustees to review middle or latter half of July. A Special Board Meeting will need to be called to approve the budget.. Administration plans to offer the Trustee budget workshop prior to the Special Board Meeting. They could be held on the same night or separate nights. Information will be provided to Trustees prior to the budget workshop.
- #2020-96
Action of the Regular Board Private Session be the Action of the Board Moved by Jack Fletcher, seconded by Derek Robertson,
"That the Action of the Board in Private Session be the Action of the Board."
CARRIED.

Presentations:
Secondary Student Art
Sarnia Lambton Schools

Trustee Jenkins referenced the awards given to Chatham Kent Students at the June 9, 2020 Board Meeting and explained that she was presenting the awards for the Sarnia Lambton students at this Board Meeting. The student artists will receive \$100.00 cheque for agreeing to lease their piece of art to the LKDSB for one year. The student art will be displayed in the Sarnia Board Office for the 2020/2021 school year as a reminder of the work of the students. She thanked the teachers for creating the online gallery.

Trustee Jenkins presented the three pieces of art selected and commented on the creation of the pieces of the art on behalf of the students:

- o Laneigh Shirley's piece called "Summer Rebirth" is an acrylic painting (Northern Collegiate Institute and Vocational School);
- o Sasha Smith's piece called "Cabin" is marker on paper (North Lambton Secondary School); and
- o Darren McDermott's untitled triptych piece is marker and ink on paper (Alexander Mackenzie Secondary School).

Trustee Jenkins thanked everyone for their submissions. Chair Bryce expressed gratitude to the teachers, students and their families for supporting the arts in Sarnia Lambton. Director Howitt commented on the value of the arts.

Recognition of Student
Trustees

Chair Bryce commented on what a privilege it was to get to know the Student Trustees and thanked them for their contributions and their time. Trustee Harris advised that he would be attending Carleton University in the fall. Trustee Newcombe has decided to return to Chatham-Kent Secondary School. Trustee Bressette will be returning as a Student Trustee for the 2020/2021 school year. On behalf of the Board, Chair Bryce thanked the Student Trustees for stepping forward to serve as Student Trustee.

OPSBA Scholarship
Public Property
Assessment Network
Scholarship

Trustee Fletcher advised that he was involved in the criteria for the OPSBA Public Property Assessment Network Scholarship and was part of the selection committee. He made his bias known during the process. There were 20 students nominated. That number was reduced to five finalized, of which 3 were from the LKDSB. The Public Property Assessment Network Scholarship is awarded in the amount of \$1,000 to one recipient in each of the OPSBA's regions. Scholarship recipients are students of strong character, leadership skills and potential, who care deeply about their communities and furthering their own learning. Trustee Fletcher announced that Student Trustee Simon Harris is the recipient of the OPSBA Public Property Assessment Network Scholarship for Western Region.

Student Trustee Harris thanked Trustee Fletcher and commented that it was an honour to receive the award. He thanked everyone on the selection team and OPSBA for providing the scholarship. On behalf of the Board, Chair Bryce congratulated Student Trustee Harris and wished him well.

Director of Education's
Snap Shots of Excellence

Director Howitt presented the Director's Snap Shots of Excellence PowerPoint which features highlights of engagement across the district. Included in the presentation were examples of students learning at home, educators providing online learning, professional development opportunities for staff, staff collaborating on various platforms, Earth Day celebrations, promotion of well-being, students supporting front line workers, the flying of the Pride Flag at LKDSB schools and offices, Indigenous People's Day in Canada celebrations, end of year activities, virtual athletic banquets, virtual art banquets, Grade 8 to Grade 9 transition activities and virtual secondary graduation celebrations.

Director Howitt commented that Administration standardized the flying of the Pride flag this year. Last year, schools had the option of flying it on a flagpole or displaying it in the schools. This year, all schools were to fly the flag on the

external flagpole. As part of the LKDSB Indigenous People's Day celebrations, the LKDSB co-hosted the "Weaving the Braid of Unity" Virtual Summit.

Delegations:

Chair Bryce advised that the LKDSB's Procedural By-laws include the following statements concerning delegations.

Section 3.14 Delegations

Any person from the community or community group wishing to address the Board shall give seven working days notice electronically or in writing to the Secretary of the Board and shall indicate the matter or issue they wish to speak to and provide an electronic or printed copy of their presentation with their request. Requests received without supporting documentation will not be considered. The Chair, Vice-Chair and Director of Education will review all requests at the Agenda Review Meeting prior to the Board Meeting and determine if the request will be placed on the Board Agenda.

Section 3.15 Time Limitation

Approved requests from community members or groups shall have ten minutes to address the Board. If more than eight presentations are requested, the Chair may schedule a Special Board Meeting to hear the presentations/delegations.

French Immersion Triple Splits at Harwich Raleigh Public School – Chris White

Chris White advised that Addie White, Chris Pegg, Chantelle Lumley and Bev Warriner would be presenting with him on behalf of an informal group of parents with children in the French Immersion program at Harwich Raleigh Public School on the topic of French Immersion triple splits.

The group advised:

- they are opposed to the triple split French Immersion class at Harwich Raleigh Public School;
- they are concerned about the development, growth, safety, security of the children;
- they are concerned about the teachers' ability to facilitate proper education to such a wide-ranging age group; and
- would like alternative solutions.

They referenced the LKDSB Vision Statement and provided data on the number of families they represent. They referenced a question and answer from the June 9, 2020 Board Meeting where Director Howitt stated that there were a lot of benefits for students like socio-emotional and leadership opportunities and asked for the source of the data. They referred to the Director's year end email about possible plans for September and questioned what the impact of the social distancing and 15 students in a class would do to the triple split. They asked how bullying would be addressed.

They asked Administration to create a policy for staffing schools that avoids triple split grade classes and proposed a resolution.

They asked what would triple grades look like in a COVID world and what policies and procedures would the Board implement to ensure the safety and security of children. They concluded by asking the Board and Administration to come up with a solution that does not involve triple splits.

Chair Bryce thanked the delegation for their information and for participating via Zoom.

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. 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. No questions were received.

#2020-97
Tender Award – Roof
replacement at Harwich
Raleigh Public School
School
Report B-20-73

Moved by Scott McKinlay, seconded by Jack Fletcher,

“That the Board award the tender to the successful bidder, for Roof Replacement at Harwich Raleigh Public School, subject to the tender being within the total project budget.”

Superintendent McKay reported that the tender bid package is still out and closes later this week. Due to the school closures some procurement processes have been delayed. Administration is asking for approval to award the tender if the tenders come in within budget. This was done five or six years ago to enable work to be done over the summer. The plan is to award the tender to the lowest compliant bidder. If the tender is over budget, Superintendent McKay will work with Director Howitt and Chair Bryce to get tender information out to the Trustees. The total project cost is estimated to be \$1,257,484.13 and would be covered by the School Condition Improvement Funding. The results of the tender will be reported back to the Trustees. Chair Bryce confirmed that the Board has passed motions similar to this in the past. Superintendent McKay explained the inclusion of an anticipated 10 to 15% amount in the report to cover possible overages. He confirmed that there is room in the budget this year because other projects had to be delayed until next year. Chair Bryce indicated that if the tender results are not within the budget, the Chair could call a Special Board meeting. Superintendent McKay confirmed that the design fees were lower for the project because it is a straightforward roofing project with limited complexities.

CARRIED.

Trustee McKinlay departed from the Meeting.

#2020-98
Tender Award –
Roof Guard Rails all LKDSB
locations
Report B-20-74

Moved by Derek Robertson, seconded by Greg Agar,

“That the Board award the tender to the successful bidder, for Roof Guard Rail Installation at all Board locations, subject to the tender being within the total project budget. If the tender exceeds the total project estimate the number of locations for installation shall be adjusted to remain within budget.”

Superintendent McKay reported that the tender bid package is still open for the installation of roof guard rails at many LKDSB locations. It closes on July 6, 2020. Some of this work could be done in the fall if necessary. The total estimated cost of the project is \$1,262,856.96 and will be covered by School Renewal Funding. The results of the tender will be reported back to the Trustees. Superintendent McKay explained that many of the firms who normally bid on this type of job had closed for an extended period of time due to the COVID-19 pandemic. The tender was issued when they opened back up. He explained that the guard rails are required due to a change in health and safety and code regulations regarding.

CARRIED.

Special Education
Advisory Committee
Report
Report B-20-75

Trustee Barnes reported on the June 11, 2020 meeting of the Special Education Advisory Committee that was held via teleconference. The LKDSB Assistive Technology Resource Teachers outlined initiatives they have been working on to support staff, students and families during the school closures. Summer programs will focus on supporting students with exceptional needs; supporting mental wellbeing; supporting student transitions; and, supporting students with autism. The review of the Special Education Plan continued. The LKDSB's Special Education Plan Checklist will be submitted to the Ministry of Education.

Director Howitt updated Trustees on the ways the LKDSB staff are creatively celebrating or are planning to celebrate student accomplishments and the school year end. He thanked the students, their families, union partners, and communities for their contributions and support during this time.

Elementary Year End Summary

Grade 8 Celebrations:

Across the LKDSB, schools have been commemorating Grade 8 students in a variety of ways. Some schools are broadcasting a live stream of the graduation ceremonies. Many schools are sharing a pre-recorded graduation ceremony. These ceremonies included a slideshow highlighting the students, valedictorian address, student awards and recognition, and comments from school staff.

All schools are sharing mementos of the student's achievement including:

- Yearbooks
- T-shirt/sweatshirt
- Lawn signs
- Small gifts
- Cupcakes
- Certificates

Welcoming New to Kindergarten Students:

- Schools are also welcoming new students to Kindergarten in a variety of ways.
- Schools have created transition books that were made in paper and mailed to families. These books showcased the Kindergarten classroom, pick up/drop offs, and introducing the Kindergarten teaching team. Others created digital books that were electronically shared with families.
- Some schools made individual phone calls to families from the teacher or ECE. Others set up online classrooms in seesaw to communicate with student families entering JK in Sept 2020
- Other schools hosted an online Google meet with families to share information. Video segments showcased the Kindergarten classroom, pick up/drop offs, and introducing the Kindergarten teaching team.

Secondary Year End Summary

Graduation/Commencement ceremonies

Most schools have rescheduled graduation/commencement ceremonies to Fall or Winter 2020. One school is hosting a virtual graduation in June.

How are schools celebrating graduating students?

- Grad Google Classrooms and Google Meets to build spirit and student voice
- Class of 2020 lawn signs as well as other items (trees, congratulatory cards, grad gowns, grad caps, cookies) delivered to student homes by school staff
- Honouring grads through radio and newspaper ads
- Grad video messages

Other events hosted by schools

- Virtual Athletic Banquets
- Virtual Arts Council Banquets
- Virtual Relay for Life
- Spirit Week Videos
- Random Acts of Kindness

Keeping in touch with graduating students

Normally graduating students would lose access to their LKDSB student email account upon graduation. To facilitate ongoing communication with LKDSB

graduates for fall events and updates, Administration will keep the email accounts active until December 2020.

Schools supporting the Grade 8 -9 Transition

The move from Grade 8 to 9 is an important transition for our students. Schools have been creative in providing a variety of opportunities for incoming Grade 9 students to become familiar with their new high school setting. Schools have created Google Classrooms for incoming students which include informational and welcoming videos, video tours of the school, scavenger hunts and what to expect in high school. IPRCs and Transition meetings have been held virtually for incoming Grade 9 students. Student Success Teams have met with elementary feeder schools.

Summer Learning

Elementary Programs:

Summer Learning Program through CODE

- Grade 5 to 6 audience
- Online learning - synchronous
- Small groups 5 or 6 students to one teacher.

Secondary Programs:

A wide variety (14 in number) of summer programs – expanded as per regular practice and Ministry of Education direction, including:

- a) Summer eLearning (1300+ registrants) – 4 week 110 hour model.
- b) Summer Co-op with actual work placements and monitoring (50+)
- c) Summer Virtual Co-op for those SHSM students primarily involved in Health and Welfare where placements may be problematic currently.
- d) Course Upgrade eCourse – 55 hours, students blended into Regular Summer eLearning sections
- e) Credit Recovery eCourse – basing on Grade 9/10 core courses and working from a Student Success teacher focus. 4 week 55 hour model.
- f) Summer Dual Credit courses – still running with one College partner. (Lambton College).
- g) International Languages (Elementary) – one summer class running virtually in Chatham.
- h) Horticultural Co-op Program Pilot – based partially online and hands-on projects that allow for social distancing and the use of PPE.
- i) Various Adult and Continuing Education programs including: Literacy and Basic Skills (LBS), Support for Credit Granting (Indigenous learner focus), and non-credit English Second Language (ESL) Class (if face to face is allowed).
- j) Summer eLearning for non-resident International Students previously registered with the LKDSB.
- k) Possible August – Secondary Summer Learning Program – to run in August 10 to 28, 12 days at 3 hours/day. To address return to school readiness and gap closing. Possible link to “Learning outside the School Day” structure.
- l) Possible small group/school based, weeklong camps for girls or Indigenous students in skilled trades – depending on the government releases with respect to whether face-to-face learning allowed come July.

Child Care – School Based

- o The government announced that childcare centres would be able to begin reopening throughout the province on June 12 including centres located on school property.

- The LKDSB, through CLASS (Chatham-Kent Lambton Administrative School Services) Shared School Services, is working with local childcare providers to coordinate the reopening.
- School boards are required to continue to not charge any accommodation costs during the summer months. As of September, when the new school year begins, school boards may resume charging accommodation costs.

Chair Bryce noted the importance of keeping in touch with the graduating students by keeping their email accounts active and expressed appreciation on behalf of the Board.

Questions

Trustee Robertson referenced the emails received regarding the flying of the Pride Flag from June 1 to 5 rather than the whole month and asked for clarification. Director Howitt commented on the emails and the letter Trustees received today from some of the former LKDSB Student Trustees. He explained that in the past it was not mandatory for LKDSB schools and offices to fly the Pride Flag on the external flagpole. Principals had the choice to display it on the interior of the school or on the external flagpole. To have a consistent practice across the LKDSB, Director Howitt directed schools to fly the flag from June 1 to 5, 2020 in front of their schools. Director Howitt explained that during the time the flags were displayed, Administration did not receive any concerns from the communities that the flags were being flown or about the inclusivity message. Administration did receive complaints that the LKDSB policy was not clear regarding the flag being flown on the same standard as the Canadian Flag. Administration did review the Canadian Flag protocol and the rules are clear that individuals and organizations do have the right to fly another flag on the same pole as long as the Canadian Flag is first. This information is not clearly stated in the LKDSB policy. Many of the concerns came from veterans and Legion members who felt it was disrespectful for another flag to be on the same standard as the Canadian Flag. Director Howitt advised the individuals that the LKDSB policy and regulations would be reviewed. He shared some incidents where the flags were flown incorrectly, and the situation was rectified as quickly as possible. Director Howitt explained that given the questions about the proper flying of the flags and the statement that the LKDSB was going to fly the Pride Flag from June 1 to 5, he did request that they come down the next week. He explained that since then, Administration has received complaints that it was taken down too early. Director Howitt was not aware that previously principals were given the discretion to fly the Pride Flag for a longer period. He advised that the review of the policy and regulations will include consideration for flying other flags like the Indigenous Flag. Administration hopes to bring the revised documents for consideration to a September Board Meeting.

In response to Student Trustee Harris's question about where to find the specific direction sent out about flying for the Pride Flag for a week, Director Howitt advised that it is posted on the LKDSB website under news and announcements.

Director Howitt advised that he contacted Heritage Canada and they recommend flying the Canadian Flag only on a flagpole. It is not legislated. If the LKDSB policy and regulations state that an additional flag can be flown on the same pole as the Canadian Flag, then the practice would be supported.

In response to Trustee Fletcher's question about solutions to the questions raised by the delegations regarding the triple grade classes proposed for Harwich Raleigh Public School, Director Howitt explained that the need for the triple grade is enrolment driven. The projected enrolment at Harwich Raleigh Public School is Grade 4 – 22 students, Grade 5 – 15 students, Grade 6 – 10

students, Grade 7 – 9 students and Grade 8 – 11 students. The LKDSB has to maintain a hard cap of 24.5 from Grade 4 to 8 across the LKDSB. The LKDSB has a set number of educators that it can assign across the system. He expressed his confidence in the teachers at Harwich Raleigh Public School to be successful teaching the classes.

In response to Student Trustee Harris’s question if the wording of the recommended resolution proposed by the delegation was too restrictive for Administration, Director Howitt confirmed that, with the way it is written, he is not sure it is compliant with Collective Agreements or Ministry Regulations and yes, it would be restrictive to Administration.

Director Howitt confirmed that the Ministry’s Guidance Memo regarding plans for September does not state that the class sizes will be 15. It indicates that under the adaptive model, 15 would be the maximum number of students in a class to maintain social distancing on alternative days. If the class size was 25, then 12 students might come on one day and 13 on the other day. Additional staff will not be hired. The hope is to bring all the students back to school for face to face learning at some point within the school year. He referenced the current Thoughtexchange survey underway to gather input from families on what should be considered for September.

Trustees expressed their opinions on holding the budget workshop and the Special Board Meeting on the same night or two different nights. Director Howitt explained that it is Superintendent McKay’s intention to have the budget binder information to Trustees multiple days prior to the budget workshop. The budget workshop and the Special Board Meeting could be held on separate nights if Trustees need more time to review the budget information.

Announcements

The next Regular Board Meeting will be held electronically on Tuesday, September 8, 2020, at 7:00 p.m.

A Special Meeting of the Board will be called when the budget information is ready.

Chair Bryce thanked the Trustees for participating in the electronic meetings. She thanked Administration for the work that has gone into arranging the meetings.

Adjournment

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 8:51 p.m.

Chair of the Board

Director of Education and
Secretary of the Board

PRESENT:

- Trustees: Chair Jane Bryce, Vice-Chair Randy Campbell, Greg Agar, Janet Barnes (via teleconference) Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Brittany Jenkins (via teleconference) and Derek Robertson and Lareina Rising (via teleconference)
- Staff: Director of Education John Howitt, Superintendent of Business Brian McKay Superintendents of Education Angie Barrese, Ben Hazzard, Helen Lane, Mary Mancini and Public Relations Officer Heather Hughes (via teleconference)
- Regrets: Trustee Scott McKinlay, Student Trustees Aurora Bressette, Simon Harris and Byren Newcombe and Superintendents of Education Mark Sherman and Gary Girardi
- Recording Secretary: Trish Johnston, Executive Assistant and Communications Officer
- Call to Order: Chair Bryce called the meeting to order at 4:00 p.m.
Chair Bryce read the Traditional Territorial Acknowledgement.
- #2020-99
Approval of the Agenda Moved by Ruth Ann Dodman, seconded by Jack Fletcher,
"That the Agenda for the Special Board Meeting of July 28, 2020 be approved."

Chair Bryce confirmed that items cannot be added to the July 28, 2020 Special Board Meeting Agenda. The LKDSB Procedural By-laws require all Trustees to be in attendance at Special Board Meetings to add an item to the Agenda.

CARRIED.
- Declaration of Conflict of Interest None
- 2020/2021 Revised School Year Calendar Report B-20-75 Superintendent Hazzard presented the revised 2020/2021 School Year Calendar. He explained that the Ministry of Education released a memorandum advising school boards to schedule three Professional Activity Days prior to the start of student instruction. To accommodate this advisement, the October 9, 2020 PA Day was moved to September 2, 2020. At the secondary level, the PA Day change impacted the number of instructional days in Semester 1 and 2 resulting in a change in the examination dates for both semesters. First Semester secondary exams will run from January 26 to February 1, 2021 with the PA Day moved to February 2, 2021. Second Semester secondary exams will run from June 22 to June 28, 2021. The final day for student attendance would be Monday, June 28, 2021 with the PA Day on June 29, 2021.

Moved Greg Agar, seconded by Randy Campbell,
"That the Board approve the revised 2020/2021 School Year Calendar and that this calendar be forwarded to the Ministry of Education for approval as required."

CARRIED.
- Budget Approval for the 2020/2021 School Year Report B-20-76 Superintendent McKay reviewed the information included in the three budget binders. He advised that the total Provincial Education funding for the 2020/2021 budget year is projected to be \$25.52 billion (2019/2020 was \$24.66 billion), an average of \$12,525 (2019/2020 - \$12,275) per pupil. The LKDSB forecasted average daily enrolment numbers for 2020/2021 are: 21,315 total students comprised of 14,416 elementary and 6,899 secondary students. The 2020/2021

school year budget for the LKDSB is \$315,173,428. The LKDSB total revenue is comprised of the following:

- GSN Operating Grants = \$255,407,544.
- GSN Facilities Renewal / Financing Grants = \$27,410,879.
- Tuition Fees from Indigenous & Visa students = \$4,679,617.
- Ministry Funding provided in addition to the GSN = \$871,983.
- Other Capital, Rental, Interest and misc. revenues = \$3,789,286.
- School Generated Funds = \$5,950,000
- Ministry Funding of Capital Amortization = \$14,552,083
- In-year draw from accumulated surplus (former reserves) = \$2,512,036.

Superintendent McKay outlined the budget expenditures categories. He provided an overview of the provincial funding updates. He advised that the Ministry is continuing to invest \$1.4 billion in the School Renewal and School Condition Improvement programs for the 2020/2021 school year. This investment is consistent with prior year capital investments by the Ministry. The total allocations under the capital programs for the LKDSB are \$4,585,413 in School Renewal funding and \$16,994,639 in School Condition Improvement funding. He advised that the budget is due to the Ministry by August 19, 2020. The LKDSB Financial Statements for the 2019/2020 school year must be submitted to the Ministry by November 13, 2020 and the revised budget estimates must be submitted by December 15, 2020.

#2020-101
Budget Approval for the
2020/2021 School Year

Moved by Derek Robertson, seconded by Ruth Ann Dodman,

“That the Board approve the 2020/2021 school year budget as presented in the amount of \$315,173,428.”

Superintendent McKay confirmed that all the costs associated with completing the Great Lakes Secondary School construction will be covered by the 2019/2020 school year budget with the necessary funds being carried forward. He advised that the common areas and classrooms will be ready for September 2020. The auditorium will probably be completed in November or December.

Superintendent McKay confirmed that the impact of the costs associated with the September return to school scenarios is a big unknown for the 2020/2021 school year budget. Administration is ready to cost the model once it has direction from the Ministry. Administration is tracking COVID-19 expenses separately and will continue to do so. Costs were provided to the Ministry in March and Administration expects that will be done again at August year end. Personal Protective Equipment (PPE) expenses may be covered by the Ministry. LKDSB Administration continues to have discussions with the Ministry, and the Trustee Associations continue to work with the Ministry representatives as well. Superintendent McKay explained that the LKDSB 2020/2021 budget is flexible with some manipulability. There are surplus dollars that could be used with Trustee approval. Director Howitt advised that Administration has planned for the scenarios within the budget and continues to work with the local Medical Officers of Health. He noted that the density of people per square kilometre is lower in Chatham Kent and Sarnia Lambton so some of the issues raised in the media do not impact the LKDSB. The LKDSB does not have a need for more square footage and French language classes will still be offered in the LKDSB schools

Director Howitt confirmed that the student enrolment count dates have not changed. They are October 31 and March 31. There is a different count date in September for class size reporting. He advised that a communication will be going out to parents/guardians looking for a commitment from them for their children to participate in face to face education or the learn at home model

supported by staff with synchronous learning. Students whose parents/guardians choose at home learning will still be considered students of the Board. If parents/guardians change their mind and choose to send their children to school, Administration hopes to be able to accommodate their requests within 14 days. However, timelines will be impacted by the number of families that choose at home learning.

Superintendent McKay explained that the amount of surplus funds the Board is able to spend is equal to 1% of the operating grants. This year, \$2.5M of surplus funds is included in the budget to be used for capital projects. Surplus funds are used for onetime expenses. The capital dollars included in the budget are not needed until January 2021 so Administration could move the dollars around if additional classroom supports were needed due to COVID-19 related expenses and the capital work could be delayed. The Board would need Ministry approval to use more than the \$2.5M of surplus funds. Administration feels the Board is currently in a good position for the next year.

CARRIED.

Adjournment

There being no further business of the Board, Chair Bryce declared the Meeting adjourned at 4:33 p.m.

Chair of the Board

Director of Education and
Secretary of the Board

Report to the Board

From: John Howitt, Director of Education

Date: September 8, 2020

Subject: Schedule for Regular Board Meetings for the period of December 2020 to December 2021

The schedule for the Regular Meetings of the Board of Trustees is set out in the LKDSB's Procedural By-laws.

Section 2.2

The annual Organization Meeting of the Board shall be held at 7:00 p.m. on the first Tuesday of December in the Board Room in the office of the Board....

Section 3.1

Except as set forth in the following sections, the Regular Monthly Meetings of the Board shall be held on the second and fourth Tuesday in each month commencing at 7:00 p.m. unless such Tuesday shall fall on a Public holiday in which case, the Board shall meet at the call of the Chair on any evening at the same hour within eight (8) days

Section 3.2

- a) *With the consent of two-thirds of the members eligible to attend, Regular Meetings of the Board may be held on a date other than that mentioned in the preceding section.*
- b) *With the consent of two-thirds of the members eligible to attend, any Regular Meeting may be cancelled.*

In accordance with the above, the attached schedule for Regular Board Meetings for the period December 2020 to December 2021 is proposed. Additional meetings would continue to be at the call of the Chair as needed. Typically, Regular Board Meetings are not scheduled during the months of December, July and August and only one meeting is held during the month of March. Board business is usually lighter during these months.

The attached schedule proposes that the August Board Meeting be at the Call of the Chair. Special Meetings of the Board will continue to be called as required.

Recommendation

“That the Board approve the Regular Board Meeting schedule for the period December 2020 to December 2021.”

Meetings of the Board of Trustees
 December 1, 2020 to December 7, 2021

| Month | Regular Board Meeting Held in Chatham 7:00 p.m. | Regular Board Meeting Held in Sarnia 7:00 p.m. |
|--------------------------|--|---|
| December 2020 | | December 1, 2020 Organizational Meeting of the Board @ 7:00 p.m. |
| January 2021 | January 12 | January 26 |
| February | February 9 | February 23 |
| March | Cancelled | March 30 5th Tuesday |
| April | April 13 | April 27 |
| May | May 11 | May 25 |
| June | June 8 | June 22 |
| July | Cancelled | At the Call of the Chair |
| August | Cancelled | At the call of the Chair |
| September | September 14 | September 28 |
| October | October 12 | October 26 |
| November | November 9 | November 23 |
| December 2021 | | December 7, 2021 Organizational Meeting of the Board @ 7:00 p.m. |

REGULAR BOARD, PUBLIC SESSION

Report To Board

FROM: John Howitt, Director of Education/Angie Barrese, Superintendent of Education

DATE: September 8, 2020

SUBJECT: Policy and Regulations – *Tragic Events Response*

The LKDSB policy and regulations on *Tragic Events Response* have been reviewed as part of the LKDSB cyclical review. The documents have been updated to reflect the current focus and responsibilities of a Tragic Events Response Team.

RECOMMENDATION:

“That the Board approve the revised policy and regulations on *Tragic Events Response*.”



POLICY

SUBJECT: TRAGIC EVENTS RESPONSE

It is the policy of the Lambton Kent District School Board to ~~support the development and deployment of~~ maintain a Tragic Event Response Teams ~~in to respond in~~ circumstances of a critical tragic nature that may require support for our ~~having a negative impact on~~ students, staff, families, and communities served by the Board, and the larger school communities.

Implementation Date: February 22, 2000
Review: June 10, 2008
Revised: January 31, 2012
Reviewed: November 10, 2015

Reference: LKDSB Regulations and Administrative Procedures

Page 1 of 1



REGULATIONS

SUBJECT: TRAGIC EVENTS RESPONSE

~~For the purposes of this policy and regulation, a~~ A tragic event may include a ~~should be interpreted as any~~ significant traumatic event such as the death of a student and/or staff member; distressing accident or injury; and/or a community disaster ~~including, but not limited to, death, injury, and community disaster~~ which adversely impacts on students, staff, ~~and/or members of the school community.~~ and the larger school community.

New

A tragic event ~~may include a~~ significant traumatic event such as the death of a student and/or staff member; distressing accident or injury; and/or a community disaster which adversely impacts on students, staff, ~~and the larger school community.~~

1. A Tragic Events Response Team will be organized and maintained under the direction and supervision of the Superintendent of Education responsible for Special Education ~~in collaboration with the Manager of Psychological Services.~~
2. Each principal must be aware of the Tragic Events Response Team ~~and engage the team its role in supporting schools~~ when responding to a tragic event.
3. The Tragic Events Response Team will be established and maintained in accordance with the established Administrative Procedures.
4. Guidelines and procedures will be reviewed on an annual basis and amended as required under the direction of the Superintendent of Education - Special Education.

DRAFT

Implementation Date: February 22, 2000
Revised: June 10, 2008, January 31, 2012
Reviewed: November 10, 2015

Reference: LKDSB Policy and Administrative Procedures

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

REPORT NO: B-20-82

REPORT TO BOARD

**FROM: John Howitt, Director of Education and
Helen Lane, Superintendent of Education – Program: Indigenous
Education/Leadership and Equity**

Date: September 8, 2020

Subject: LKDSB International Student Program Plan

Ontario school boards were notified last week that they must have plans in place to accept students coming to Ontario from outside of Canada for the 2020/2021 school year.

The plans must include specific details about how they will meet the provincial and federal criteria to demonstrate readiness. These plans must be approved by the local school board and be submitted to the provincial government. The provincial government will review the plans and submit them to the Government of Canada for approval.

The LKDSB International Student Program Plan is attached. Most of the provincial and federal requirements are already part of the LKDSB International Education Program.

One difference is that the Ontario government is requiring that school boards ensure that both international and domestic students who are in quarantine as a result of having entered Canada within two weeks prior to the start of their studies are tested for the COVID-19 virus at least once during their quarantine period. This requirement is over and above the normal protocols for individuals who show symptoms.

School boards have the option to provide online learning for international students for the partial or full 2020/2021 school year.

Some of the LKDSB International Education students did not return home over the summer. Since they have not been out of the country or province, they will not need to adhere to the 14-day quarantine requirement.

The Ministry will not be providing any additional funding to school boards to support these requirements.

Recommendation:

“That the Board approve the LKDSB International Student Program Plan which meets the current federal and provincial requirements for the 2020/2021 school year.”

**ATTESTATION FOR SCHOOL BOARDS and PRIVATE SCHOOLS —
PUBLIC HEALTH INSTITUTIONAL READINESS REQUIREMENTS
FOR INTERNATIONAL STUDENTS IN ONTARIO**




By signing this form, I, John Howitt, attest that the requirements set out in the table below have been met by **The Lambton Kent District School Board**. By signing this form, I further attest that I have authority to bind **The Lambton Kent District School Board**.




The following items are also attached for review and/or approval by the Government of Ontario and any other appropriate authorities:





- A plan that includes details of [school board/private school] readiness to accept international students; and




- Commitment by my school board/private school to have all international students tested for COVID-19 during their mandated quarantine period, and to require proof of a negative COVID-19 test from any domestic students that I am aware have arrived from outside of Canada during the two weeks prior to their academic start date.




I attest that the following requirements are included in the plan for my school board/private school and will be faithfully and wholly implemented:

| Attestation Please check box to indicated completeness  | Plan Requirements Including: <ul style="list-style-type: none"> • Overall Requirements, • Pre-Arrival Requirements for Institutions, • 14-Day Quarantine Requirements, and • Post-Quarantine Requirements | Comments Must include references to page numbers of your plan corresponding to each requirement identifying how the requirement is being met |
|---|--|---|
| Overall Requirements for Institutions | | |
|  | The school board/private school will work within provincial and local health guidelines and protocols for businesses and other organizations consistent with the Government of Ontario's plan for reopening the province in stages: https://www.ontario.ca/page/reopening-ontario-stages | <u>Supporting Documentation-</u> Reopening Our Schools September 2020 Revised: August 27, 2020 https://www.lkdsb.net/Board/Community/PublicHealth/2020-2021SchoolYear/Documents/ReopeningOurSchools2020-Final.pdf |
|  | Mechanisms are in place to accept quarantining international students and any co-arriving immediate family members. | <u>Supporting Documentation –</u> The Canada Homestay Network “Safe Arrival” Protocol 10.8 p.4-6 |

| | | |
|---|--|--|
|  | <p>The school board/private school has a plan in place to support public health units in outbreak response in its community, including stakeholder communications and assistance with contact tracing, and this plan aligns with local and provincial public health guidelines.</p> <p>See: https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html</p> | <p><u>Supporting Documentation-</u></p> <p>Operational guidance: COVID-19 management in schools</p> <p>August 25, 2020</p> <p>https://www.lkdsb.net/Board/Community/PublicHealth/2020-2021SchoolYear/Documents/ReopeningOurSchools2020-Final.pdf</p> <p>p.17</p> |
|  | <p>The school board/private school has a protocol for notifying local and provincial authorities of:</p> <ul style="list-style-type: none"> • Any compliance issues within the 14-day mandatory quarantine period; and • Any cases of COVID-19 infection during the 14-day mandatory quarantine period. | <p><u>Supporting Documentation-</u></p> <p>The Canada Homestay Network “Safe Arrival” Protocol 10.8 p.4-6</p> |
|  | <p>The school board/private school has a protocol for publicly communicating outbreaks of COVID-19 affecting or implicating international students and any immediate family members including, but not limited to, signage posted at entrances and in public spaces, and through online communication, such as websites and social media.</p> | <p><i>Supporting Documentation-</i></p> <p><i>LKDSB COVID-19 Staff H&S Training Module 1 p.18</i></p> <p><u>Supporting Documentation-</u></p> <p>What to do if you feel sick and lines of communication</p> |

| | | |
|---|---|---|
|  | <p>The school board/private school will meet the requirements set out in this table for as long as it appears on the federal list of designated institutions.</p> | <p>Agreed</p> |
| <p>Pre-Arrival Requirements for Institutions</p> | | |
|  | <p>The school board/private school will ensure pre-arrival requirements are communicated to international students and any co-arriving immediate family members in advance of travel to Canada.</p> | <p>As part of the pre-departure orientation (in their native language and with their parents) students received a power point on Student Safe Arrival protocol as well as a copy of the LKDSB International Student Arrival Guide. As part of the orientation students also received the CHN Safe En-route Procedure.</p> <p><u>Supporting Documentation-</u></p> <p>Each student received an International Student Safe Arrival Overview Guide (PDF)</p> <p>Safe Arrival Protocol 10.8 from CHN (PDF)</p> |
|  | <p>As a best practice, international students and any co-arriving immediate family members are encouraged by the school board/private school to download the Government of Canada's ArriveCAN application prior to arrival at the border and complete the information required.</p> | <p>Part of the safe arrival protocol document explained that students must download the app.</p> <p>LKDSB also required every student to come with a Canadian telephone number that could be provided to CBSA.</p> <p><u>Supporting Documentation-</u></p> <p>International Student Safe Arrival Overview Guide p.11-12</p> <p>PhoneBox Orientation brochure</p> |
|  | <p>The school board/private school will provide appropriate transportation of international students and any co-arriving immediate family members from their point of entry to Canada to a 14-day quarantine location, consistent with Government of Canada recommendations (e.g. wearing a mask for onward domestic travel; travelling directly to the place of quarantine).</p> | <p>Each student received information about airport transfer</p> <p>Contingency plan arranged with CHN for students whose flights were cancelled.</p> <p>Each student was dropped off at the homestay address. (no stops were made on the way to LKDSB area after the airport departure)</p> <p><u>Supporting documentation-</u></p> <p>Arrival Instructions (PDF)</p> <p>Dorchester COVID (PDF)</p> |

| | | |
|--|---|---|
|  | <p>Any costs associated with the implementation of the requirements set out in this document will be covered by the school board or private school.</p> | <p>Understood</p> <p>LKDSB provides each student with a PPE package which includes masks, hand sanitizer and gloves.</p> |
| <p>14-Day Quarantine Requirements</p> | | |
|  | <p>The school board/private school has developed and implemented plans that include quarantine arrangements for international students and any co-arriving immediate family members that support the minimum requirements listed below.</p> | <p>A Safe Arrival Procedure from CHN that outlines expectations for families and for students.</p> <p>Lambton Kent Quarantine plan sent to all students for review before they arrived. The plan outlines the quarantine expectations, supports available and documentation students should bring</p> <p><u>Supporting Documentation-</u></p> <p>CHN Safe Arrival Protocol 10.8 p 4-7 (PDF)</p> <p>Quarantine plan p 1 and 2 (PDF)</p> |
|  | <p>The school board/private school will ensure international students and any co-arriving immediate family members are made aware of their responsibility for on-going self-monitoring and assessment of COVID-19 symptoms.</p> | <p>Canada Homestay reviews all expectations for quarantine with Homestay families.</p> <p>LKDSB Students fill out details and send them to us before they departed home country.</p> <p>CHN declaration is submitted the day of departure.</p> <p>LKDSB staff member meetings the students reviews this with students upon arrival before they take the airport transfer.</p> <p><u>Supporting Documentation</u></p> <p>CHN Safe Arrival Protocol 10.8 p 5 (PDF) and p 9 (PDF)</p> <p>Quarantine plan form p 1 (PDF)</p> |

| | | |
|---|--|---|
|  | <p>As a best practice, international students and any co-arriving immediate family members are made aware of the ArriveCAN application to be used by international students and any co-arriving family members within 48 hours after arrival in Canada, and for their daily symptom reporting.</p> | <p>All students must have app before arriving in Canada.</p> <p>The app is reviewed during the orientation</p> <p>International Education Coordinators touch base with students each day to ask them how they are feeling, monitor for symptoms. Help the students through the self-assessment.</p> |
|  | <p>Appropriate individual accommodation options for the 14-day quarantine period are provided consistent with current Orders in Council under the <i>Quarantine Act</i> and guidelines of the Government of Canada, as well as the requirements of the school board/private school's local and provincial public health authorities.</p> | <p>CHN screened and selected homestays that met the necessary criteria for quarantine. Each student was provided a full profile on the family before arrival.</p> <p>The CHN homestay families are within the LKDSB catchment and the information, including contact details, on each family has been provided to the Custodian (Kirsten Ramsay).</p> |
|  | <p>Confirmation that students are symptom free and have a suitable isolation plan ensuring they will not be staying with vulnerable populations or living in a communal or group setting and will have access to the necessities of life.</p> | <p>CHN Declaration</p> <p>In our quarantine plan students are asked to self quarantine for 2 weeks before departing their home country.</p> <p>In our quarantine plan students who were able were asked to get a COVID test before departure or visit a doctor and get the clearance to fly.</p> <p><u>Supporting Documentation-</u></p> <p>CHN Safe Arrival Protocol 10.8 Declaration form p 9 (PDF)</p> <p>International Student Safe Arrival Overview Guide p 6,7</p> <p>Quarantine plan form p 1 (PDF)</p> |



The school board/private school will provide support for all quarantined individuals throughout the 14-day period, including, but not limited to:

- food, medical care, other necessities of life so no that individual will be required to break quarantine at any point;
- COVID-19 infection control information and training; and
- regular and robust institutional monitoring of quarantined individuals throughout the 14-day period for COVID-19 symptoms, general well-being, and compliance with quarantine requirements, with emphasis on individual COVID-19 infection control practices.

Homestay families will provide three meals a day plus snacks, clean linens and cleaning supplies. Every homestay family will also provide the students with wireless internet.

Homestay families have been provided additional financial support to buy necessary supplies as outlined in the Safe Arrival Protocol. Expectations for the homestay families and the students have been clearly laid out.

LKDSB International Students have all been asked to bring supplies with them to help them stay safe while travelling and while in quarantine in their homestay.

LKDSB International Education Coordinators implemented a 10 day online orientation for students in quarantine (1-2 hours a day). Topics include: COVID-19 and what to do if you feel ill, ESL supports and what to expect when you go to school, medical insurance and how to access medical care, library and community resources, communication tools and fun get to know you activities.

International Education Coordinators do one on one meetings with each student to see how they are doing and provide feedback for their parents in their home country.

CHN has partnered with a Clinical Counsellor who is meeting with students 2x a week while in quarantine. She is running activities and games with the students and helping them build connections while in quarantine. She is silently keeping an eye out for any students who are struggling with the adjustment and then will organize a 1:1.

Medical Insurance- Studyinsured mental health and health insurance supports.

CHN is providing a 14 day calendar of events and activities students can do from their homestay while in quarantine. (optional and available to all students)

Students and homestays have been provided the checklist for daily screening. Students have been provided a screen shot of the checklist to save on their phone. International Education Coordinators reviewed the list with the students during the orientation and set up a daily check in on symptoms.

| | | |
|--|--|--|
| | | <p><u>Supporting Documentation-</u> International Student Safe Arrival Overview Guide p 9 CHN Safe Arrival Protocol 10.8 p 4-6 Arrival Orientation 2020 plan (PDF) COVID and Safe Arrival for students orientation (PPT) Study insured Phone lines (PDF) Study insured information re COVID (PDF)</p> |
|--|--|--|



Promotion of reliable, accurate messages about COVID-19, including COVID-19 related stigma (<https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf>) and anti-racism supports.

A group chat (Whatsapp) has been set up where students have access to the LKDSB team 24/7 to discuss concerns or reach out for assistance.

An overview of the procedures followed for safe arrival of our international students was provided to Principals and to Student Services

Our Chinese speaking staff member, Nora Yan, will speak to all of the students to see how they are doing (in Mandarin).

Supporting Documentation-

International Students Overview for Staff was provided to each school (to share with teachers) so they knew the process that the students followed (PDF).

Post Quarantine Requirements



The school board/private school will support international students and any immediate family members after they complete their 14-day quarantine period. This includes:

- mental and physical health, anti-racism, and COVID-19 stigma supports; and
- mitigation of social barriers to support student compliance with individual COVID-19 infection control practices.

International Education Coordinator assigned to each student (intro letters provided to students before arrival).

International Education Coordinators will visit students weekly at the beginning of their stay. Then biweekly afterwards.

All quarantined students are Chinese speaking. A flyer on supports for Chinese speaking students was produced in English and Mandarin.

One-page information flyer has been developed for students and our partners (to share with Natural Parents) outlining the supports in place for students.

LKDSB has an Inclusion Diversity Consultant K-12 who is aware that the students are here in our schools.

Professional Development is being provided on "Introduction to Human Rights and Equity in Education" in September 2020

Supporting Documentation-

PDF- Oleg Gnizdiuk and Nora Yan introduction

PDF Supporting Chinese speaking students

PDF Supporting our International students

By signing this form, I, John Howitt, attest that **The Lambton Kent District School Board** will comply with the implementation of this plan and ensure all precautions are taken and followed.

(Name)

(Date)

This Attestation, and any other documents to be delivered in connection with this Attestation, is signed when the party's signature is delivered by email. Electronic signatures will be treated in all respects as having the same force and effect as original signatures.

**BOARD REPORT
REGULAR BOARD, PUBLIC SESSION**

REPORT NO: B-20-

Memorandum To: John Howitt, Director of Education

FROM: Brian McKay, Superintendent of Business

DATE: September 8, 2020

SUBJECT: 2020/2021 Internal Audit Plan

Committee members finalized their recommendation of the 2020-21 Internal Audit Plan, at the Audit Committee Meeting of June 22, 2020. The audit recommended for the 2020-21 school year is Strategic Planning Process. A Pricewaterhouse Coopers member will participate in the audit.

RECOMMENDATION:

“That the Board approve the 2020/2021 Internal Audit Plan.”

FROM: Lareina Rising, Trustee
DATE: September 8, 2020
SUBJECT: Indigenous Liaison Committee Report

The June 17, 2020 meeting of the Indigenous Liaison Committee (ILC) was held via TEAMS due to the provincial closure of schools with Trustee Lareina Rising chairing the meeting.

The Record of Action from the May 20, 2020 meeting was reviewed by members of the committee and approved.

Data Presentation: The principals from Sir John Moore School, AMSS and GLSS presented attendance, achievement, and graduation data for their respective schools with an interactive discussion for committee members. Trustee Rising expressed appreciation for the presentations and noted the empathetic approach to attendance issues.

Reports from the First Nation Communities were received:

Aamjiwnaang First Nation: Vicki Ware also thanked the administrators for their reports. She noted in her report the preparations that were in process for school reopening in the fall and graduation celebrations for students. She also mentioned the ongoing work with principals in weekly meetings to help support students. In order for preschool and Kindergarten students to continue learning this summer, consideration was being given to purchasing additional software.

Eelūnaapéewi Lahkéewiit (Delaware Nation): Jolene Whiteye explained that while the offices were open, the number of non-residents in the community were being limited. She discussed the supports for well-being and academic available to students and the plans for Kindergarten graduation. In acknowledging the staffing change at Ridgetown District High School, Jolene thanks Elsa Natvik for all her work as the school principal.

Trustee Lareina Rising discussed the new LKDSB strategic priorities and suggested an infographic be sent to committee members.

Indigenous Lead Minogiihzhgad discussed the National Indigenous Peoples Day Virtual Summit. The Peace, Love and Hope themed event is the first event held across Canada to celebrate the beauty of the land. He also discussed the ideas and format for the working group summer discussions.

Superintendent Helen Lane noted that the infographic for the Strategic Plan and a Thoughtexchange were available on the LKDSB website. She encouraged everyone to participate in the survey.

Administrators from Bosanquet Central School, Rosedale Public School, H.W. Burgess Public School, Lansdowne Public School, Naahii Ridge Elementary School, Queen Elizabeth II Public School (S), Ridgetown District High School, A.A. Wright Public School, Sir John Moore Community School, Lambton Kent Composite School, Tilbury District High School, Wallaceburg District Secondary School, Chatham Kent Secondary School, Alexander Mackenzie Secondary School, North Lambton Secondary School, John McGregor Secondary School, Great Lakes Secondary School, and Zone Township Central School participated by providing electronic reports and sharing information in the teleconference meeting along with System Principals for Secondary Program, Multi-Disciplinary Teams and Adult and Continuing Education. In addition, members of the Indigenous Team were also present.

Trustee Rising noted that as we move toward anti-racism, we need to actively champion anti-racism using opportunities to learn and achieve understanding.

The next ILC meeting is scheduled for Wednesday, September 23, 2020 at 6:30 p.m. via TEAMS.

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

REPORT NO. B-20-85

FROM: John Howitt, Director of Education

DATE: September 8, 2020

SUBJECT: LKDSB Reopening Our Schools Plan Update

The LKDSB [Reopening Our Schools](#) September 2020 plan is a multi-layered approach with various safety measures to mitigate opportunities for the transmission of COVID-19. The implementation of it is a shared responsibility between LKDSB staff, local Public Health, families, students and Chatham-Kent Lambton Administrative School Services (CLASS). Student and staff safety are the top priorities for the LKDSB. The LKDSB is prepared to respond to changes, as necessary, based on directions from the Ministry of Education, provincial and local Medical Officers of Health.

The Ministry of Education permitted school boards to allow for a staggered start to the school year. Staggered start means that students will begin a gradual return on different dates, which will allow more time to learn new school routines in smaller group settings, including health and safety procedures and risk mitigation strategies.

Staggering start dates for students may present some challenges for families. With student and staff safety at the forefront of our planning and decision-making, we believe the additional time will allow staff to become more familiar with new school health and safety routines and complete training to support a safe and healthy return to school. While there will be many new practices and routines in place this year, the LKDSB remains committed to supporting a positive transition for students, with a continued focus on students' success and well-being.

The staggered entry allowed LKDSB to hire additional staff to lower class sizes in schools and to hire and train staff to support the Virtual Learn at Home Elementary and Secondary Schools. Additional time was also required to reorganize staff and student schedules to support both in-class and Learn at Home instruction.

In Class Learning

LKDSB Staggered Entry Plan for In Class Learning.

| | | MON | TUES | WED | THURS | FRI |
|-------------------|-------------------|-------------------------------|--|--|---|---|
| Sept 7-11 | ELEMENTARY | 7 Labour Day | 8 Staff preparing for safe arrival of students | 9 | 10 Group 1 SK-Grade 8 students | 11 Group 2 SK-Grade 8 students |
| | ELEMENTARY | 14 All SK-Grade 8 students | 15 All SK-Grade 8 students Group 1 JK students | 16 All SK-Grade 8 students Group 2 JK students | 17 All JK-Grade 8 students | 18 All JK-Grade 8 students |
| Sept 14-18 | SECONDARY | 14 Grade 9 students | 15 Grade 9-12 students | 16 Grade 9-12 students | 17 Grade 9-12 students | 18 Grade 9-12 students |

All elementary students in Alternative Learning & Lifeskills Program (ALLP) will return on Thursday, September 10. All secondary students in Alternative Learning & Lifeskills Program (ALLP) will return on Monday, September 14.

Principals have communicated directly with families about their children’s start date, arrival time, door to use enter and exit the school, etc.

Students and staff are required to following the necessary safety measures.



Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school, including hallways and during classes. Outdoor times like recess can be used as opportunities to provide students with breaks from wearing masks as long as the students are organized to remain with their cohorts. Students in Kindergarten to Grade 3 will be encouraged but not required to wear masks in indoor spaces. For some students with special needs, or significant medical conditions, wearing a mask may be problematic. Families are working with their principals to determine if their child(ren) may be exempt from wearing a mask.

Students will be required to bring their own food as cafeteria food services and self-serve vending machines will not be available. The LKDSB is working with its student nutrition program partners to develop a plan for the 2020/2021 school year. Students will remain in their classroom to eat lunch and will not share food. The use of common spaces, such as cafeterias, libraries/learning commons and hallways, will not be available for students to eat lunch. Students will not be permitted to leave the school premises for lunch. Students should bring labelled refillable water bottles instead of accessing drinking fountains. If you do not have a refillable water bottle, please contact the school.

Elementary In Class Learning

Classes will resume according to a conventional in-person model. When specialist teachers provide instruction to a class (such as French), students will remain in their classrooms, and teachers will move between rooms. Minimizing student movement will reduce congestion and student-to-student interaction between classrooms.

Elementary students will have the opportunity to enjoy recess. Classes will be assigned specific areas of the playground/schoolyard at recess. Students will practice hand hygiene before and after break.

Secondary In Class Learning

The school year will be divided into four blocks (quadrimesters) of approximately 44 days of instruction. Students will participate in one course per day, alternating weeks for two courses in a quadrimester, rather than the usual four periods per day over a full semester. In total, students will take eight courses per year in the quadrimester approach, the same number of courses as in a traditional semestered approach.

Student timetables will be communicated directly to secondary students.

Quadmester 1 is tentatively set for September 14 to November 13 (including exams). Students will participate for the full day in two classes – Course A and Course B – in alternating weeks, beginning with Course A the week of September 14. Note: Should conditions change secondary scheduling may be revised.

Tentative Secondary Quadmester Dates (see revised Quadmester 1 and 2 dates)

| Quadmester 1 | Quadmester 2 | Quadmester 3 | Quadmester 4 |
|---|---|---|---|
| September 14 – November 13 (includes exam days) | November 16 – February 1, 2021 (includes exam days) Feb. 2 is a PD Day | February 3 – April 19, 2021 (includes exam days) | April 20 – June 28, 2021 (includes exam days) |
| Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A one week, Course B the next week | Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A one week, Course B the next week | Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A one week, Course B the next week | Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A one week, Course B the next week |

A sample bell schedule is as follows:

- 8:05-10:45 a.m. – Instructional time (includes a break)
- 10:45-11:25 a.m. – Lunch
- 11:25 a.m.-2:10 p.m. – Instructional time (includes a break)

A sample Grade 9 timetable for Quadmesters 1 and 2 is as follows:

| Quadmester 1 (Q 1) | | Quadmester 2 (Q 2) | |
|--------------------------------------|----------------------------------|--------------------------------------|--|
| Week A – Course A | Week B – Course B | Week A – Course A | Week B - Course B |
| SNC1P1 Science Teacher Room | AVI1O1 Art Teacher Room | ENG1P1 English Teacher Room | CGC1P1 Geography Teacher Room |

Virtual Learn at Home

The first day of school for all Virtual Learn at Home Elementary and Secondary School students is Monday, September 14.

Chris Moore, Principal of the Virtual Learn at Home Elementary School, will be in contact with families prior to the start of the school year. Paul Wiersma, Principal of the Virtual Learn at Home Secondary School, will be in contact with families prior to the start of the school year.

The Virtual Learn at Home Elementary School staff will work out of Blenheim District High School (BDHS) and Lambton Central Collegiate & Vocational School (LCCVI) in Petrolia.

The Virtual Learn at Home Secondary School staff will work out of Lambton Kent Composite School (LKCS) in Dresden.

Staying connected to the student's home school is an important part of our planning. Whenever possible, staff from the student's home school is encouraged to stay connected with students attending the LKDSB Virtual Learn at Home Elementary and Secondary Schools, such as through online newsletters. Virtual Learn at Home students will also graduate with the graduating class at their home school.

Elementary Learn at Home

Student attendance will be taken daily. Families will be contacted in the case of an unreported absence to ensure the child's safety and well-being.

The school day will be:

- 8:50 am School day begins, attendance is taken;
- 8:50 am - 9:30 am Period 1;
- 9:30 am - 10:10 am Period 2;
- 10:10 am - 10:30 am Morning Break;
- 10:30 am - 11:10 am Period 3;
- 11:10 am - 11:50 am Period 4;
- 11:50 am - 12:30 pm Lunch;
- 12:30 pm Afternoon begins, attendance is taken;
- 12:30 pm - 1:10 pm Period 5;
- 1:10 pm - 1:50 pm Period 6;
- 1:50 pm - 2:10 pm Afternoon Break;
- 2:10 pm - 3:10 pm Period 7;
- 3:10 pm Dismissal

Student learning daily minimum learning time by grade level:

Kindergarten:

- 180 minutes of live (or synchronous) learning each day.
- 120 minutes of on-demand (or asynchronous) learning each day.

Grades 1 - 8:

- 225 minutes of live (or synchronous) learning each day.
- 35 minutes of on-demand (or asynchronous) learning each day.

Exceptions to the synchronous learning minutes should be discussed with the Learn at Home Elementary School Principal.

Students will have frequent, live contact with their teacher. Live (or synchronous) learning will include text, video, or voice communication that allows teachers to instruct and connect students in real time. Live learning supports the well-being and academic achievement of students with immediate feedback from teachers and student to student interaction. Live learning will include whole class, small group, and individual interactions.

On-demand (or asynchronous) learning is not delivered in real time. It may include watching prerecorded video lessons, completing assigned tasks, or contributing to online discussion boards. Students will Learn at Home using LKDSB provided platforms:

- SeeSaw (Kindergarten - Grade 6)
- Google Classroom (Grade 4 - Grade 8)
- Google Meet Video Conferencing (Kindergarten - Grade 8)

Live (synchronous) learning does not constitute 'supervision' and the school cannot be held responsible for student behavior/accidents that happen at home.

For families who have elected to participate in the Learn at Home option, the requirements for synchronous learning may be accommodated on an individual basis.

Secondary Learn at Home

For secondary students, the Learn at Home school day will be:

| | | |
|-------|-------|---|
| 8:20 | 10:23 | synchronous learning with 10 minute break |
| 10:23 | 11:00 | class time |
| 11:00 | 11:50 | lunch |
| 11:50 | 1:52 | synchronous learning with 10 minute break |
| 1:52 | 2:30 | class time |

Student attendance will be taken daily.

Learn at Home will operate in quadesters. The school year will be divided into four blocks of approximately 44 days of instruction. Students will participate in one course per day, alternating weeks for two courses in a quadester, rather than the usual four periods per day over a full semester. In total, students will take eight courses per year in the quadester approach, the same number of courses as in a traditional semestered approach.

Quadester 1 is tentatively set for September 14 to November 13 (including exams). Course A begins the week of September 14. Note: Should conditions change secondary scheduling may be revised.

Moving Between Learn at Home and Face-to-Face Instruction

Parents/guardians will have limited opportunities within the school year to switch their child’s school experience between face-to-face instruction and Learn at Home instruction (or vice versa).

Families wishing to transfer between face-to-face learning to Learn at Home or transfer from Learn at Home to face-to-face instruction must contact their principal according to the following timelines:

- Fall date: Families notify school by October 22. Student begins new program type on November 16.
- Winter date: Families notify school by January 12. Student begins new program type on February 3.
- Spring date: Families notify school by March 30. Student begins new program type on April 20.

Students moving between program delivery choice (i.e. face-to-face learning or Learn at Home) should anticipate changes in teacher(s). If space is available, the LKDSB will attempt to accommodate all requests sooner than the dates above; however, this will vary from school-to-school and grade-by-grade and may not be possible. Transportation delays may also occur.

Special Education Staff Support

Whether students are participating in the In Class or Learn at Home instruction, Special Education staff support is available. Educators will continue to provide accommodations, modified expectations, and alternative programming to students with special needs, as detailed in their Individual Education Plan (IEP).

Individual Education Plan

Whether students are participating in the In Class or Learn at Home instruction, Individual Education Plan (IEP) and Plan of Care for students will be reviewed and updated in consultation with families and school staff.

Mental Health

As a result of the time away from the school setting, we understand that students may be struggling with mental health concerns, such as anxiety and depression. Families are encouraged to contact their school team to discuss their child’s transition back to the school setting.

Enrolment

Families had until August 28, 2020 to communicate with their children's schools whether they planned to have their children participate in face to face in school learning or the Learn at Home instruction. As of September 1, 2020, 14% of the elementary students (2,000) have enrolled in the Virtual Learn at Home Elementary School and 15% of the secondary students (1,024) have enrolled in the Virtual Learn at Home Secondary School. Based on the LKDSB Capital Plan published in June 2020, the projected number of elementary students for the 2020/2021 school year is 14,416 and the projected number of secondary students is 7,1000.

The members of Senior Administration are working with school principals to reorganize classes, retimetable schools and assign staff to meet the new staffing levels in the schools, including the Virtual Elementary and Secondary Schools.

Transportation

Chatham-Kent Lambton Administrative School Services (CLASS) works with the LKDSB on overseeing and implementing transportation. CLASS staff finalized busing and seating/cohort assignments for eligible riders on September 4, 2020. Complete transportation information (including seating/cohort assignments) was made available online in the CLASS Parent Portal as of September 5, 2020. The courtesy seat application process opened up August 10, 2020 and all applications received by end of business on September 3, 2020 have been processed; new applications will be processed as time permits in the coming days.

Child Care

The LKDSB and CLASS are work with all child care providers to ensure that child care and before- and after-school programs are available to support our students and families. Program locations in schools have been collaboratively determined between CLASS, LKDSB Facilities and School Principals to ensure the best fit with the new school operations. Child care providers will be communicating directly with families.

Managing Confirmed cases of COVID-19

Chatham-Kent and Lambton Public Health have been closely involved with LKDSB in its planning for Reopening Our Schools and we continue to take direction from the local public health authorities, as well as the Ministry of Education, as we return to school.

The LKDSB will follow the direction of the Chatham-Kent or Lambton Public Health regarding confirmed or suspected cases of COVID-19.

Senior Administration, in consultation with the local Medical Officers of Health, has developed an Administrative Procedure to guide principals and school communities regarding the steps that must be taken in the event of a confirmed case of COVID-19 in a school. It is aligned with the Government of Ontario's Operational Guidance: COVID-19 Management in Schools document, dated August 25, 2020.