

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, APRIL 11, 2023
7:00 p.m.

A

Board Room
Chatham Regional Education Centre
476 McNaughton Avenue East, Chatham

Page Reference

1. Call to Order		
2. Approval of Agenda		
3. In Memoriam		3
4. Traditional Territorial Acknowledgement		
5. Declaration of Conflict of Interest		
6. Approval of the Minutes of:		
a) March 28, 2023 Regular Board Meeting		4
7. Business Arising from the Minutes		
8. Motions Emanating from the Regular Board Private Session		
9. Motion that the Actions of the Regular Board Private Session be the Action of the Board		
10. Presentations:		
11. Delegations		
12. Questions from the Public		
13. Reports for Board Action:		
a) Tender Award – Asphalt Replacement and Barrier Free Washroom - Lansdowne Public School	Associate Director McKay Report B-23-59	13
<u>Recommendation:</u> “That the Board award the tender to the successful bidder, Elgin Contracting and Restoration Ltd., for the Asphalt Replacement and Barrier Free Washroom at Lansdowne Public School.”		
b) Proposed Change to Inclusion of LKDSB Data Required by the Public Sector Salary Disclosure Act, 1996 in the Board Agenda Package	Trustee Bryce Report B-23-60	14
<u>Recommendation:</u> “That the LKDSB ends the practice of including its annual Public Sector Salary Disclosure list in the Board Agenda package and supports public access to the information by maintaining a link on the LKDSB website to the Provincial Public Sector Salary Disclosure website.”		
14. Reports for Board Information:		
a) Audit Committee Report	Trustee Shortt Report B-23-61	15
b) Ontario Public School Boards’ Association (OPSBA) Report	Trustee Fletcher Oral Report	
c) Special Education Advisory Committee (SEAC) Report	Trustee Little Report B-23-62	16

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|--|--|----|
| d) Financial Report 2022-23 School Year Expenditures,
December 1, 2022 to February 28, 2023 | Associate Director McKay
Report B-23-63 | 18 |
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15. Correspondence
 16. New Business
 17. Trustee Questions
 18. Notices of Motion
 19. Announcements
 - a) The next Regular Board Meeting will be held on April 25, 2023 at the Sarnia Education Centre at 7:00 p.m.
 20. Adjournment



Lambton Kent
District School Board

In Memoriam

Rhyann Kassandra Van Damme

Rhyann Kassandra Van Damme passed away on April 1, 2023.

Rhyann was a student at Wallaceburg District Secondary School.

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

PRESENT:

Trustees: Chair Randy Campbell, Vice-Chair Janet Barnes, Jane Bryce, Greg Agar, Ruth Ann Dodman, Jack Fletcher, Malinda Little, joining virtually, Roberta Northmore, Angela Richards, Kelley Robertson, and David Shortt

Student Trustees: Tristan Nemcek and Kobee Soney

Staff: Director of Education John Howitt, Associate Director Brian McKay, Superintendents of Education, Angie Barrese, joining virtually, Gary Girardi, Helen Lane, and Mary Mancini, and Public Relations Officer Heather Hughes

Regrets: Student Trustee Alizah Ali, Superintendent Ben Hazzard

Recording Secretary: Jaime Shannon, Executive Assistant to the Director

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

#2023-56 Moved by David Shortt, seconded by Ruth Ann Dodman,

Approval of the Agenda

“That the Agenda for the Regular Board Meeting of March 28, 2023 be approved.”

Moved by Jane Bryce, seconded by Jack Fletcher,

“That the motion be amended to add *including the addendum item 12. h) External Auditor of the Board.*”

AMENDMENT CARRIED.

“That the Agenda for the Regular Board Meeting of March 28, 2023 be approved including the addendum item 12. h) External Auditor of the Board.”

MOTION AS AMENDED CARRIED.

Chair Campbell read the Traditional Territorial Acknowledgement.

Declaration of Conflict of Interest

None.

#2023-57
Approval of the Minutes
Feb/28/2023

Moved by Jane Bryce, seconded by Roberta Northmore,

“That the Board approve the Minutes of the Regular Board Meeting of February 28, 2023.”

CARRIED.

Business Arising

None.

Motions Emanating from
the Regular Board Private
Session

None.

#2023-58
Action of the Regular
Board Private Session be
the Action of the Board

Moved by Janet Barnes, seconded by Greg Agar,

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

CARRIED.

Presentation – “Count Me In” Voluntary Student Demographic Data Census – Superintendent Lane

Superintendent Lane and Candice Fung, Inclusive Diversity Consultant K-12, presented to Trustees on the “Count Me In” Voluntary Student Demographic Data Census.

Superintendent Lane explained that the Ontario Ministry of Education mandated all school boards to conduct a voluntary and confidential demographic student census, which LKDSB parents/guardians, on behalf of elementary students, and secondary students were invited to complete between March 1 and April 8, 2022. She remarked that in order to better serve and support, “Every Student, Every Day,” it is essential that the identities of students and their families are understood, and noted that the census connects directly to the Board’s Strategic Priority of “Inclusive Diversity: Champion anti-oppressive education” and the Operational Plan.

Superintendent Lane explained that the gathered data helps to recognize the changing demographic and the diversity that exists in LKDSB schools and the importance of effective programming and Culturally Responsive and Relevant Pedagogy to support student success and well-being, as well as allocating resources where they are needed most. She remarked that caution is needed around any interpretation of the results as the information does not represent the majority of students, but it does provide some greater understanding from which questions can be asked and more information to better support students with intersecting marginalized identities in LKDSB.

Superintendent Lane relayed that 5.3% of parents/guardians completed the census on behalf of 14,591 elementary students and 34% of 6,981 secondary students participated in the census. She explained that factors impacting participation rates could be the sensitive and confidential information asked for within the census and any concern about where the information would be used, the timing of the census as it was conducted when students had just returned to face-to-face learning, and the two-step authentication protocol in place in order to provide a secure way for collecting the information which required the student Ontario Education Number (OEN), found on report cards or by contacting the child’s school.

Candice Fung highlighted data from the census, which is detailed within the board report, such as the respondents’ first language, citizenship, the ethnic or cultural group they identified with, their religious or spiritual affiliation, their gender identity, whether they considered themselves to be a person living with a disability and identifying the disability if applicable, who they live with, their parent/guardian’s level of education and employment status, and whether they have access to the internet.

Superintendent Lane remarked that there are questions that the Board needs to ask when bringing in change, such as: what are the relationships that need to be further developed and strengthened with families and community; what are the obstacles, challenges and barriers for some underrepresented and underserved students to realize their full potential within the public education system; what needs to be done to assist in making every student feel welcome and an integral part of their schooling experience; and what knowledge is needed to develop to be aware, recognize and meet the needs of all LKDSB

students. She remarked that she looked forward to triangulating this data with the School Climate Survey and Education Quality and Accountability Office (EQAO) results to provide feedback and direction to mobilize change within the Board in response to a changing world.

A Trustee asked how the questions listed at the end of the presentation will be addressed. Superintendent Lane responded that throughout the census process there was consultation, and a similar process will begin following the release of the results in order to receive feedback. She explained that there are often many decisions to be made around pedagogy and what is good for students, and the census results will provide context when making those decisions. Director Howitt relayed that the LKDSB team focused on Equity, Diversity, and Inclusion work has been expanded with a System Coordinator of Equity Diversity, and Inclusion and there is an Equity Diversity, and Inclusion committee with broad representation across the Board. He explained that the census was required by the Province of Ontario, not solely in the education sector, and while the LKDSB could add questions, there were required questions consistent across the province. He added that the LKDSB participation rates were fairly similar to others across the province and noted that these results are part of a much broader conversation in the province of Ontario as they look to understand the experience of marginalized and underrepresented people in Ontario. He remarked that that timing of the census was not ideal, but there was a deadline to complete it by the end of the school year, which was extended after the LKDSB already had plans in place. He noted that he looked forward to having another census completed in the Fall of 2024 and expected the participation rate to increase.

A Trustee asked if there would be an opportunity to benchmark with other boards as part of the provincial process and to learn from what they have done. Director Howitt responded that there is a lot of pushback across the province with equity work and other boards are seeing low response rates as well. He noted that if feedback could be provided on the census it would be that not all questions are asked of all students, as some questions that may be seen as not age-appropriate could have been a deterrent to some completing the census. He relayed that the province has not stated that another census is required, but the decision has been made to complete another census as it is valuable data to help support students and their learning and road to graduation. Superintendent Lane relayed that she is involved with a provincial level Ontario Public Supervisory Officers' Association (OPSOA) Equity Committee that meets monthly, and OPSOA and Public Council of Ontario Directors of Education (PCODE) have gathered data from individual boards through surveys. She added that she is most interested in what is happening in the LKDSB and how to increase the confidence in participants to complete the survey and move forward.

A Trustee asked if the pictures within the report are from the LKDSB and if the answers that were added to the survey by participants, for example a religious affiliation that wasn't listed, would be added to the next survey as an answer. Superintendent Lane responded that the pictures are from LKDSB schools and that the report was so appealing because of the hard work of Public Relations Officer Heather Hughes and her team. She added that the opportunity to add an answer was provided within the census and those answers will be incorporated going forward to the next census.

A Student Trustee suggested that class time be used for secondary students to complete the survey to help increase the participation rate. Superintendent Lane responded that dedicated time for secondary students to complete the census was to be set aside but designating a “Census Day” in the future might be helpful for consistency purposes.

Delegations None.

Questions from the Public None.

#2023-59
LKDSB Policy and
Regulations on Recruiting
and Hiring the Director of
Education and
Superintendents
Report B-23-49

Director Howitt reported to Trustees that the Policy on *Recruiting and Hiring the Director of Education and Superintendents*, the Regulations on *Recruiting and Hiring the Director of Education*, and the Regulations on *Recruiting and Hiring of Superintendents* were being brought forth as part of the LKDSB Cyclical Review. He explained that there are no changes to the spirit of the Policy, and the recommended changes are to reflect the reorganization, current practice, and housekeeping. He highlighted that the recommended title changes reflect the reorganization and the Education Act. He noted that a line indicating that all interviews be held on one day is recommended to be removed from both Regulations as there may be a situation where the interviews need to be held over two days. He provided the example of a candidate unable to attend a scheduled interview due to an emergency.

Moved by Jack Fletcher, seconded by Malinda Little,

“That the Board approve the revised Policy on Recruiting and Hiring the Supervisory Officers (Director of Education, Associate Director and Superintendents), the revised Regulations on Recruiting and Hiring the Director of Education and the revised Regulations on Recruiting and Hiring the Associate Director and Superintendents.”

A Trustee asked who would be on the selection committee when hiring an Associate Director or Superintendent of Education. Director Howitt responded that traditionally the panel would be Supervisory Officers and confirmed that Trustees would not be part of the selection committee.

There was a discussion around the importance of ensuring that Trustees on the selection committee for the Director of Education commit to participating in all interviews for continuity. Trustees agreed that the word ‘must’ be underlined in #5 of the Regulations on *Recruiting and Hiring the Director of Education*.

CARRIED.

#2023- 60
LKDSB Policy and
Regulations on Student
Fundraising and
Canvassing
Report B-23-50

Director Howitt reported to Trustees that the Policy and Regulations on *Student Fundraising and Canvassing* were being brought forth as part of the LKDSB Cyclical Review. He relayed that since the Policy and Regulations were added to the board agenda, inconsistencies were found between the Regulations on *Student Fundraising and Canvassing* and the Regulations on *School Generated Funds*, which is also due for review. He noted that the Regulations on *Student Fundraising and Canvassing* requires further review and recommended that the motion be put on the floor without the Regulations included. He added that once it is reviewed it will be brought back to Trustees for approval.

Director Howitt relayed that it is recommended that the title of the Policy change to remove the word 'student' as it applies to all fundraising and canvassing activities in the Board and the other recommended changes are consistent with Human Rights and understanding that canvassing and fundraising are voluntary.

Moved by David Shortt, seconded by Angela Richards,

"That be Board approve the revised Policy on Fundraising and Canvassing."

A Trustee asked if there was a policy or mechanism to help schools that have a more difficult time fundraising than others. Associate Director McKay responded that the budget process ensures funding is available to schools on an equitable basis to assist those schools that may have a more difficult time fundraising.

CARRIED.

#2023-61
Tender Award – Phase II
Classroom Refresh and
Upgrade HVAC –
Bridgeview Public School
Report B-23-51

Associate Director McKay reported to Trustees on a tender for a Phase II Classroom Refresh and Upgrade HVAC at Bridgeview Public School.

Moved by Jane Bryce, seconded by Roberta Northmore,

"That the Board award the tender to the successful bidder, Maaten Construction Ltd., for the Phase II Classroom Refresh and Upgrade HVAC at Bridgeview Public School."

CARRIED.

#2023-62
Tender Award –Watermain
Replacement – Hanna
Memorial Public School
Report B-23-52

Associate Director McKay reported to Trustees on a tender for Watermain Replacement at Hanna Memorial Public School.

Moved by Jane Bryce, seconded by Angela Richards,

"That the Board award the tender to the successful bidder, Elgin Contracting and Restoration Ltd., for the Watermain Replacement at Hanna Memorial Public School."

Following a Trustee question, Associate Director McKay confirmed that the work will be completed outside of the school building.

CARRIED.

#2023-63
Tender Award –
Classroom Refresh and
Upgrade HVAC – King
George VI Public School,
Chatham
Report B-23-53

Associate Director McKay reported to Trustees on a tender for Classroom Refresh and Upgrade HVAC at King George VI Public School, Chatham.

Moved by Ruth Ann Dodman, seconded by Jack Fletcher,

"That the Board award the tender to the successful bidder, Intrepid General Ltd., for the Classroom Refresh and Upgrade HVAC at King George VI Public School, Chatham."

Following a Trustee question, Associate Director McKay confirmed that this project was smaller in scope than the project at Bridgeview Public School, a tender approved by Trustees earlier in the meeting.

CARRIED.

#2023-64
Tender Award –
Classroom Refresh and
Upgrade HVAC –
McNaughton Avenue
Public School
Report B-23-54

Associate Director McKay reported to Trustees on a tender for Classroom Refresh and Upgrade HVAC at McNaughton Avenue Public School.

Moved by Ruth Ann Dodman, seconded by Angela Richards,

“That the Board award the tender to the successful bidder, Intrepid General Ltd., for the Classroom Refresh and Upgrade HVAC at McNaughton Avenue Public School.”

CARRIED.

#2023-65
Tender Award –Asphalt
Replacement – Merlin
Area Public School
Report B-23-55

Associate Director McKay reported to Trustees on a tender for Asphalt Replacement at Merlin Area Public School. He explained that the asphalt capital project at Merlin Area PS includes underground construction work, including a new storm sewer and related piping and infrastructure, which is why the scope of the project was larger than the bundled projects from the previous meeting.

Moved by David Shortt, seconded by Kelley Robertson,

“That the Board award the tender to the successful bidder, Clarke Construction Inc., for the Asphalt Replacement at Merlin Area Public School.”

A Trustee asked if the use of reground asphalt from other companies, for example from roadwork projects, has been considered for the asphalt projects. Associate Director McKay responded that it has been considered, but it is not always cost effective and there have been logistical issues in retrieving it when it is needed.

CARRIED.

#2023-66
External Auditor of the
Board
Report B-23-58

Trustee Shortt reported that the Audit Committee met on March 27, 2023 and were provided with information regarding the Request for Proposal of the External Financial Audit Services and voted unanimously to recommend the Board approve MNP LLP as the External Auditor of the Board.

Associate Director McKay added that the agreement is effective April 1, 2023 to March 31, 2028, but Trustees have the opportunity to review the External Auditor annually at the Board Organization Meeting.

Moved by David Shortt, seconded by Greg Agar,

“That the Board award the Request For Proposal to the successful bidder, MNP LLP., for External Financial Audit Services.”

A Trustee asked for more information on MNP LLP and the other companies who submitted bids. Associate Director McKay explained that MNP LLP is a larger firm that amalgamated with Bailey Kearney Ferguson LLP, the Board’s previous External Auditor, so it includes the same team the Board has worked with in the past. He added that amalgamating with a larger firm helped their score as they have more resources, while their office remains in Wallaceburg, Ontario. He relayed that the other bidding firms were BDO and KPMG.

CARRIED.

Ontario Public School Boards' Association Update (OPSBA)	Trustee Fletcher thanked Trustee Robertson for attending the OPSBA Board of Directors meeting and for her and Trustee Dodman's work on organizing the upcoming OPSBA Western Region meeting.
	Trustee Robertson reported that the OPSBA Western Region meeting will be held at Chatham Kent Secondary School on April 1, 2023 and will include a presentation from Superintendent Hazzard on the Right to Read Report and networking opportunities with Trustees from other boards.
	Trustee Fletcher reported to Trustees that OPSBA is hiring a Director of Program Policy, the Education Labour Relations and Human Resources Conference will be held on April 27 and 28, 2023, the Board of Directors meeting will be held on April 28 and 29, 2023, and the Annual General Meeting will be held from June 8 to 10, 2023.
Reporting Under the Public Sector Salary Disclosure Act for the 2022 Year Report B-23-56	Director Howitt explained that, as per the Public Sector Salary Disclosure Act, the Board is required to annually report to the Ontario Government on public sector employees who were paid a salary of \$100,000 or more. He noted that the government posts this information publicly, often referred to as the "Sunshine List", and that the LKDSB is one of a handful of boards who publish their list as part of the board agenda package.
	Director Howitt explained that the data reflects the amount to be reported to the Canada Revenue Agency (CRA) on the employer's T-4 slip for the employee and that in some situations this amount exceeds the employee's annual rate of salary as it includes additional funds, for example a retiring employee who received a vacation payout. He thanked the Payroll department for the significant amount of work involved in compiling the data.
	A Trustee noted that past practice of including the list within the board package should be reviewed due to the amount of work involved and the availability of the information on the Ministry website.
"Count Me In" Voluntary Student Demographic Data Census Report B-23-57	Superintendent Lane noted that the Board Report accompanied the earlier presentation on the "Count Me In" Voluntary Student Demographic Data Census.
	Director Howitt thanked Superintendent Lane and her team, as well as Public Relations Officer Hughes for their work on the Student Demographic Data Census. He remarked that the census was a learning process and a good starting point he looked forward to growing from.
Correspondence	None.
New Business	None.
Trustee Questions	A Trustee asked for an update on the work being done at Brooke Central Public School. Director Howitt responded that the steel is on site and a second team has been requested to ensure the work is done by September 2023, if not sooner. He noted that the scope of the project changed with the requirement of sprinklers, which extended the project timeline. He noted that the school community voiced concerns during initial consultations that the project would not be completed as quickly as the Board anticipated. He confirmed there is no

intention of closing the school and provided the reminder that only Trustees can make a decision to close a school, and only after following a lengthy process that involves community consultation, a process that the Ministry of Education currently has a moratorium on. He added that Brooke Central Public School is not included within the Pupil Accommodation Report as a potential school closure should the moratorium be lifted. He relayed that an issue at the school has been false fire alarms triggered by the construction, which required those present in the building to evacuate. Associate Director McKay added that they receive regular updates from the architect which are posted on the Brooke Central Public School website. Superintendent Girardi noted the exemplary work from staff who go above and beyond to support students across the three school sites.

A Trustee asked for an update on the upcoming Rosedale Public School and Kindergarten to Grade 12 School in Forest, Ontario projects. Associate Director McKay responded that the project at Rosedale Public School is one that involves the entire school and students will transition to portables while their classroom is not accessible due to the construction. He noted that typically projects are completed during the summer months, but this is not possible since it is such a large project. He noted that there has been an extensive consultation process which has caused a delay to the timeline, but that Trustees should expect a tender in the near future. He added that the architect for the Rosedale Public School project is the same architect assigned to the Brooke Central Public School project, which they have been asked to focus on, contributing to the delay. In response to the question on the Kindergarten to Grade 12 School in Forest, Ontario, he responded that the architects have continued to work on the next set of draft documents, and they are seeing more site and building designs. He added that there has been extensive consultation, and they are offering a student centric day in May 2023 to encourage student feedback. He explained that the consultation process can cause delays, but it helps provide a better final project. He relayed that Trustees should expect a tender for the project in late 2023 with construction expecting to begin in March 2024. Director Howitt added that further information, including Transition Committee meeting dates and notes, can be found on the Forest K-12 School webpage on the LKDSB website.

A Trustee asked for the timeline for the Rosedale Public School project. Associate Director McKay responded that the contractor is currently prioritizing the Brooke Central Public School project and the timeline for completion of the Rosedale Public School project will be determined when the Brooke Central Public School project is no longer a priority.

A Trustee asked if each school will receive copies of the Treaty Maps hung in the Board Room and if there could be a presentation scheduled for Trustees on the Treaties. Director Howitt responded that additional workshops for Trustees are being considered and he was also aware that representatives from the four First Nations expressed interest in presenting to Trustees. Superintendent Lane added that they are looking at maps in schools that highlight the Treaties within the area of the Board to use as a teaching item, which would be completed as part of the Board Action Plan.

A Trustee asked if the Traditional Territorial Acknowledgement could be expanded upon with the meanings behind the Treaties as some have expressed it has become repetitive. Director Howitt responded that the Traditional Territorial

Acknowledgement is listed in an Administrative Procedure and there would need to be a recommendation from the Indigenous Liaison Committee for it to be revised.

A Trustee encouraged those in attendance to watch a YouTube video posted by LKDSB Elementary Teacher Gretchen Sands-Gamble on the importance of the land acknowledgement.

Notices of Motion

Trustee Bryce served Notice of Motion,

“That the LKDSB ends the practice of including its annual Public Sector Salary Disclosure list in the Board Agenda package and supports public access to the information by maintaining a link on the LKDSB website to the Provincial Public Sector Salary Disclosure website.”

Announcements





The next Regular Board Meeting will be held on Tuesday, April 11, 2023 at the Sarnia Education Centre at 7:00 p.m.

Adjournment

There being no further business of the Board, Chair Campbell declared the Meeting adjourned at 8:59 p.m.

Chair of the Board

Director of Education and
Secretary of the Board

 <p>STUDENT ACHIEVEMENT & WELL-BEING Advance high standards for innovative and responsive learning</p>	 <p>INCLUSIVE DIVERSITY Champion anti-oppressive education</p>	 <p>TRUSTING RELATIONSHIPS Strengthen relationships based on respectful collaboration</p>	 <p>SUSTAINABLE STEWARDSHIP Optimize human, financial and physical resources</p>
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FROM: Brian McKay, Associate Director – Corporate Services

DATE: April 11, 2023

**SUBJECT: Tender Award – Asphalt Replacement and Barrier Free Washroom
Lansdowne Public School**



Tenders were received electronically by the Purchasing Department and opened on March 28, 2023, by Don Masse and Brandon Wysman of the Plant & Maintenance Department. Bid results are as follows (** indicates successful bidder):

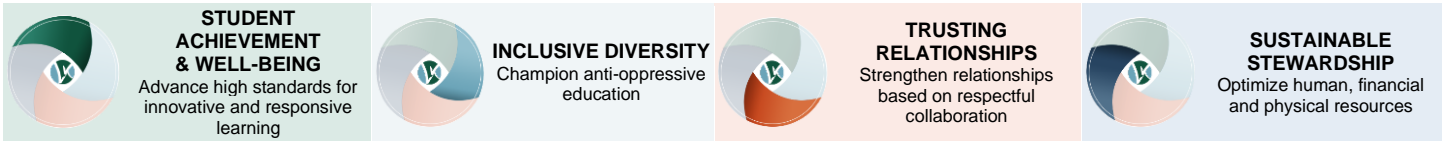
Tendered Base Bid: replace asphalt at north driveway; install exhaust fan for smudging in room 13 and install new barrier free washroom in room 12

PROJECT BIDDER	BASE BID (nic. HST)
** Elgin Contracting and Restoration Ltd., St. Thomas	369,000.00
Wellington Builders Inc., Forest	420,000.00
Elric Contractors of Wallaceburg Limited, Wallaceburg	435,340.24

PROJECT SUMMARY	
Successful Bid Total (nic. h.s.t.)	369,000.00
Design Fees	28,966.50
Net HST	8,596.08
Total Project, This Report:	\$ 406,562.58
Budget Funding:	
- School Renewal Allocation	406,562.58
Total Project Budget:	\$ 406,562.58

Recommendation:

“That the Board award the tender to the successful bidder, Elgin Contracting and Restoration Ltd., for the Asphalt Replacement and Barrier Free Washroom at Lansdowne Public School.”



FROM: Jane Bryce, Trustee

DATE: April 11, 2023

SUBJECT: Proposed Change to Inclusion of LKDSB Data Required by the Public Sector Salary Disclosure Act, 1996 in the Board Agenda Package

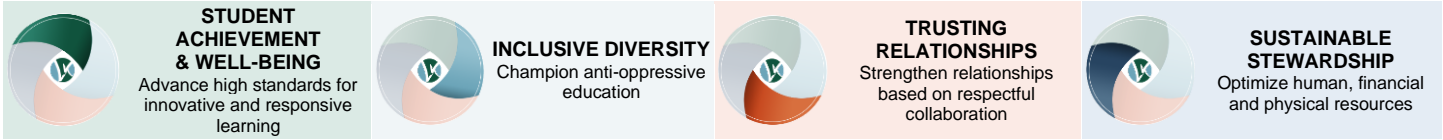


The Public Sector Salary Disclosure Act, 1996, requires organizations that receive public funding from the Province of Ontario, to make public, by March 31 each year, the names positions, salaries and total taxable benefits of employees paid \$100,000 or more in the previous calendar year. Much has changed in the past 27 years. School boards along with other publicly funded entities use Ontario’s online reporting system tool.

I believe that a link to Ontario’s Public Sector Salary Disclosure webpage placed on the Lambton Kent District School Board’s website, would satisfy the requirements of the Act and accommodate members of the public who wish to view LKDSB’s reporting details.

Recommendation:

“That the LKDSB ends the practice of including its annual Public Sector Salary Disclosure list in the Board Agenda package and supports public access to the information by maintaining a link on the LKDSB website to the Provincial Public Sector Salary Disclosure website.”



FROM: Dave Shortt, Trustee and Audit Committee Chair

DATE: April 11, 2023

SUBJECT: Audit Committee Meeting Update



The audit committee met on Monday, March 27, 2023 for its third meeting of the 2022/2023 year. The meeting agenda included the selection of a Chair for the remaining meetings of the 2022/2023 year. Trustee Shortt was nominated and accepted the position.

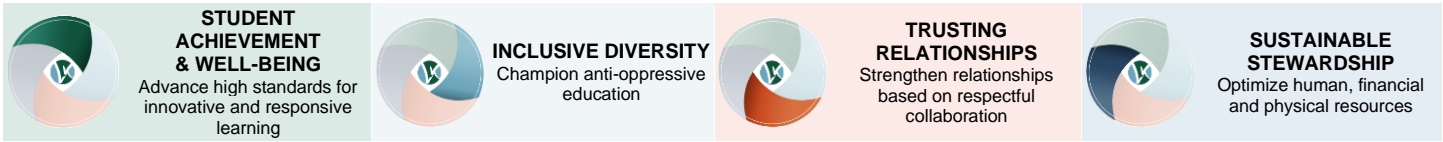
Associate Director McKay provided committee members with an overview of audit committee responsibilities and the timing of meetings during the school year. Regional Internal Audit Team (RIAT) provided four training sessions during January and February, to assist members in becoming familiar with audit committee. Sessions included: 1. Regulation 361/10 & Internal Audit; 2. Risk Management; 3. External Audit; and 4. Bringing It All Together. Members were also provided a link to access the recorded version of these training sessions, in the event they were unable to attend a session.

Suk Bedi and Brad Sisson, KPMG LLP (internal auditors) provided a presentation to members regarding KPMG's Regional Internal Audit function and the involvement of audit committees in selecting RIAT engagements. Brad Sisson provided an update of the current audit, Student Enrolment, indicating that next steps are to meet with management to review and discuss the audit, and the audit report to be presented at the June Audit Committee Meeting.

Associate Director McKay presented members with information regarding the Request For Proposal of the External Financial Audit Services. After reviewing information supporting the successful bid, committee members made a motion for the recommendation: "That the Board award the Request For Proposal to the successful bidder, MNP LLP, for External Financial Audit Services." This recommendation was approved at the Regular Board Meeting of March 28, 2023, Report No. B-23-58.

The next audit committee meeting is Monday, June 12, 2023.

Audit Committee Chair



FROM: Malinda Little, Trustee and Vice-Chair of the Special Education Advisory Committee

DATE: March 24, 2023

SUBJECT: Special Education Advisory Committee (SEAC) Meeting Summary (March 23, 2023)



The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met at Wallaceburg District Secondary School on Thursday, March 23, 2023. Following is a report of the activities of the meeting:

Presentation: Coordinated Service Planning

Jennifer Hunter, Lead Coordinated Service Planner from Pathways Health Centre for Children informed SEAC that the goal in coordinated service planning is to ensure that children and youth with special needs get timely and effective service delivery so they can participate fully at home, at school, and in the community.

Numerous agencies and organizations are a part of the team that develops a Coordinated Service Plan (CSP) tailored to the individual’s situation and needs. CSP service delivery crosses several sectors including health, developmental services, rehabilitation, education, and/or mental health.

A family-centered approach is used to ensure that each person supported has the care needed to be in a position that allows them to work towards and achieve their goals for adulthood.

It was noted that a diagnosis is not required to be able to access coordinated service planning. Children and youth under the age of 18, and youth between the ages of 18 and 21, who are in school, are eligible for CSP.

Presentation: Building Trauma-Sensitive Schools

Carla Dunn and Stacey Davis, Educational Assistants with the Board, spoke about their work in helping to build schools that support students experiencing trauma. Trauma is defined as anything that an individual experiences that they perceive as being something they have no control over and that leaves them feeling helpless, hopeless and/or fearing for their safety or survival.

Students experiencing trauma can fall into negative behaviours that include fight, flight or freeze. Helping students deal with their past or current trauma results in improved academic achievement and graduation rates, a better overall school climate and fewer problems such as detentions, suspensions, absences, student bullying and fights, and helps to reduce drop-out rates.

The 3 R's (Regulate, Relate and Reason) were outlined as methods that are utilized to support those experiencing trauma.

PAaC on SEAC Resources

Members of SEAC touched on their meeting processes as well as the Committee's connection to local and provincial associations. The Committee will look into doing a self-evaluation to ensure its working as smoothly, efficiently and effectively as it can.

Special Education Plan

The System Coordinator of Student Support Services/Well-Being outlined the Sections and Appendices of the Special Education Plan that were reviewed by the Student Support Services/Well-Being Team for the March Meeting of SEAC, and provided the rationale for any amendments/additions or deletions that were made.





Correspondence

In their Agenda Packages, members received a link to a story that was in the [Penticton Herald](#) on February 23, 2023 entitled '*Not Enough Cash for Lambton's Special Needs Students*'. It was noted that the story was newsworthy in British Columbia, but the issues the Board is experiencing with SIP funding shortfalls weren't picked up by local papers.

A letter dated February 14, 2023 from the Near North District School board regarding SIP funding shortfalls was discussed. The Board recently submitted two letters to the Minister of Education's office regarding the Board's concerns regarding SIP funding shortfalls, so no action was taken in response to this letter.

Next Meeting

Thursday, April 20, 2023
St. Clair College of Applied Arts & Technology, Chatham

 <p>STUDENT ACHIEVEMENT & WELL-BEING Advance high standards for innovative and responsive learning</p>	 <p>INCLUSIVE DIVERSITY Champion anti-oppressive education</p>	 <p>TRUSTING RELATIONSHIPS Strengthen relationships based on respectful collaboration</p>	 <p>SUSTAINABLE STEWARDSHIP Optimize human, financial and physical resources</p>
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FROM: Brian McKay, Associate Director - Corporate Services

DATE: April 11, 2023

SUBJECT: Financial Report 2022-23 School Year Expenditures, September 1, 2022 – February 28, 2023



This financial report summarizes the expenditures for the period of September 1, 2022 to February 28, 2023.

This period represents the first two quarters of the fiscal year which is approximately 50% of operating expenses that occur over 12 months, and approximately 60 - 65% of the salary and benefit portion of the instructional operating expenses that occur over a 10-to-12-month period.

Appendix A contains the summarized financial information for this 6-month period. The report compares actual expenditures to date (from September 1, 2022 to February 28, 2023) against 2 budget/actual benchmark calculations. The first benchmark calculation (Scenario 1) provides a projected percentage spend based on a 5-year historical average of actual board expenditures. For the 2022-23 fiscal year, the Finance department has added a second benchmark calculation (Scenario 2) which compares the actual expenditures to an assumption of equal spending patterns throughout the fiscal year. An equal spending pattern assumes the same percentage spend of the budget each month. Scenario 2 does not apply to salary and benefit budgets as these two items are better compared to a combination of historical spend and actual payroll dates throughout the year, which is built into Scenario 1 benchmarks.

Comments on the Financial Report (Appendix A):

Report Ref. No.	Notes on the following selected Expenditure Categories:
A1	The supply teacher budget continues to show a small surplus against the first 6 months of expenditures based on the Scenario 1 benchmark calculation. This budget line continues to perform very well against the Scenario 2 benchmark. This budget line was increased for the 2022-23 fiscal year, in anticipation of high usage. If this budget line was at historical levels (pre-pandemic), the board would have 42% of the budget remaining after the first two quarters.
A2	The Paraprofessionals/Technicians and Board Administration budget lines are underspent through the first two quarters due to staffing vacancies. Budget surpluses occur during position vacancies. Once the positions are filled, remaining expenditures will be in line with budget.

A	For the first two quarters of the 2022-23 school year, overall salary and wage budgets are tracking slightly lower than budget. The supply teacher budget line was under budget; however, it is anticipated that usage of this budget will continue to increase as staff absences impact schools during the remainder of the school year.
B1	The supply teacher budget for benefits is tracking ahead of budget at the end of the 2 nd quarter. This budget line is impacted by statutory benefits for supply teachers and if staff have maxed out on their statutory benefits. Any overage for the year will be balanced by the anticipated surplus in the supply teacher salary budget.
B	Overall budget amounts for employee benefits show a surplus against actual expenditures at the end of quarter 2 for the 2022-23 school year. The surplus will reduce during the remainder of the school year now that staff are paying statutory benefits which started again in January 2023.
C	Staff development budgets were underspent for the 2 quarters of the 2022-23 school year. Many departments have experienced delays in the delivery of professional development. It is anticipated that the usage of these budget lines will continue to increase in quarters 3 and 4.
D1	The Board Administration Supplies and Services budget is tracking ahead of the budget. A \$300,000 purchase for back-office IT hardware and software occurred during the first 2 quarters. It is anticipated that the remaining spending in this area will not exceed the remaining budget.
D	Overall, the total Supplies and Services budget area is tracking well against budget for the first 6 months of the school year. It is anticipated that this area will generate a small surplus for the current year. The surplus in this area will be used to offset budget pressures in the Fees and Contractual Services area.
E	The board has a number of capital projects that are ongoing during the school year. In past years, most large capital expenditures occurred during July and August, with little spending during the school year. As the board continues to undertake capital work during the school year, the timing of expenditures will occur throughout the year, and not only during the summer break. This area is expected to be on budget for the year.
F1, F	The Fees and Contractual Services budget contains board transportation and fees and contracts for school operations (i.e., snow removal and grass cutting). CLASS reports to the board on transportation spending. This expenditure line is on budget for the fiscal year. The board has experienced price increases which are negatively impacting the Classroom Supplies and Textbook Supplies budget lines. The timing of grass cutting, and snow removal expenditures are dependent on weather. Both snow removal and grass cutting continue as large budget pressures for the current year.

Staff continues to track all budget versus actual variances to ensure that the board's actual 2022-23 expenditures are within current funding levels.

THE LAMBTON KENT DISTRICT SCHOOL BOARD
FINANCIAL REPORT - SEPTEMBER 01, 2022 TO FEBRUARY 28, 2023

EXPENDITURE CATEGORIES	2022-2023 REVISED BUDGET	SEPT. 2022 TO FEB. 2023 EXPENDITURES	BUDGET REMAINING AT FEB. 28, 2023 \$	BUDGET REMAINING AT FEB. 28, 2023 %	FEBRUARY 28 BENCHMARK (SCENARIO 1)	VARIANCE FROM BENCHMARK % (SCENARIO 1)	FEBRUARY 28 BENCHMARK (SCENARIO 2)	VARIANCE FROM BENCHMARK % (SCENARIO 2)	Report Ref. No.
SALARIES AND WAGES									
Classroom Teachers (Includes Preparation Time)	\$ 130,558,435	\$ 72,207,083	\$ 58,351,352	44.7%	44.0%	0.7%			
Occasional / Supply Teachers	\$ 6,651,206	\$ 2,723,696	\$ 3,927,510	59.0%	55.7%	3.3%	40.0%	19.0%	A1
Teacher Assistants	\$ 12,189,885	\$ 6,293,858	\$ 5,896,027	48.4%	45.8%	2.5%			
Paraprofessionals & Technicians	\$ 5,610,155	\$ 2,313,502	\$ 3,296,653	58.8%	54.7%	4.1%			A2
Library & Guidance	\$ 3,252,774	\$ 1,843,105	\$ 1,409,669	43.3%	44.0%	-0.7%			
Staff Development	\$ 22,000	\$ 13,437	\$ 8,563	38.9%	41.4%	-2.4%			
Coordinators & Consultants	\$ 3,302,438	\$ 1,645,221	\$ 1,657,217	50.2%	49.4%	0.8%			
Early Childhood Educators	\$ 4,809,637	\$ 2,312,455	\$ 2,497,182	51.9%	48.1%	3.8%			
Principals and Vice-Principals	\$ 10,879,459	\$ 5,365,078	\$ 5,514,381	50.7%	51.7%	-1.0%			
School Office - Secretarial & Supplies	\$ 4,943,062	\$ 2,582,719	\$ 2,360,343	47.8%	48.4%	-0.7%			
Continuing Education	\$ 637,641	\$ 374,098	\$ 263,543	41.3%	42.1%	-0.8%			
Trustees	\$ 124,551	\$ 62,275	\$ 62,276	50.0%	49.9%	0.1%			
Director & Supervisory Officers	\$ 835,000	\$ 413,108	\$ 421,892	50.5%	48.8%	1.7%			
Board Administration	\$ 3,992,774	\$ 1,699,344	\$ 2,293,430	57.4%	53.0%	4.4%			A2
Department Heads	\$ 426,900	\$ 234,065	\$ 192,835	45.2%	44.0%	1.2%			
Operations and Maintenance - Schools	\$ 11,251,051	\$ 5,022,710	\$ 6,228,341	55.4%	53.1%	2.2%			
TOTAL SALARIES AND WAGES	\$ 199,486,968	\$ 105,105,755	\$ 94,381,213	47.3%	46.2%	1.1%			A
EMPLOYEE BENEFITS									
Classroom Teachers	\$ 18,023,765	\$ 9,025,844	\$ 8,997,921	49.9%	44.0%	5.9%			
Occasional / Supply Teachers	\$ 426,493	\$ 233,231	\$ 193,262	45.3%	55.7%	-10.4%	40.0%	5.3%	B1
Teacher Assistants	\$ 3,781,474	\$ 1,919,557	\$ 1,861,917	49.2%	45.8%	3.4%			
Paraprofessionals & Technicians	\$ 1,491,163	\$ 643,215	\$ 847,948	56.9%	54.7%	2.2%			
Library & Guidance	\$ 357,614	\$ 184,691	\$ 172,923	48.4%	44.0%	4.4%			
Staff Development	\$ 3,000	\$ 2,309	\$ 691	23.0%	41.4%	-18.3%			
Coordinators & Consultants	\$ 438,229	\$ 196,915	\$ 241,314	55.1%	49.4%	5.7%			
Early Childhood Educators	\$ 1,273,499	\$ 668,066	\$ 605,433	47.5%	48.1%	-0.6%			
Principals and Vice-Principals	\$ 1,390,593	\$ 573,271	\$ 817,322	58.8%	51.7%	7.1%			
School Office - Secretarial & Supplies	\$ 1,395,054	\$ 737,994	\$ 657,060	47.1%	48.4%	-1.3%			
Continuing Education	\$ 116,046	\$ 80,190	\$ 35,856	30.9%	42.1%	-11.2%			
Trustees	\$ 7,037	\$ 2,911	\$ 4,126	58.6%	49.9%	8.7%			
Directors & Supervisory Officers	\$ 107,351	\$ 46,648	\$ 60,703	56.5%	48.8%	7.7%			
Board Administration	\$ 977,508	\$ 511,211	\$ 466,297	47.7%	53.0%	-5.3%			B1
Operations and Maintenance - Schools	\$ 3,256,723	\$ 1,489,603	\$ 1,767,120	54.3%	53.1%	1.1%			
TOTAL EMPLOYEE BENEFITS	\$ 33,045,549	\$ 16,315,655	\$ 16,729,894	50.6%	46.8%	3.9%			B

THE LAMBTON KENT DISTRICT SCHOOL BOARD
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EXPENDITURE CATEGORIES	2022-2023 REVISED BUDGET	SEPT. 2022 TO FEB. 2023 EXPENDITURES	BUDGET REMAINING AT FEB. 28, 2023 \$	BUDGET REMAINING AT FEB. 28, 2023 %	FEBRUARY 28 BENCHMARK (SCENARIO 1)	VARIANCE FROM BENCHMARK % (SCENARIO 1)	FEBRUARY 28 BENCHMARK (SCENARIO 2)	VARIANCE FROM BENCHMARK % (SCENARIO 2)	Report Ref. No.
STAFF DEVELOPMENT									
Staff Development - Classroom	\$ 1,042,199	\$ 230,098	\$ 812,101	77.9%	73.4%	4.6%	40.0%	37.9%	
Principals and Vice-Principals	\$ 117,857	\$ 15,574	\$ 102,283	86.8%	93.7%	-6.9%	40.0%	46.8%	
Continuing Education	\$ 1,250	\$ 473	\$ 777	62.1%	62.1%	0.0%	50.0%	12.1%	
Trustees	\$ 35,000	\$ -	\$ 35,000	100.0%	90.1%	9.9%	40.0%	60.0%	
Board Administration	\$ 169,631	\$ 73,933	\$ 95,698	56.4%	37.8%	18.7%	50.0%	6.4%	
Operations and Maintenance - Schools	\$ 68,250	\$ 23,164	\$ 45,086	66.1%	79.3%	-13.2%	50.0%	16.1%	
TOTAL STAFF DEVELOPMENT	\$ 1,434,187	\$ 343,243	\$ 1,090,944	76.1%	71.5%	4.6%	41.7%	34.4%	C
SUPPLIES AND SERVICES									
Classroom Teachers	\$ 244,839	\$ 88,711	\$ 156,128	63.8%	70.7%	-7.0%	40.0%	23.8%	
Classroom Computers	\$ 707,519	\$ 272,992	\$ 434,527	61.4%	61.9%	-0.5%	40.0%	21.4%	
Textbooks, Supplies & Equipment	\$ 7,159,249	\$ 2,228,552	\$ 4,930,697	68.9%	68.7%	0.1%	40.0%	28.9%	
Paraprofessionals & Technicians	\$ 520,238	\$ 169,148	\$ 351,090	67.5%	75.3%	-7.8%	40.0%	27.5%	
Library and Guidance	\$ 55,140	\$ 26,027	\$ 29,113	52.8%	56.3%	-3.5%	40.0%	12.8%	
Coordinators & Consultants	\$ 328,343	\$ 102,529	\$ 225,814	68.8%	68.5%	0.3%	50.0%	18.8%	
Principals and Vice-Principals	\$ 118,274	\$ 8,865	\$ 109,409	92.5%	94.7%	-2.2%	40.0%	52.5%	
School Office - Secretarial & Supplies	\$ 738,749	\$ 366,082	\$ 372,667	50.4%	52.9%	-2.4%	40.0%	10.4%	
Continuing Education	\$ 52,450	\$ 25,122	\$ 27,328	52.1%	67.1%	-15.0%	50.0%	2.1%	
Trustees	\$ 90,867	\$ 15,632	\$ 75,235	82.8%	84.0%	-1.3%	50.0%	32.8%	
Board Administration	\$ 935,034	\$ 644,976	\$ 290,058	31.0%	54.6%	-23.6%	50.0%	-19.0%	D1
Operations & Maintenance - Schools	\$ 11,594,535	\$ 5,583,967	\$ 6,010,568	51.8%	58.8%	-6.9%	50.0%	1.8%	
TOTAL SUPPLIES AND SERVICES	\$ 22,545,237	\$ 9,532,603	\$ 13,012,634	57.7%	62.6%	-4.9%	45.8%	12.0%	D
CAPITAL EXPENDITURES									
Classroom & SEA Computers	\$ 2,053,023	\$ 663,431	\$ 1,389,592	67.7%	73.3%	-5.6%	40.0%	27.7%	
Textbooks, Supplies & Equipment	\$ 1,782,330	\$ 471,969	\$ 1,310,361	73.5%	75.2%	-1.7%	40.0%	33.5%	
Paraprofessionals & Technicians	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	40.0%	60.0%	
Coordinators & Consultants	\$ 25,000	\$ -	\$ 25,000	100.0%	100.0%	0.0%	50.0%	50.0%	
School Office	\$ 20,000	\$ -	\$ 20,000	100.0%	100.0%	0.0%	40.0%	60.0%	
Principals & Vice Principals	\$ 52,000	\$ -	\$ 52,000	100.0%	100.0%	0.0%	40.0%	60.0%	
Board Administration	\$ 70,000	\$ 11,876	\$ 58,124	83.0%	56.5%	26.5%	50.0%	33.0%	
Operations & Maintenance - Schools	\$ 115,000	\$ 5,062	\$ 109,938	95.6%	56.9%	38.7%	50.0%	45.6%	
School Renewal	\$ 31,808,057	\$ 9,239,288	\$ 22,568,769	71.0%	80.0%	-9.0%	50.0%	21.0%	
TOTAL CAPITAL EXPENDITURES	\$ 35,950,410	\$ 10,391,626	\$ 25,558,784	71.1%	79.3%	-8.2%	48.9%	22.2%	E

THE LAMBTON KENT DISTRICT SCHOOL BOARD
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EXPENDITURE CATEGORIES	2022-2023 REVISED BUDGET	SEPT. 2022 TO FEB. 2023 EXPENDITURES	BUDGET REMAINING AT FEB. 28, 2023 \$	BUDGET REMAINING AT FEB. 28, 2023 %	FEBRUARY 28 BENCHMARK (SCENARIO 1)	VARIANCE FROM BENCHMARK % (SCENARIO 1)	FEBRUARY 28 BENCHMARK (SCENARIO 2)	VARIANCE FROM BENCHMARK % (SCENARIO 2)	Report Ref. No.
NON-OPERATING EXPENDITURE									
NPF Debt Repayment	\$ 3,371,156	\$ 1,196,093	\$ 2,175,063	64.5%	65.2%	-0.7%			
TOTAL CAPITAL EXPENDITURES	\$ 3,371,156	\$ 1,196,093	\$ 2,175,063	64.5%	65.2%	-0.7%			
RENTAL EXPENDITURE									
Paraprofessionals & Technicians	\$ 9,770	\$ -	\$ 9,770	100.0%	66.5%	33.5%	40.0%	60.0%	
TOTAL RENTAL EXPENDITURE	\$ 9,770	\$ -	\$ 9,770	100.0%	66.5%	33.5%	40.0%	60.0%	
FEES AND CONTRACTUAL SERVICES									
Classroom Supplies & Services	\$ 60,000	\$ 63,162	\$ (3,162)	-5.3%	1.5%	-6.7%	40.0%	-45.3%	
Textbooks, Supplies & Equipment	\$ 389,388	\$ 400,676	\$ (11,288)	-2.9%	20.9%	-23.8%	40.0%	-42.9%	
Paraprofessionals & Technicians	\$ 912,586	\$ 444,565	\$ 468,021	51.3%	67.5%	-16.3%	40.0%	11.3%	
Coordinators & Consultants	\$ 111,719	\$ 55,299	\$ 56,420	50.5%	65.9%	-15.4%	50.0%	0.5%	
School Office	\$ 9,200	\$ 9,194	\$ 6	0.1%	-2.1%	2.2%	40.0%	-39.9%	
Board Administration	\$ 778,011	\$ 613,815	\$ 164,196	21.1%	26.6%	-5.5%	50.0%	-28.9%	
Pupil Transportation	\$ 14,558,094	\$ 9,233,528	\$ 5,324,566	36.6%	39.8%	-3.2%	40.0%	-3.4%	
Operations & Maintenance - Schools	\$ 4,918,740	\$ 2,938,122	\$ 1,980,618	40.3%	48.7%	-8.4%	50.0%	-9.7%	F1
TOTAL FEES AND CONTRACTUAL SERVICES	\$ 21,737,738	\$ 13,758,361	\$ 7,979,377	36.7%	42.2%	-5.5%	42.7%	-6.0%	F
OTHER									
Classroom Supplies & Services	\$ 202,866	\$ -	\$ 202,866	100.0%	100.0%	0.0%	40.0%	60.0%	
Board Administration	\$ 95,846	\$ 114,696	\$ (18,850)	-19.7%	4.0%	-23.7%	50.0%	-69.7%	
Other Non-Operating Expense	\$ 744,654	\$ -	\$ 744,654	100.0%	100.0%	0.0%	100.0%	0.0%	
School Generated Funds	\$ 3,193,000	\$ -	\$ 3,193,000	100.0%	100.0%	0.0%	100.0%	0.0%	
TOTAL OTHER	\$ 4,236,366	\$ 114,696	\$ 4,121,670	97.3%	97.8%	-0.5%	96.0%	1.3%	
CHARGES-NON FINANCIAL ASSETS									
Amortization	\$ 17,272,060	\$ -	\$ 17,272,060	100.0%	100.0%	0.0%			
TOTAL CHARGES-NON FINANCIAL ASSETS	\$ 17,272,060	\$ -	\$ 17,272,060	100.0%	100.0%	0.0%			
TOTAL EXPENDITURES	\$ 339,089,441	\$ 156,758,031	\$ 182,331,410	53.8%					