

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, OCTOBER 10, 2023
7:00 p.m.

A

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

Page Reference

1. Call to Order		
2. Regrets		
3. Approval of Agenda		
4. Traditional Territorial Acknowledgement		
5. Declaration of Conflict of Interest		
6. Approval of the Minutes of:		
a) September 26, 2023 Regular Board Meeting		3
b) October 4, 2023 Special Board Meeting		9
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:		
a) Liz Vallee and Kerry Byrne		
12. Reports for Board Action:		
a) LKDSB Policy and Regulations on Home Schooling	Director Howitt	11
<u>Recommendation:</u>	/Superintendent Mancini	
"That be Board approve the revised policy and regulations on	Report B-23-115	
<i>Home Schooling.</i> "		
b) Long-term Growth Needs and Capital Priorities	Associate Director McKay	17
<u>Recommendation:</u>	Report B-23-116	
"That the Board approve the attached elementary and secondary		
long-term growth needs projections."		
13. Reports for Board Information:		
a) Parent Involvement Committee Report	Director Howitt	21
	Report B-23-117	
b) Indigenous Liaison Committee Report	Trustee Northmore	22
	Report B-23-118	
c) Ontario Public School Boards' Association (OPSBA) Report	Trustee Fletcher	
	Oral Report	
d) Special Education Advisory Committee Report	Trustee Little	24
	Report B-23-119	

e) Safety and Security Protocols for Board Meetings

Director Howitt
Report B-23-120

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14. Correspondence

15. New Business

16. Trustee Questions

17. Notices of Motion

18. Announcements

a) The next Regular Board Meeting will be held on October 24, 2023 at the Sarnia Education Centre at 7:00 p.m.

19. Adjournment

PRESENT:

Trustees: Chair Randy Campbell, Greg Agar, Jane Bryce, Ruth Ann Dodman, Jack Fletcher, Malinda Little, Roberta Northmore, Kelley Robertson, and David Shortt

Student Trustees: Graysen Bathe-Minard, Darshan Shah, and Makaiyah Stonefish

Staff: Director of Education John Howitt, joining virtually, Associate Director Brian McKay, Superintendents of Education Emily Dixon, Gary Girardi, Ben Hazzard, and Mary Mancini, Interim Superintendent of Education Carrielyn Smith, and Public Relations Officer Caress Lee

Regrets: Vice-Chair Janet Barnes and Trustee Angela Richards

Recording Secretary: Jaime Shannon, Executive Assistant to the Director

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

Chair Campbell welcomed Student Trustee Makaiyah Stonefish and Public Relations Officer Caress Lee to the meeting.

#2023-126
Approval of the Agenda

Moved by Greg Agar, seconded by Malinda Little,

“That the Agenda for the Regular Board Meeting of September 26, 2023 be approved.”

CARRIED.

Chair Campbell read the Traditional Territorial Acknowledgment.

Declaration of Conflict of Interest

None.

#2023-127
Approval of the Minutes
Sept/12/2023

Moved by David Shortt, seconded by Ruth Ann Dodman,

“That the Board approve the Minutes of the Regular Board Meeting of September 12, 2023.”

CARRIED.

Business Arising

Superintendent Girardi followed-up on a question asked by a Trustee at the September 12, 2023 Board Meeting on the participation rates of the most recent School Climate Survey. He reported that 5,778 students in Grades 4 through 8, about 40% of the population at the time, participated, 3,678 secondary students, about 51% of the population at the time, participated, just under 700 staff, about 31% of the population at the time, participated, and 2,954 parent/guardians participated.

Superintendent Dixon followed-up on a question asked by a Trustee at the September 12, 2023 Board Meeting on the Canoe Build Program, a reach ahead credit program offered in the summer. She reported that the canoe is 90% finished with a plan to be completed by the end of October and it will be stored at Great Lakes Secondary School.

Motions Emanating from
the Regular Board Private
Session

None.

#2023-128
Action of the Regular
Board Private Session be
the Action of the Board

Moved by Jane Bryce, seconded by Jack Fletcher,
"That the Action of the Board in Private Session be the Action of the Board."

CARRIED.

Presentation – 2023
Elementary Summer
Programs –
Superintendent Hazzard

Superintendent Hazzard introduced Carla Wilson, System Coordinator of Student Achievement, and Leslie Fraleigh and Jordan Black, Elementary Math Facilitators and Summer Learning Program Instructors. The presenters provided information on the 2023 Summer Learning Program, the details of which can be found in Report B-23-112.

A Trustee commented that they were pleased to hear of Educational Assistant and Communicative Disorder Assistant support in the program, and asked if the location of the program rotates each year to ensure it is accessible for students across the district. Superintendent Hazzard responded that the program, funded through Council of Ontario Directors of Education (CODE), is concentrated in Sarnia and Chatham as these are higher population areas and the program is not funded if enrolment is below a certain number.

A Trustee asked if the program could grow. System Coordinator Wilson responded that the program was well attended with a total of 122 students between virtual and face-to-face. Superintendent Hazzard added that CODE allocated additional classes to the LKDSB, which were originally allocated to other school boards but were not fully utilized, so the program was expanded for 2023. He explained that there were 3 classes at P.E. McGibbon Public School and 2 classes at Queen Elizabeth II Public School, Chatham and that the practices used in the program are used in many classrooms throughout the school year. He noted that the funding for 2024 has moved to the Grants for Students Needs (GSN).

A Trustee asked for examples where parent/guardians were involved and how the accomplishments of their children were shared. System Coordinator Wilson responded that parents, guardians, and grandparents were invited to attend an information session, there were opportunities to observe lessons, and a student learning story was provided to parent/guardians.

Chair Campbell remarked that he enjoyed the videos of students providing their perspective of the program and was appreciative of the presentation.

Director Howitt thanked the presenters for their presentation. He reminded Trustees of Superintendent Mancini's September 12, 2023 report on the Secondary Summer Learning Program and remarked that it is important to tie the continuum of Kindergarten to Grade 12 together and recognize that supporting students in their early years helps translate to credit accumulation in secondary school.

Delegations

None.

Questions from the Public Following notice that an audience member would like to ask a question, Chair Campbell read LKDSB Procedural By-laws Section 3.17 *Posing Questions at Meetings*. The audience member's remarks were in contravention of LKDSB Procedural By-Laws Section 3.19 *Decorum at Meetings* and they were asked to leave the meeting.

#2023-129
Staff Appreciation Day and
Volunteer Appreciation
Day 2023-2024
Report B-23-108

Director Howitt explained that the date of observance of Staff and Volunteer Appreciation Day is an annual motion by the Board, but for the 2023-2024 school year it is recommended that separate dates to recognize staff and volunteers be in place. He noted that March 1, 2024 aligns with International Employee Appreciation Day and May 8, 2024 aligns with Education Week.

Moved by Kelley Robertson, seconded by Roberta Northmore,

"That the Board observe Staff Appreciation Day on March 1, 2024 and Volunteer Appreciation Day on May 8, 2024."

CARRIED.

#2023-130
Proposed Revisions to the
LKDSB Procedural By-
Laws
Report B-23-109

Director Howitt reported that changes to the LKDSB Procedural By-Laws are proposed in order to update the procedure for posing questions at Board Meetings, which would align with the current procedure for delegations. He noted that transparency and open access to Trustees is important and there are many ways this is possible in the LKDSB, including questions from the public, delegations, and contacting Trustees directly through their telephone number or email address, which are posted on the LKDSB website. He added that the access to LKDSB Trustees is greater than the access at most Ontario school boards.

Moved by Malinda Little, seconded by Kelley Robertson,

"That the Board approves the revisions to Sections 3.17, 3.18, 3.19, and 3.20, and Section 15.4 of the LKDSB Procedural By-Laws."

A Trustee asked if a process could be put in place where those attending Board Meetings in-person and those requesting to ask a question or provide a delegation have their identity verified. Director Howitt responded that at the request of the Chair and Vice-Chair, a sign-in process similar to a neighbouring school board, which was recently closed while a safety plan was put in place, is in development. He explained that additional staff or security would be required to ensure appropriate identification is provided, which would be an increased cost, and this will be reviewed to see if it is something that should be considered.

He explained that when a delegation is requested, there is significant back and forth between the requester and the Executive Assistant to the Director before the delegation takes place, and past examples show that the person's identity has been known to the Board. He noted that the recommendation is that questions from the public would follow this process, and that the LKDSB Procedural By-Laws would require that the person must be in-person to pose the question. He explained that if the gallery is closed to the public, as it was during COVID-19, there would be a virtual attendance option.

Director Howitt remarked that another option for Trustees is to eliminate questions from the public, which is a practice of the majority of Ontario school boards.

A Trustee asked if there had been any difficulties when the submission of questions from the public ahead of the Board Meeting was required during COVID-19. Director Howitt responded that there was one situation where the Chair had to rule to stop a delegation when it became argumentative and one situation where many questions were submitted by one individual. He noted that as per LKDSB Procedural By-Laws, the Chair may limit the number of questioners and questions as they see fit.

A Trustee asked for the difference between a question from the public and a delegation. Director Howitt responded that the content of the delegation comes from the delegate and the question from the public is responded to by Administration. He explained that there are many avenues for the public to ask questions, such as contacting a Trustee through telephone or email, and parent/guardians can speak to the principal of their child's school.

A Trustee requested an amendment to the motion, but it was ruled out of order as it was a substantial change to the original motion.

NOT CARRIED.

#2023-131
LKDSB Policy and
Regulations on Hospitality
Report B-23-110

Associate Director McKay reported to Trustees that the Policy and Regulations on Hospitality were being brought forth as part of the LKDSB Cyclical Review. He explained that the Policy continues to reflect the philosophy of the Board but has been updated to align with the Board's Strategic Priorities. He reported that the Regulation on Hospitality has been reviewed and the changes reflect current job titles and updates to align with board procurement regulations and administrative procedures.

Moved by Ruth Ann Dodman, seconded by David Shortt,

"That the Board approve the revised policy and regulations on Hospitality."

CARRIED.

Audit Committee Meeting
Update
Report B-23-111

Trustee Shortt reported to Trustees on the September 18, 2023 Audit Committee meeting. He relayed that a Chair of the committee was selected, future meeting dates were reviewed, key activities for the year was reviewed, a process to monitor progress on action items from previous audits was looked at, and the annual self-assessment was reviewed. He reported that Scott McKinlay has joined the committee as a community member and Joyce Hastings, who has served as recording secretary for the committee for 12 years is retiring in October 2023.

Trustee Shortt confirmed that he was the Audit Committee Chair.

Ontario Public School
Boards' Association
Update (OPSBA)

Trustee Fletcher reported that the Board of Directors meeting was held on September 22 and 23, 2023 and encouraged Trustees to attend the Western Regional Meeting scheduled on November 4 and 5, 2023 in Kitchener, Ontario. He added that the next Board of Directors meeting will be held on November

26, 2023 and Advocacy Day will be held on November 27, 2023. He noted that Local Government Week will be held October 16 to 20, 2023 and Trustees were encouraged to review the resources on the OPSBA website and participate.

Trustee Fletcher announced that he does not plan to run for OPSBA Representative at the Board Organization Meeting.

Trustee Fletcher recommended that Trustees review Bill 98 and bring any questions to a future Board Meeting. He asked that Administration help Trustees understand Bill 98. Director Howitt noted that Bill 98 has been discussed at previous Board Meetings and he will send Trustees a table that summarizes the changes from Bill 98, which will help with understanding. He explained that there are items that the government is seeking input on, which include the Director of Education Performance Appraisals, Disposition of Surplus School Board Property, Schools on a Shared Site, and Trustee Code of Conduct, and encouraged Trustees to review the posted regulations and provide feedback. He added that he will need more information on what Trustees would like to learn about Bill 98, if a workshop is being requested.

Trustee Bryce reported that as an alternate of a Policy Workgroup for OPSBA, she has been asked to provide input on the Director's Performance Appraisal guidelines. She noted that the Director's Performance Appraisal process, found in the LKDSB Procedural By-Laws, was developed with Hicks Morley LLP.

2023 Elementary Summer
Programs
Report B-23-112

Superintendent Hazzard remarked that the report included information shared during the presentation.

Correspondence

September 18, 2023 Ministry of Education letter in response to May 17, 2023 letter from LKDSB Chair regarding the Indigenous Education funding formula for the 2023-2024 School Year.

New Business

None.

Trustee Questions

None.

Notices of Motion

Trustee Robertson served Notice of Motion, "That the Board approve the deletion of Sections 3.17, 3.18, and 3.19, and revision of Section 4.1, of the LKDSB Procedural By-Laws."

Chair Campbell noted that a Special Board Meeting may be called due to the Notice of Motion.

Announcements

The National Day for Truth and Reconciliation is on September 30, 2023. Students and staff are encouraged to wear orange shirts on Friday, September 29, 2023 and use this day as a catalyst to encourage learning and understanding about the residential school system and the impacts that system has had on First Nations, Metis and Inuit people.

The next Regular Board Meeting will be held on Tuesday, October 10, 2023 at the Chatham Regional Education Centre at 7:00 p.m.

Adjournment

There being no further business of the Board, Chair Campbell declared the Meeting adjourned at 8:44 p.m.

Chair of the Board

Director of Education and
Secretary of the Board

PRESENT:

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

Student Trustees:

Staff: Director of Education John Howitt, Associate Director Brian McKay, and Superintendent of Education Gary Girardi

Regrets: Trustee Greg Agar, Student Trustees Graysen Bathe-Minard, Darshan Shah, and Makaiyah Stonefish, and Superintendents of Education Angie Barrese, Emily Dixon, Ben Hazzard, Mary Mancini, and Interim Superintendent of Education, Carrielyn Smith

Recording Secretary: Jaime Shannon, Executive Assistant to the Director

Call to Order: Chair Campbell called the meeting to order at 12:00 p.m.

#2023-132
Approval of the Agenda Moved by Ruth Ann Dodman, seconded by Jane Bryce,

“That the Agenda for the Special Board Meeting of October 4, 2023 be approved.”

CARRIED.

Chair Campbell read the Traditional Territorial Acknowledgement.

Declaration of Conflict of Interest None.

#2023-133
Proposed Revisions to the
LKDSB Procedural By-
Laws
Report B-23-113

Moved by Kelley Robertson, seconded by David Shortt,

“That the Board approves the deletion of Sections 3.17, 3.18, and 3.19, and revision of Section 4.1 of the LKDSB Procedural By-Laws.”

Trustee Robertson explained that the intention of the notice of motion is to improve communication between the Board and members of the public who wish to share their views, as there is no opportunity for information exchange with questions from the public. She added that individuals would be encouraged to use communication pathways already in place, including delegations and communicating directly with Trustees through telephone or email.

A Trustee asked if the Regulations on *Safe Schools, Appendix A: Lambton Kent District School Board Code of Conduct*, and the Regulations on *Access to Schools and Board Property* cover attendance at the Board Meetings. Director Howitt responded that in addition to those items, Section 3.22 *Decorum at Board Meetings* also applies, which is shared with delegations prior to the Board Meeting. He added that signage will be added to the Board Rooms with expectations of those in attendance, as well as posted to the Board Meetings page of the LKDSB website.

A Trustee noted that while he agreed there are many opportunities available for the public to communicate with Trustees, there may be public perception that removing the availability to ask questions makes the Board less open to the public.

Following a Trustee question, Director Howitt confirmed that the changes to the LKDSB Procedural By-Laws would be posted on the LKDSB website and can also be found in the minutes from this meeting, which will be reviewed at the October 10, 2023 Board Meeting.

Following a Trustee question, Director Howitt confirmed that the remaining items in Section 3 of the LKDSB Procedural By-Laws would be re-numbered if the Board Motion was carried. He added that the revised LKDSB Procedural By-Laws would be posted to the LKDSB website prior to the October 10, 2023 Board Meeting.

A Trustee commented that of the 37 public school boards they surveyed, only one included questions from the public in their agenda package. Director Howitt added that he was in touch with the Director of that particular school board, and they have revised their by-laws so questions from the public had to be submitted in advance of the meeting.

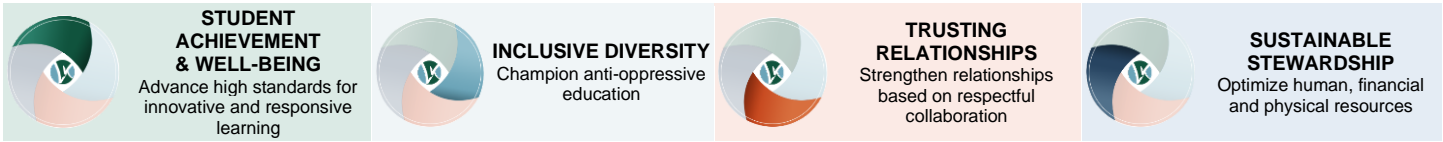
CARRIED.

Adjournment

There being no further business of the Board, Chair Campbell declared the Meeting adjourned at 12:16 p.m.

Chair of the Board

Director of Education and
Secretary of the Board



**FROM: Director Howitt, Director of Education
Mary Mancini, Superintendent of Education**

DATE: October 10, 2023

SUBJECT: LKDSB Policy and Regulations on Home Schooling



The policy on *Home Schooling* has been reviewed as part of the LKDSB cyclical review. The policy continues to reflect the philosophy of the Board and has been updated to include a reference to PPM 131: Home Schooling.

The regulation on *Home Schooling* has been reviewed and the changes reflect current practice.

Recommendation:

“That the Board approve the revised policy and regulations on *Home Schooling*.”



POLICY

SUBJECT: HOME SCHOOLING

It is the policy of the Lambton Kent District School Board to recognize the right of parents/guardians to home school their children in accordance with Section 21(2)(a) of the Education Act, which states that:

“A person is excused from attendance at school if,

(a) the person is receiving satisfactory instruction at home or elsewhere.”

Implementation Date: September 23, 1998

Revised: October 22, 2002, January 15, 2013, April 24, 2018, October 10, 2023

Reference: Education Act, LKDSB Regulation, Administrative Procedures, [PPM 131: Home Schooling](#)



REGULATIONS

SUBJECT: HOME SCHOOLING

When parents/guardians choose to have their child(ren) of compulsory school age withdrawn from school to be home schooled,

- 1.1 ~~The p~~Parents/guardians should:
 - 1.2 provide written notification to the [school principal](#) or Director of Education, in whose jurisdiction their child(ren) last attended school, of their intent to provide home schooling for their child(ren) prior to September 1st each year;
 - 1.3 provide the name, and date of birth of each child who is receiving home schooling.
 - 1.4 provide the telephone number and address of the current home, and notify the school board of any change of address.
 - 1.5 have a plan for educating the child(ren).
 - 1.6 provide literacy and numeracy instruction that is at a developmentally appropriate level.
 - 1.7 have a plan for assessing the child(ren)'s achievement.
- 2.1 Parents/guardians providing home schooling may wish for their child(ren) to participate in assessments administered by the Education Quality and Accountability Offices (EQAO) for Grades 3, 6 and 9 and/or the Ontario Secondary School Literacy Test (OSSLT). If they choose to have their child(ren) participate, they must:
 - 2.2 provide written notification by September 30th of each school year to the Superintendent responsible or designate of their intention to have their child(ren) participate in the EQAO assessments /tests in Grades 3,6, 9 and/or the Ontario Secondary School Literacy Test (OSSLT) – normally administered to students in their grade 10 year.
 - 2.3 provide transportation to their child/children to and from the school where the EQAO assessment /test is being administered.
- 3.1 The Board shall:
 - 3.2 accept the written notification of the parents/guardians each year as evidence that the parents are providing instruction at home.
 - 3.3 send a letter each year to the parent/guardians, acknowledging the notification and informing the parent/guardians that:
 - they may visit the designated school within the LKDSB for consultation,
 - the child may participate in the EQAO assessments in Grades 3, 6, and 9 and/or in the Ontario Secondary School Literacy Test (normally given to students in Grade 10),
 - the child will not be allowed to participate or attend classes on a part-time basis,
 - a student enrolled in any e-learning course(s) offered by the board or in partnership with the board is not considered home schooling,
 - secondary school credits cannot be granted to students who are on home schooling.

4. The principal shall ~~delete~~ withdraw the student from the school register, once the parent/guardian's Notice of Intent to Provide Home Schooling has been received.
5. When a parent/guardian decides to enroll a child(ren) in the regular school program after a child has been on home schooling, the child shall be ~~assessed for appropriate placement~~ placed in an age-appropriate grade in the regular day school program.

Implementation Date:

September 23, 1998

Revised

January 15, 2013, April 24, 2018, [October 10, 2023](#)

Reference:

Education Act, LKDSB Policy, [PPM 131: Home Schooling](#)



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 - b. provide the name, and date of birth of each child who is receiving home schooling
 - c. provide the telephone number and address of the current home and notify the school board of any change of address
 - d. have a plan for educating the child(ren)
 - e. provide literacy and numeracy instruction that is at a developmentally appropriate level
 - f. have a plan for assessing the child(ren)'s achievement

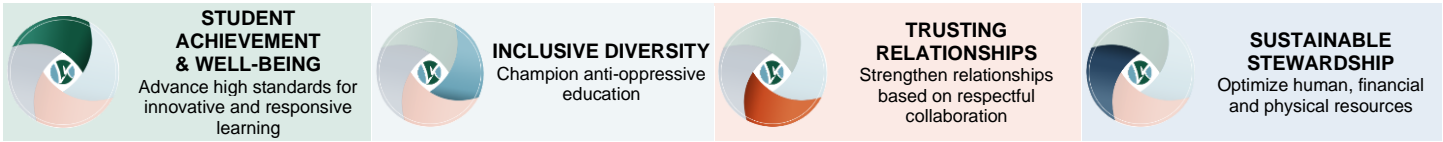
2. Parents/guardians providing home schooling may wish for their child(ren) to participate in assessments administered by the Education Quality and Accountability Offices (EQAO) for Grades 3, 6 and 9 and/or the Ontario Secondary School Literacy Test (OSSLT). If they choose to have their child(ren) participate, they must:
 - a. provide written notification by September 30th of each school year to the Superintendent responsible or designate of their intention to have their child(ren) participate in the EQAO assessments /tests in Grades 3,6, 9 and/or the Ontario Secondary School Literacy Test (OSSLT) – normally administered to students in their grade 10 year.
 - b. provide transportation to their child/children to and from the school where the EQAO assessment /test is being administered.

3. The Board shall:
 - a. accept the written notification of the parents/guardians each year as evidence that the parents are providing instruction at home.
 - b. send a letter each year to the parent/guardians, acknowledging the notification and informing the parent/guardians that:
 - i. they may visit the designated school within the LKDSB for consultation,
 - ii. the child may participate in the EQAO assessments in Grades 3, 6, and 9 and/or in the Ontario Secondary School Literacy Test (normally given to students in Grade 10),
 - iii. the child will not be allowed to participate or attend classes on a part-time basis,
 - iv. a student enrolled in any e-learning course(s) offered by the board or in partnership with the board is not considered home schooling,
 - v. secondary school credits cannot be granted to students who are on home schooling.

4. The principal shall withdraw the student from the school register once the parent/guardian's Notice of Intent to Provide Home Schooling has been received.

5. When a parent/guardian decides to enroll a child(ren) in the regular school program after a child has been on home schooling, the child shall be placed in an age-appropriate grade in the regular day school program.

Implementation Date: September 23, 1998
Revised: January 15, 2013, April 24, 2018, October 10, 2023
Reference: Education Act, LKDSB Policy, PPM 131: Home Schooling



FROM: Brian McKay, Associate Director - Corporate Services

DATE: October 10, 2023

SUBJECT: Long-Term Growth Needs and Capital Priorities



The Ministry of Education (EDU) has initiated the latest round of Capital Priorities applications. This process allows school boards to submit business cases for new school and school addition capital projects. Successful capital applications will address urgent pupil accommodation needs within school boards. Boards are prohibited from adding pupil capacity or physical space to schools without prior approval by the EDU, even if a board has funding available.

The application process requires school boards to prepare and include with their submission specific information in support of the capital application. This information includes the following:

- Excel business case which outlines project information, impacts on nearby facilities, enrolment projections, and project cost estimates,
- Written business case providing justification for the application,
- Long Term Growth Needs template (attached),
- Site and Design Plans from either the EDU Design Catalogue or from a recent school board repeat design which has been tendered since 2021,
- Third party costing estimates, and
- Other supplementary documentation in support of the application.

The Long-Term Growth Needs template is a new addition to the Capital Priorities application process and requires the support of trustees. Trustees normally receive this information as part of the annual Pupil Accommodation Report. See the attached documents, which include enrolment projections by family of schools' areas.

The EDU has provided the following explanation regarding the intent of the template: *“The Ministry of Education recognizes the importance of working together with its partners, including school boards and the Ministry of Municipal Affairs and Housing to meet the government’s commitment to help build modern schools faster to support the needs of growing communities, to better utilize school capacity, and ensure value for the taxpayer dollars. School boards and their local planning authorities are expected to collaborate to facilitate early and integrated planning for school facilities to meet current and future needs.”*

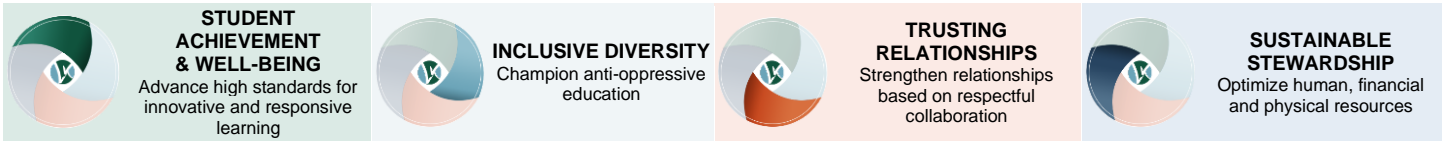
The template includes information on housing growth in each family of school area in comparison to board enrolment projections and school capacities. It is anticipated that the EDU will use this information when assessing urgent school board capital needs throughout the province. Capital funding priorities will be set based on these needs.

The Board will be submitting the following three Capital Priorities Funding requests:

- Grand Bend Public School – 4 classrooms (addition), including 1 resource room,
- Plympton-Wyoming Public School – 4 classrooms (addition) and
- Sherwood Village Area – 1 elementary school – 404 OTG.

Recommendation:

“That the Board approve the attached elementary and secondary long-term growth needs projections.”



FROM: John Howitt, Director of Education

DATE: October 10, 2023

SUBJECT: Parent Involvement Committee Report



The Parent Involvement Committee of the Lambton Kent District School Board met on October 2, 2023 with the Sarnia Education Centre and the Chatham Regional Education Centre joining via video conference and also via Microsoft Teams.

Director Howitt welcomed everyone to the meeting.

Angie Baresich was acclaimed as a new Chair for this school year.

Superintendent of Education Emily Dixon provided a presentation from the Equity, Diversity, Inclusion and Justice Team focusing on Social Justice.

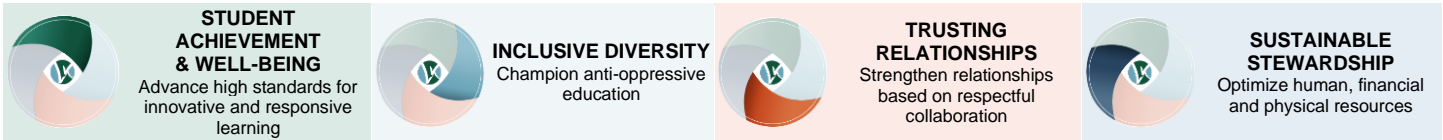
Director Howitt updated the committee on the following items:

- National Day of Truth and Reconciliation
- EQAO
- Forest Area Kindergarten – Grade 12 School Update
- Student Achievement Plan
- LKDSB Operational Plan
- PIC Microsoft Teams Guest Invites

2022-2023 Budget summary was shared as well as the 2023-2024 budget.

The committee was updated on the guidelines for the Parents Reaching Out Grant.

The next meeting is on Monday, November 13, 2023 via Microsoft Teams.



FROM: Roberta Northmore, Trustee

DATE: October 10, 2023

SUBJECT: Indigenous Liaison Committee Report



The September 20, 2023 meeting of the Indigenous Liaison Committee (ILC) was held at the Chatham Regional Education Centre with Trustee Roberta Northmore chairing the meeting.

Reports from the First Nation Communities were received:

Aamjiwnaang First Nation

Education Coordinator Vicki Ware reported that Superintendent Dixon System Coordinator Denise Helmer-Johnston and Indigenous Lead Dallas Sinopole visited the community. The Aamjiwnaang school was excited to welcome grade three students for the first time. The school also welcomed a wonderful new teacher who graduated from the LKDSB ITP program. Teachers have been set up with professional development for the new curriculum which was introduced in September. The school community will host an open house on September 23 and on Sept 28 there will be a community open house to introduce members of the community to all of the programs and services which are provided. The draft ESA is being moved forward with Superintendent Dixon. It is reported that a Jordan’s Principal Tutor Escort position is being posted for Great Lakes Secondary School. She noted that Alexander Mackenzie Secondary School Indigenous room is found to be very busy and would like to discuss additional support in the room to help the current staff member.

Eelūnaapéewi Lahkéewiit

Education Manager Jolene Whiteye reported that there were some very good discussions with Superintendent Dixon, System Coordinator Denise Helmer-Johnston and Indigenous Lead Dallas Sinopole when they visited the community. It was reported that the community held a back-to-school event which distributed school supplies to 135 students. Jolene requested that Superintendent Dixon inquire if the Ridgetown District High School cafeteria would be re-opening, that a necessary fix be made in the Delaware Room and noted that she was disappointed that the Tutor Escort position was not funded by Indigenous Affairs this school year.

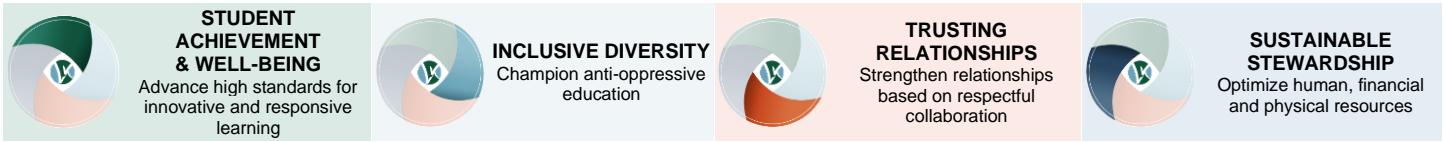
Trustee Roberta Northmore reported that the school design for the new school in Forest has been sent to the Ministry. The Ministry plans to create a template for all future school builds throughout Ontario and Roberta has requested that the Education Representatives report this back to their Chief and Council as there is concern that one template does not work for every community. Trustee Northmore reported that she attended the Indigenous Trustees Council meeting in August where it was learned that there will be a new resource implemented for the grades 7 & 8 Phys Ed curriculum

regarding mental health which is to be implemented in January 2024.

Indigenous Lead Dallas Sinopole reported that three additional Indigenous Graduation Coaches were interviewed and hired. These additional Graduation Coaches will be working at Great Lakes Secondary School, North Lambton Secondary School and Ridgetown District High School. All three new Graduation Coaches will be job shadowing Tyler White, the Indigenous Graduation Coach at Wallaceburg District Secondary School.

Superintendent Dixon discussed changes to the formats of future ILC meetings leaving it up to the host First Nation Community to choose the time they would like the meeting to begin. These changes came about through conversations with The First Nation representatives. The October 25 meeting will be hosted by Joelene Whiteye at Eelünaapéewi Lahkéewiit. With lunch beginning at 12:00 pm and the meeting to immediately follow at 12:30 pm for approximately two hours. Superintendent Dixon is proposing that each school administrator reports their Indigenous learning goal and evidence of working towards that goal. Administrators will be asked to submit their reports by 3 pm on October 16, 2023.

The next ILC meeting is tentatively scheduled on October 25, 2023, at 12:00 p.m. at Eelünaapéewi Lahkéewiit.



FROM: Malinda Little, Trustee

DATE: October 10, 2023

SUBJECT: Special Education Advisory Committee (SEAC) Report



The Special Education Advisory Committee (SEAC) of the Lambton Kent District School Board met in person at Wallaceburg District Museum on Thursday, September 21, 2023. Following is a report of the activities of the meeting:

Priority-Setting Session

The members of SEAC participated in an exercise that helped to identify their respective areas of interest. The input will allow the Student Support Services/Well-Being Team to schedule presentations and share information with the Committee over the 2023- 2024 school year. The resulting presentation scheduled will be listed on the October SEAC Meeting Agenda.

2023-2024 Special Education Plan Checklist

A copy of the 2022-2023 Special Education Plan Checklist, which was submitted to the Ministry by Administration at year-end, is attached for reference.

SEAC Survey

Members of SEAC participated in a self-evaluation survey to ensure they are working as efficiently and effectively as possible as recommended in the PAaC on SEAC Effective Practices Handbook.

Correspondence

A letter dated July 11, 2023, from Dufferin Peel Catholic District School Board regarding recruitment and retention of staff serving in the capacity of Educational Assistants was discussed. The membership of SEAC discussed it and decided to forward a message to the Ministry supporting other communities that have raised concerns.

Next Meeting

Thursday, October 19, 2023
Wallaceburg District Museum, Wallaceburg
MS Teams

Trustee Malinda Little, SEAC Vice-Chair


2023-24 Special Education Plan Checklist Please
submit to your regional office by July 31, 2023

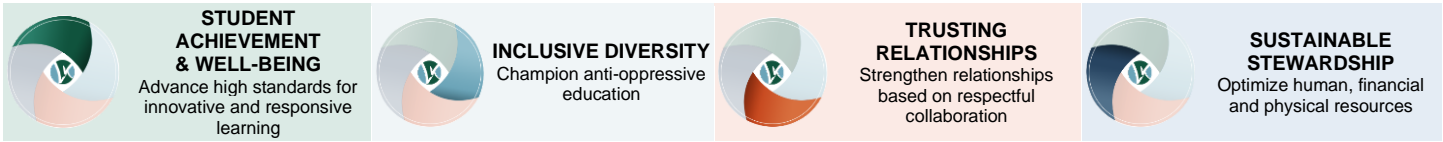
District School Board/School Authority: Lambton Kent District School Board		
Compliance with <i>Standards for School Boards' Special Education Plans (2000)</i> reproduced in full in <i>Special Education in Ontario Kindergarten to Grade 12 Policy and Resource Guide (2017)</i>	Report on the Provision of Special Education Programs and Services 2022-23	Amendments to the 2023-24 Special Education Plan
Special Education Programs and Services		
Model for Special Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Identification, Placement, and Review Committee (IPRC) Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Education Placements Provided by the Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individual Education Plans (IEP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Special Education Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specialized Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation for Students with Special Education Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transition Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Roles and Responsibilities		
Roles and Responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Categories and Definitions of Exceptionalities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provincial and Demonstration Schools in Ontario	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The Board's Consultation Process		
The Board's Consultation Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The Special Education Advisory Committee (SEAC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Early Identification Procedures and Intervention Strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educational and Other Assessments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coordination of Services with Other Ministries or Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specialized Health Support Services in School Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accessibility (AODA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent Guide to Special Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Where programs and services have not been provided as outlined in the 2022-23 Special Education Plan, please provide a description of the variance:		
Not applicable.		

Additional Information:	
Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149) posted on school board website.	<input checked="" type="checkbox"/>
Special education is included in our ongoing self-improvement with respect to the Board Improvement Plan for Student Achievement.	<input checked="" type="checkbox"/>

Document:	Format:	Please indicate the URL of the document on your website (if applicable)
Special Education Plan	<input checked="" type="checkbox"/> Board Website <input checked="" type="checkbox"/> Electronic File N/A Paper Copy	<u>LKDSB 2023 Special Education Plan</u>
Parent Guide to Special Education	<input checked="" type="checkbox"/> Board Website <input checked="" type="checkbox"/> Electronic File	<u>Lambton Kent District School Board Parent Guide to Special Education</u>
Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149)	<input checked="" type="checkbox"/> Board Website <input checked="" type="checkbox"/> Electronic File	<u>Lambton Kent District School Board Protocol for Partnerships with External Agencies for the Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149)</u>

Name of the Director of Education	
John Howitt	

Signature of the Director of Education	Date
	June 22, 2023
_____	_____



FROM: Director Howitt, Director of Education

DATE: October 10, 2023

SUBJECT: Safety and Security Protocols for Board Meetings



Administration has developed the following safety and security protocols for those in attendance in the Public Gallery at Public Board Meetings.

The following protocols will be implemented effective October 10, 2023:

- All visitors are required to sign the Visitor Log and show their photo identification to the security personnel present at the entrance of the building. Visitors attending a meeting at the Sarnia Education Centre are asked to use the entrance on the north side of the building.
- The capacity of the Public Gallery is 30 attendees.
- Only those who have signed the Visitor Log, up to the maximum capacity of the Public Gallery, will be allowed entrance to the building. Once the capacity of the Public Gallery has been reached, individuals will be provided instructions on how to join the meeting remotely and will be asked to exit the property.
- As per LKDSB Procedural By-Laws Section 3.19 Decorum at Board Meetings:
 - All persons attending meetings of the Board shall show respect for others in their language and conduct. Any persons who interrupts or disrupts a meeting of the Board shall be expelled from the meeting in accordance with the Education Act, ss 207 (3). Audio or video recording devices may not be used at any meeting of the Board or its committees without the prior permission of the Chair of the Board or the Director of Education.
- Upon conclusion of the meeting, the individuals who are seated in the public gallery must immediately exit the property.
- Signs, posters and other props are prohibited.