

REGULAR BOARD MEETING AGENDA
PUBLIC SESSION

TUESDAY, SEPTEMBER 26, 2023
7:00 p.m.

Board Room
Sarnia Education Centre
200 Wellington Street, Sarnia, ON

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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 12, 2023 Regular Board Meeting		3
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:		
a) 2023 Elementary Summer Programs – Superintendent Hazzard		
11. Delegations		
12. Questions from the Public		
13. Reports for Board Action:		
a) Staff Appreciation Day and Volunteer Appreciation Day 2023-2024 <u>Recommendation:</u> “That the Board observe Staff Appreciation Day on March 1, 2024 and Volunteer Appreciation Day on May 8, 2024.”	Chair Campbell /Director Howitt Report B-23-108	11
b) Proposed Revisions to the LKDSB Procedural By-Laws <u>Recommendation:</u> “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.”	Director Howitt Report B-23-109	12
c) LKDSB Policy and Regulations on <i>Hospitality</i> <u>Recommendation:</u> “That the Board approve the revised policy and regulations on <i>Hospitality</i> .”	Director Howitt /Associate Director McKay Report B-23-110	14
14. Reports for Board Information:		
a) Audit Committee Meeting Update	Trustee Shortt Report B-23-111	21
b) Ontario Public School Boards’ Association Update (OPSBA)	Trustee Fletcher Oral Report	
c) 2023 Elementary Summer Programs	Superintendent Hazzard Report B-23-112	22

15. Correspondence
 - a) 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 24
16. New Business
17. Trustee Questions
18. Notices of Motion
19. Announcements
 - a) 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.
 - b) The next Regular Board Meeting will be held on Tuesday, October 10, 2023 at the Chatham Regional Education Centre at 7:00 p.m.
20. Adjournment

PRESENT:

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

Student Trustees: Graysen Bathe-Minard and Darshan Shah

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

Regrets: Superintendent of Education Angie Barrese and Student Trustee Makaiyah Stonefish

Recording Secretary: Jaime Shannon, Executive Assistant to the Director

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

Graysen Bathe-Minard, Darshan Shah, and Makaiyah Stonefish were introduced as the Student Trustees for the 2023-2024 school year.

#2023-120
Approval of the Agenda Moved by Greg Agar, seconded by Roberta Northmore,

“That the Agenda for the Regular Board Meeting of June 6, 2023 be approved.”

CARRIED.

In Memoriam Chair Campbell read an In Memoriam for an incoming LKDSB student, an LKDSB student, and an LKDSB Administrator. A moment of silence was observed.

Chair Campbell read the Traditional Territorial Acknowledgement.

Declaration of Conflict of Interest None.

#2023-121
Approval of the Minutes
June/20/2023 Moved by David Shortt, seconded by Angela Richards,

“That the Board approve the Minutes of the Regular Board Meeting of June 20, 2023.”

CARRIED.

Business Arising None.

Motions Emanating from the Regular Board Private Session None.

#2023-122
Action of the Regular Board Private Session be the Action of the Board Moved by Janet Barnes, seconded by Kelley Robertson,

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

CARRIED.

Presentation – Director’s Snapshots of Excellence	Director Howitt presented the Director’s Snapshots of Excellence for the period of July to August 2023.
Delegations	None.
Questions from the Public	None.
#2023-123 Schedule for Regular Board Meetings for the Period November 21, 2023 to November 19, 2024 Report B-23-103	<p>Director Howitt presented the Schedule for Regular Board Meetings for the period of November 21, 2023 to November 19, 2024. He noted that the schedule was drafted based on the LKDSB Procedural By-laws, but it was recommended that the November 28, 2023 and January 9, 2024 Board Meetings not be included in the schedule. He explained that this would avoid three meetings in the month of November and a meeting held immediately after the Winter Break, which would only be 7 business days following the previous meeting in December. He noted that changes to the June 2024 meetings were not recommended, as they had been in the past, as the dates do not conflict with secondary graduation dates.</p> <p>Moved by Kelley Robertson, seconded by Jane Bryce,</p> <p>“That the Board approve the Regular Board Meeting Schedule for the period November 21, 2023 to November 19, 2024 without scheduling the November 28, 2023 and January 9, 2024 Board Meetings.”</p> <p style="text-align: right;">CARRIED.</p>
Ontario Public School Boards’ Association Update (OPSBA)	Trustee Fletcher reported that a meeting regarding negotiations was scheduled on September 13, 2023 and that he would be attending a meeting on September 22 and 23, 2023 in Toronto.
Ministry of Education Summer 2023 Announcements Report B-23-104	<p>Director Howitt provided Trustees with a summary of the multiple directives received from the Ministry of Education over the summer months. He relayed that the Ministry of Education has set three priorities: Achievement of Learning Outcomes in Core Academic Skills; Preparation of Students for Future Success; and Student Engagement & Well-Being, which boards are required to include in their multi-year plans. He noted that these priorities align with the LKDSB Strategic Priorities and will be incorporated into the multi-year Operational Plan to be presented to Trustees in October 2023. He provided an overview of the Policy Program Memos (PPM) recently provided by the Ministry, including: PPM 124: OSSD requirements – community involvement activities; PPM 132: Prior Learning Assessment and Recognition (PLAR) for mature students; PPM 151: Professional Activity Days devoted to Provincial Priorities; PPM 168: Reading Instruction and Early Reading Screening; and PPM 169: Student Mental Health. He also provided updates on the Canadian GED; Provincial Priorities on Student Achievement Regulation: Student Achievement Plan; Math Action Plan; Capital Priorities Program; and Procurement.</p> <p>Following a Trustee question, Superintendent Mancini confirmed the lower limit for mature students is 21 years old.</p> <p>A Trustee asked if the Professional Development Days requirements imposed by the province are expected to be met, considering the requirements already in place. Superintendent Hazzard responded that finding ways to integrate</p>

items together continues to be considered and noted that there are more contractual days for Elementary, which means allocation of time on those days is very strategic, while there is more flexibility for Secondary.

A Trustee asked if the funding of 6 Early Literacy Intervention Coaches is the same as the 2022-2023 school year. Superintendent Hazzard responded that it is additional staff hired for the 2023-2024 school year, who recently began working in schools completing early reading assessments and providing supports in Kindergarten to Grade 2 classrooms. He noted that they support every elementary school.

A Trustee asked if students should be provided the opportunity to provide input on items 10 and 11 of the Student Achievement Plan. Student Trustee Shah noted that he would appreciate that opportunity, as he struggles with information on post-secondary, and if he was directly involved he could provide other students with support. Director Howitt noted that he sees students in all 11 indicators, and there is a partnership with students along the way, as they can be seen in the graduation rates, EQAO assessments, and other measures.

A Trustee asked if items 10 and 11 are a measurement the Board must define in its plan or if they are defined by the province. Director Howitt responded that more information will be provided from the Ministry, as they are currently in the process of determining this, but it may not be provided until near the end of the school year.

A Trustee asked for further information on the changes to the Capital Priorities Program. Associate Director McKay explained that for any addition or new build, boards must demonstrate to the Ministry that the number of pupil spaces built will be occupied to 100% within 5 years' of opening, while prior to this requirement, demonstrating an occupation of 90% or higher was viewed positively. He added that the Ministry is also looking at the utilization rate of surrounding schools, and suggesting boundary reviews, which can be contentious in the community.

A Trustee asked if Errol Village Public School is expected to be at 100% capacity once the 2-classroom addition is complete. Associate Director McKay responded that the students are already included in the enrolment numbers at the school, but their classrooms are housed in portables. He noted that the Ministry is increasingly looking at portables as a permanent solution. He added that the Ministry has introduced a design catalogue in order to standardize design, reduce the timeline for building schools, and reduce costs, which does not allow boards to meet individual community needs.

A Trustee commented that they were disappointed in the design catalogue as they did not want to see institutions built, but rather places of learning that fit communities.

A Trustee suggested that the Board may struggle with reaching 100% utilization, and that boards should receive funding for capital projects for reasons other than utilization. They hoped these other factors could be brought forth in discussions with the Ministry. Associate Director McKay responded that 100% utilization is what is looked at in the applications, and that is only if the surrounding schools are also full. He added that it is difficult to compete with

boards who have had significant increases in population, but he and Director Howitt will engage with Ministers of Provincial Parliament (MPP), and will work on find ways to differentiate the LKDSB applications.

A Trustee asked if a daycare could be added to a school with empty space and asked what the process would be if there is a community need. Associate Director McKay responded that using unutilized space in a school for a daycare has shown to be successful in the past, and it would help the percentage at the school. He added that there would have to be a need in the community, and if a community member would like to express this need they would contact the daycare representative at their municipal government, who would then discuss the request with LKDSB and CLASS staff. He explained that if there is a need in the community, a daycare provider would be partnered with and Capital Priorities funding would be the funding source used to make the space ready, if necessary.

LKDSB Operational Plan
2022-2023
Report B-23-105

Director Howitt presented the 2022-2023 Operational Plan, which reflects the actual outcomes from 2022-2023 school year. He relayed that the 2023-2024 Operational Plan will be brought to Trustees in October 2023, but noted that the version brought forth may be in draft form as some information is not yet available.

Director Howitt highlighted items from the 2022-2023 Operational Plan and remarked that in the 2022-2023 school year, the Senior Team was able to refocus their attention to a greater degree on non-COVID-19 items and see greater successes in goals.

A Trustee noted that many of the outcomes were awaiting data from the province and felt the plan may be considered incomplete until the actual results were received. Director Howitt agreed that it was difficult to finalize the Operational Plan from the previous school year and move forward to the current school year when the data is not available. He noted that EQAO data is reported on its own as well as in the Operational Plan, so Trustees will receive the data at that time.

A Trustee asked for the participation rate on the Climate Surveys. Director Howitt responded that the response rate for students was very high as it was completed during class time, and significant work was undertaken in advertising the Climate Survey for completion by parent/guardians, which helped increase the participation rate significantly. Superintendent Girardi relayed that he would follow-up at the next Board Meeting with this data.

A Trustee asked for information on how the Multi-Disciplinary Team (MDT) helped in the area of Sense of Belonging from the Climate Survey. Director Howitt shared that the MDT was an interim measure and will not be continuing for the 2023-2024 school year, as the funding has been reallocated to support other priorities such as math and early literacy. He explained that their work was to build capacity in schools based on the Climate Survey results for individual schools. He added that the Climate Survey is completed every two years, so the data on whether the capacity building had an impact will not be available until the next Climate Survey is completed and results are released. Superintendent Girardi relayed that the process to review the questions for the Climate Survey process has started, which includes Safe Schools staff, Student

Support Services and Well-Being staff, and partners from other areas of the Board. He explained that the plan is to conduct the survey in Spring 2024 with the reports released in Fall 2024.

Chair Campbell thanked Director Howitt and Senior Administration for the in-depth report.

2023 Secondary summer
Learning Program
Report B-23-106

Superintendent Mancini reported to Trustees on the 2023 Secondary Summer Learning Program that supported students in accumulating credits towards graduation. She remarked that 1403 students completed the program, supported by 93 staff members, and noted that full course online learning is the largest component of the program, with 37 courses offered, and 978 students who completed courses with a 91% success rate. She reported that 14 credit recovery online learning courses were offered, with 85 students engaged, and many secondary schools provided credit rescue opportunities, with 129 students involved and 134.5 credits earned. She reported that travel for Credit Careers and Civics was offered which included an online learning component and a trip to Ottawa, Montreal, and New York City, which 30 students successfully completed. She added that in-person programs offered included First Nations Metis and Inuit (FNMI) Integrated Arts, a 4-week land-based education for self-identified Indigenous students, of which 40 students from Grades 8 through 10 earned a credit, a reach ahead opportunity for Grade 8 students to complete Grade 9 technology at Chatham Kent Secondary School, Grade 11 Construction Engineering Technology – Canoe Building at Great Lakes Secondary School, which offered self-identified Indigenous students an opportunity to build a birchbark canoe using Indigenous construction methods and tools, credit recovery for students through Walpole Island Summer School Program, dual credit courses with Lambton College and St. Clair College, Summer co-op, which 124 students participated in, and ongoing credit support for students through in-person special education classes.

Superintendent Mancini thanked System Coordinator Paul Wiersma, who oversaw the program and ensured all credits were recorded prior to the new school year.

A Trustee asked if feedback was requested from students on how the program can be improved for the following year. Superintendent Mancini responded that teachers individually survey the students in each online course, and there is a very involved reach out to parent/guardians and students to ensure they are engaging in the program. She noted that the program is successful and unique and offers supports to students that are not necessarily offered by other boards.

A Trustee asked for the costs involved in the Travel for Credit Careers and Civics course and what is being done to breakdown barriers to ensure it is available to any student interested. Superintendent Mancini responded that the cost is around \$1300 per student, which is a significant barrier, and there will be discussion on how to continue the program, or if it should be continued, for that very reason. She added that a traditional Civics and Careers course is offered through the Summer Program at no cost.

A Trustee noted that the canoe building exercise was one of the Board Action Plan (BAP) initiatives for the 2022-2023 school year and asked if it was

financially feasible and how many students participated in the program. Superintendent Dixon responded that she believed 6 students participated in the course and the project was not completed in the project timeframe, but it is continuing to be built.

A Trustee asked what will be done with the canoe and how it is being finished now that the students are starting the new school year. Superintendent Dixon responded that it is being stored at Aamjiwnaang First Nation but would provide a follow-up at the next Board Meeting on who will be completing the project.

A Trustee congratulated Superintendent Mancini on the 91% success rate for the online learning component.

Correspondence

August 15, 2023 Ministry of Education letter in response to May 17, 2023 letter from LKDSB Chair regarding Transportation funding for the 2023-2024 School Year.

Following a Trustee question, Associate Director McKay explained that there is no additional funding for the 2023-2024 school year, but Administration, along with the St. Clair Catholic District School Board and Chatham-Kent Lambton Administrative School Services (CLASS), continue to engage with the Ministry and provide data, to inform on the actual results against the funding formula, to hopefully alleviate pressures for the 2024-2025 school year. He added that school boards across southwestern Ontario are discussing how they may approach the Ministry as a consolidated group.

New Business

None.

Trustee Questions

A Trustee asked if the additional funding to create more student spaces and licensed childcare spaces within the Forest Kindergarten to Grade 12 school will change the design of the school. Associate Director McKay responded that from the beginning of the process the school was designed to fit the full pupil enrolment and not the originally approved spaces, so a redesign was not necessary.

A Trustee asked for an update on the progression of the design process for the Kindergarten to Grade 12 school. Associate Director McKay responded that the architects continue to move forward with preparing the tender document and are on track for a late November or early December 2023 tender, which would mean the tender could be awarded in January or February 2024 with a Spring 2024 groundbreaking. He explained that if the cost estimate is as expected then the tender process can be started, but if it is higher than expected Administration will need to work with the Ministry.

Notices of Motion

Director Howitt served Notice of Motion, "That the Board approve the following changes to the LKDSB Procedural By-Laws."

SECTION 3 REGULAR AND SPECIAL MEETINGS OF THE BOARD

- 3.17 In addition to the foregoing, persons or groups may pose
Posing questions to the Board in accordance with the following
Questions at procedure:
Meetings a) the questioner shall submit the question ~~either orally or in writing to the Chair of the Board Secretary of the Board or~~

- designate seven business days' prior to the Board Meeting;
- b) The Chair, Vice-Chair and Director of Education will review all submissions at the Agenda Review Meeting prior to the Board Meeting and determine if the question will be asked at the Board Meeting.
 - c) If the questioner's submission has been approved, they must be in attendance at the Board Meeting to ask the submitted question in order for their question to be answered;
 - ~~b~~d) the Chair or their designate shall answer the question if the information is ~~immediately~~ available or send a written reply following the meeting with this response shared during business arising at a subsequent meeting; and
 - ~~c) the questioner may ask a follow-up question for clarification; and~~
 - ~~d~~e) the questioner shall not address confidential personal, property, legal or negotiation matters.
- 3.18 The Chair may limit the number of questioners and questions as they see fit.
- 3.19
Public Gallery
Closed If the Public Gallery is closed, questions must be submitted through email to the Secretary of the Board or designate ~~by noon on the day of~~ seven business days' prior to the Board Meeting. ~~The procedure for posing a question to the Board will be consistent with Section 3.17. Arrangements will be made for the questioner to ask the submitted question remotely.~~
- 3.20
Presentations An employee or employee group may make a presentation to the Board relating to a specific issue, matters of general interest to the Education system and matters of information to Trustees. Individuals or employee groups requesting permission to appear and speak before the Board or a Committee of the Board must submit their request and their materials in writing to the Secretary of the Board at least seven ~~working business~~ days' prior to the meeting.

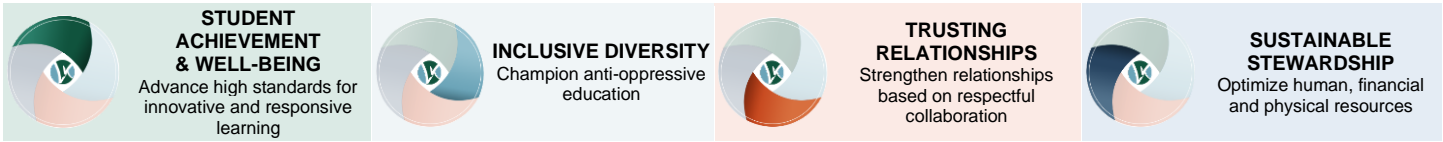
SECTION 15 PERFORMANCE APPRAISAL OF THE DIRECTOR OF EDUCATION

- 15.4 The Director's Performance Appraisal Report shall be considered by the Board, in private session, at any one or more of its meetings and the Board shall receive the report and deliver a reply ~~prior to the beginning of~~ at the first Board Meeting of the next school year which shall include the following:
- a) concerns of the Board with respect to the implementation of Board policy and Strategic Plan;
 - b) concerns with respect to the implementation of Ministry policy;
 - c) matters which shall be addressed by the Board and/or legislations or Board Committees within the ensuing school year;
 - d) other matters in reply to the Director's Performance Appraisal Report as may be appropriate.

- Announcements The next Regular Board Meeting will be held on Tuesday, September 26, 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 8:49 p.m.

Chair of the Board

Director of Education and
Secretary of the Board



**FROM: Randy Campbell, Chair
John Howitt, Director of Education**

DATE: September 26, 2023

SUBJECT: Staff Appreciation Day and Volunteer Appreciation Day 2023-2024



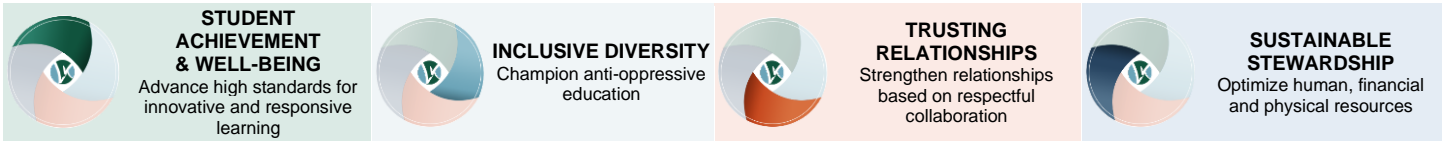
The Lambton Kent District School Board (LKDSB) is very proud of its staff and is certainly aware of the important role they play in the development of children. Staff are very dedicated and caring individuals striving to improve student achievement for the betterment of society. Our schools are also fortunate to welcome many community volunteers who provide time, expertise, and support for our students, both inside and outside the classroom.

For the 2023-2024 school year, the LKDSB will celebrate Staff Appreciation Day on March 1, 2024, which aligns with International Employee Appreciation Day, and Volunteer Appreciation Day on May 8, 2024, which aligns with Education Week.

These dates will provide an opportunity to formally acknowledge the many contributions of LKDSB staff and volunteers. Everything staff and volunteers do to enhance learning opportunities for our students is truly appreciated.

RECOMMENDATION:

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



FROM: John Howitt, Director of Education

DATE: September 26, 2023

SUBJECT: Proposed Revisions to the LKDSB Procedural By-laws



Changes to the LKDSB Procedural By-laws are proposed to sections 3 and 15, shown below in blue.

The revisions to Section 3 are proposed to update the procedure for posing questions at Board Meetings.

The revision to Section 15 is proposed to reflect the current timing of the delivery of the reply to the Performance Appraisal of the Director of Education.

SECTION 3 REGULAR AND SPECIAL MEETINGS OF THE BOARD

- 3.17 Posing Questions at Meetings
- In addition to the foregoing, persons or groups may pose questions to the Board in accordance with the following procedure:
- a) the questioner shall submit the question ~~either orally or~~ in writing to the ~~Chair of the Board Secretary of the Board or designate seven business days' prior to the Board Meeting;~~
 - b) The Chair, Vice-Chair and Director of Education will review all submissions at the Agenda Review Meeting prior to the Board Meeting and determine if the question will be asked at the Board Meeting.
 - c) If the questioner's submission has been approved, they must be in attendance at the Board Meeting to ask the submitted question in order for their question to be answered;
 - ~~bd)~~ the Chair or their designate shall answer the question if the information is ~~immediately~~ available or send a written reply following the meeting with this response shared during business arising at a subsequent meeting; ~~and~~
 - ~~c)~~ ~~the questioner may ask a follow-up question for clarification; and~~
 - ~~de)~~ the questioner shall not address confidential personal, property, legal or negotiation matters.
- 3.18 The Chair may limit the number of questioners and questions as they see fit.
- 3.19 Public Gallery Closed
- If the Public Gallery is closed, questions must be submitted through email to the Secretary of the Board or designate ~~by noon on the day of seven business days' prior to the Board Meeting.~~ ~~The procedure for posing a question to the Board will be consistent with Section 3.17.~~ Arrangements will be made for the questioner to ask the submitted question remotely.

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

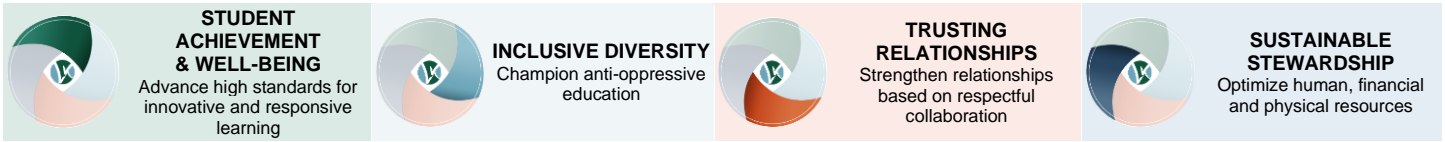
SECTION 15 PERFORMANCE APPRAISAL OF THE DIRECTOR OF EDUCATION

15.4 The Director's Performance Appraisal Report shall be considered by the Board, in private session, at any one or more of its meetings and the Board shall receive the report and deliver a reply ~~prior to the beginning of~~ **at the first Board Meeting of the** next school year which shall include the following:

- a) concerns of the Board with respect to the implementation of Board policy and Strategic Plan;
- b) concerns with respect to the implementation of Ministry policy;
- c) matters which shall be addressed by the Board and/or legislations or Board Committees within the ensuing school year;
- d) other matters in reply to the Director's Performance Appraisal Report as may be appropriate.

Recommendation:

"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."



**FROM: Director Howitt, Director of Education
Associate Director McKay, Associate Director-Corporate Services**



DATE: September 26, 2023

SUBJECT: LKDSB Policy and Regulations on Hospitality

The policy on Hospitality 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 align the policy statement with the Board’s Strategic Priorities.

The regulation on Hospitality has been reviewed and the changes reflect current job titles of the Board’s senior management (ie. inclusion of Associate Director), and updates to align with board procurement regulations and administrative procedures.

Recommendation:

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



POLICY

SUBJECT: Hospitality

It is the policy of the Lambton Kent District School Board to ~~provide~~ ~~permit~~ ~~reasonable~~ hospitality to ~~individuals or education partners to expand educational opportunities for all students or to acknowledge their contributions to student achievement~~ in order to facilitate the Board's Strategic Priorities, or as a matter of corporate courtesy.

Implementation Date: March 27, 2007
Reviewed: November 8, 2011, September 22, 2015, November 13, 2018
Revised: [September 26, 2023](#)

Reference: LKDSB Regulations, Administrative Procedures
Ministry of Education School Board Expenditure Guidelines



POLICY

SUBJECT: Hospitality

It is the policy of the Lambton Kent District School Board to permit reasonable hospitality in order to facilitate the Board's strategic priorities, or as a matter of corporate courtesy.

Implementation Date: March 27, 2007
Reviewed: November 8, 2011, September 22, 2015, November 13, 2018
Revised: September 26, 2023

Reference: LKDSB Regulations, Administrative Procedures
Ministry of Education School Board Expenditure Guidelines

REGULATIONS

SUBJECT: Hospitality

1. Hospitality at Board expense may only be extended by:
 - ~~the~~ Director of Education,
 - Associate Director, or
 - Superintendents.
2. Exceptions to the above must have prior approval of the Director of Education or Associate Director.
3. Hospitality expenses should be necessary and reasonable and will include the provision of food, beverages, accommodation, transportation or other amenities at Board expense.
4. Hospitality must be extended in an economical, consistent and appropriate way when it will facilitate Board business or is considered desirable as a matter of corporate courtesy.
5. Hospitality may be extended on behalf of the Board when:
 - Engaging representatives of other school boards, the broader public sector, industry, public interest groups, or unions in discussions on official matters;
 - Providing individuals from provincial, national or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board; and
 - Sponsoring or attending formal conferences related to the goals of the Board; and
 - Recognizing employees or other individuals for outstanding achievement (i.e. retirement service, meritorious awards, achievement of major goals etc.);
6. When hospitality is extended to vendors of the Board, prior approval must be obtained from the Director of Education to ensure that the hospitality extended does not give, or is not perceived to give, preferential treatment to any vendor. Hospitality is not to be extended to vendors within 3 months of an expiring contract, or when engaged in a procurement process.
7. Individuals should not accept hospitality from vendors to the Board (current or prospective) that exceed the bounds of normal social courtesy to avoid either real or perceived conflicts of interest.
8. Part of Board hospitality, when hosting Board special events off Board property, may include the moderate consumption of alcoholic beverages with a meal or during a reception.

9. Reimbursement for reasonable costs of alcohol is permitted for hospitality events.
 - ~~The cost of alcoholic beverages cannot exceed the cost of the food.~~
 - Alcoholic beverages should not include premium brands or vintage wines.
 - ~~Preference should be given to wine, beer and spirits produced in Ontario.~~
 - All laws involving the serving of alcohol must be followed at any hospitality event.
10. Gifts of appreciation, valued at up to \$50.00, may be extended to persons ~~in exchange for pro bono services~~. Gift values above \$50.00 must be justified and approved by the Director of Education or Associate Director. Neither gift cards nor cash can be given as hospitality gifts.
11. All hospitality expense claims must be submitted on the Board's Expense Form, accompanied by the original detailed receipts to the Director of Education, ~~or designate~~, for approval. The Chair of the Board will approve the Director of Education's hospitality expenses.

Implementation Date: March 27, 2007
Revised: November 8, 2011, September 22, 2015
Reviewed: November 13, 2018
~~Revised:~~ **September 26, 2023**

Reference: LKDSB Policy, Administrative Procedures
Ministry of Education School Board Expenditure Review Guidelines

REGULATIONS

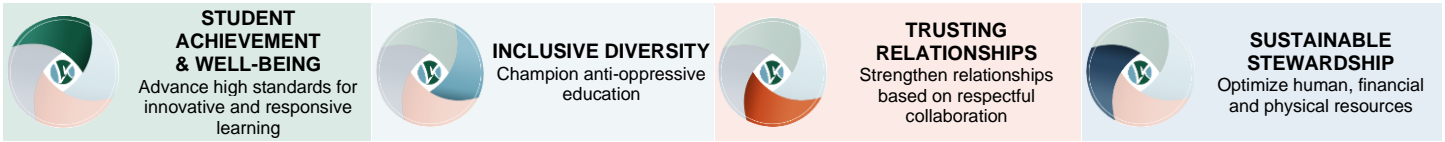
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2. Exceptions to the above must have prior approval of the Director of Education or Associate Director.
3. Hospitality expenses should be necessary and reasonable and will include the provision of food, beverages, accommodation, transportation or other amenities at Board expense.
4. Hospitality must be extended in an economical, consistent and appropriate way when it will facilitate Board business or is considered desirable as a matter of corporate courtesy.
5. Hospitality may be extended on behalf of the Board when:
 - Engaging representatives of other school boards, the broader public sector, industry, public interest groups, or unions in discussions on official matters;
 - Providing individuals from provincial, national or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board;
 - Sponsoring or attending formal conferences related to the goals of the Board; and
 - Recognizing employees or other individuals for outstanding achievement (i.e. retirement service, meritorious awards, achievement of major goals etc.);
6. When hospitality is extended to vendors of the Board, prior approval must be obtained from the Director of Education to ensure that the hospitality extended does not give, or is not perceived to give, preferential treatment to any vendor. Hospitality is not to be extended to vendors within 3 months of an expiring contract, or when engaged in a procurement process.
7. Individuals should not accept hospitality from vendors to the Board (current or prospective) that exceed the bounds of normal social courtesy to avoid either real or perceived conflicts of interest.
8. Part of Board hospitality, when hosting Board special events off Board property, may include the moderate consumption of alcoholic beverages with a meal or during a reception.

9. Reimbursement for reasonable costs of alcohol is permitted for hospitality events.
 - Alcoholic beverages should not include premium brands or vintage wines.
 - All laws involving the serving of alcohol must be followed at any hospitality event.
10. Gifts of appreciation, valued at up to \$50.00, may be extended to persons. Gift values above \$50.00 must be justified and approved by the Director of Education or Associate Director. Neither gift cards nor cash can be given as hospitality gifts.
11. All hospitality expense claims must be submitted on the Board's Expense Form, accompanied by the original detailed receipts to the Director of Education, or designate, for approval. The Chair of the Board will approve the Director of Education's hospitality expenses.

Implementation Date: March 27, 2007
Revised: November 8, 2011, September 22, 2015, September 26, 2023
Reviewed: November 13, 2018

Reference: LKDSB Policy, Administrative Procedures
Ministry of Education School Board Expenditure Review Guidelines



FROM: David Shortt, Trustee

DATE: September 26, 2023

SUBJECT: Audit Committee Meeting Update







The audit committee held its first meeting of the 2023/2024 year, on Monday, September 18, 2023. The agenda included the selection of a chairperson, a review and discussion of a) the 2022/23 annual self-assessment consolidated results and b) the Draft Schedule of Audit Committee Key Activities, along with a few housekeeping items.

Committee members were advised that the 2022-2023 fiscal year ending August 31, 2023 audit is underway and a presentation is forthcoming at the November meeting.

The next audit committee meeting is scheduled for Wednesday, November 8, 2023.

Audit Committee Chair

 <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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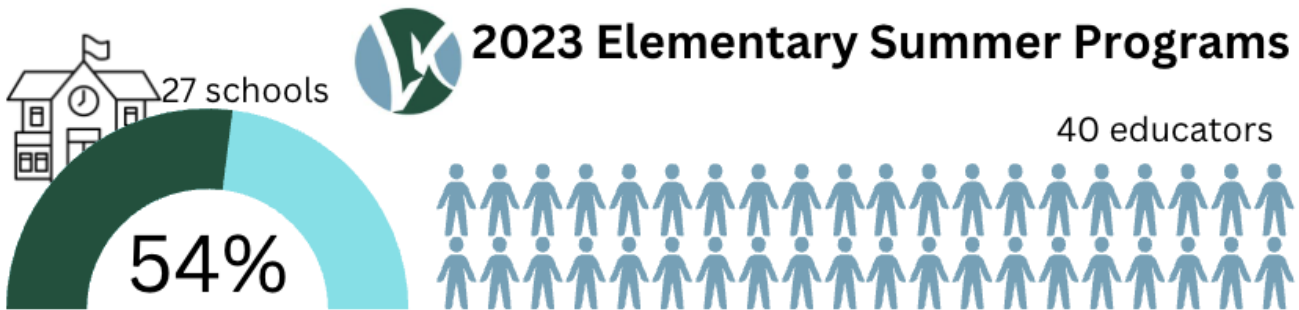
FROM: Ben Hazzard, Superintendent of Education

DATE: September 26, 2023

SUBJECT: 2023 Elementary Summer Programs



In July 2023, Elementary Summer Learning focused on Primary Reading, Junior Math, and Elementary French. The learning took place face-to-face and online in a format that was hands-on, intentional, and lifted learning for participating students. Face-to-face programming sites delivered both morning and afternoon programming, with academic programming in the morning and recreational, camp activities in the afternoon.



The Lambton Kent District School Board received \$75 000 from the Council of Directors of Education to facilitate the Summer Learning Program (SLP) via face-to-face and virtual learning. Additional funding was provided from the French as a Second Language Action Plan. SLP classrooms were held online using videoconferencing and face-to-face. In total, 122 students from 27 school

locations participated in the summer program. Primary Reading supported students in Grades 2 and 3, Junior Math supported students in Grades 4 to 6, and Elementary French supported students across Grades 2 to 5. The SLP ran for three weeks, from July 4 to July 21, 2023.

The SLP learning was structured in small groups. There were 23 Teachers, 2 Educational Assistants, 3 Early Child Educators, 3 Site Leaders, and 1 Communicative Disorder Assistant supporting small groups of 4 to 10 students each day. Instruction was from 9:00 am-2:00 pm each weekday. For the math camp, students worked to strengthen their basic math skills by focusing on number sense and flexibility of numbers. Students participated in number talks to improve their ability to communicate their math thinking. They learned to use a variety of strategies to solve problems and to think flexibly with numbers. Student growth was the focus of parent engagement. In-class improvements were noted in math using Lawson's Continuum for Addition and Subtraction and Multiplication and Division. Each teacher contacted parents in various ways (phone, text, and email).

The SLP literacy camp focused on reading intervention activities which were personalized for each student and in alignment with the science of reading and the revised Language Curriculum (2023). Student intervention focused on lifting learning of students' Phonemic Awareness and Phonics skills. Each teacher contacted parents in various ways (phone, text, and email). Following the math and literacy instruction, students were provided recreation opportunities from one of 5 recreation teachers. Each recreation teacher was assigned to a math or literacy class for afternoon programming. Students were led through Science Technology Engineering Arts and Math (STEAM) activities.

Parents and guardians were invited to attend a parent session at each programming site, where information and tips for home support were shared. Parents and guardians were also invited to join their child in class for a portion of the programming to see the learning in action. These parent sessions were well attended. Parents were most engaged when teachers shared a unique learning story about each student. The learning story, with images and explanations, about student learning was sent to each parent. This document is a true keepsake that outlined the growth of each student.

Elementary French support was provided during the 'Camp Franco Fun' summer learning experience for two weeks. Eight teachers led the French learning. Students from the English and French Immersion program participated together in small groups online. The hands-on activities included arts, science, and culture.

The funding for future Summer Learning Program has been transferred to the Grants for Students Needs for summer 2024.

From: EDUCATION LABOUR AND FINANCE <EDULABFINANCE@ontario.ca>
Sent: September 18, 2023 4:27 PM
To: Randy Campbell <Randy.Campbell@lkdsb.net>
Subject: Response from the Ministry of Education

Please see the response below from the Ministry of Education, on behalf of Doreen Lamarche.

Randy Campbell
Chair of the Board
Lambton Kent District School Board
Randy.Campbell@lkdsb.net

Dear Chair Campbell,

Thank you for your correspondence on behalf of the Lambton Kent District School Board (DSB) regarding funding to support Indigenous education. On behalf of the Ministry of Education, I am pleased to respond.

For the 2023-24 school year, the Lambton Kent DSB is projected to receive approximately \$285.6 million in total Grants for Student Needs (GSN) funding. This includes an increase of \$5.4 million or 1.9 per cent in base GSN funding (excluding one-time funding and funding to support debt service costs) compared to 2022-23.

Across the province, school boards are projected to receive \$137.7 million in the Indigenous Education Grant for the 2023-24 school year, representing an increase of almost 2 per cent over the current school year. This investment demonstrates the government's ongoing commitment to ensuring all students benefit from access to First Nation, Métis and Inuit education learning.

For some context, this grant has been increasing significantly over time as school boards have gradually adopted mandatory Indigenous education learning into the school curriculum, taking a step in the direction of reconciliation which is strongly encouraged. However, over time, the original intent of the funding has been lost, which was to ensure that all students have access to First Nation, Métis and Inuit education learning, which were typically in small class settings. As such, the ministry has modernized the grant to achieve the goals of preserving its original intent and ensuring there is equitable access of funding across the province.

Some school boards, such as yours, will see a reduction in their Indigenous Education Grant as a result of a realignment of Indigenous education funding. As you've noted, the ministry is providing funding to partially mitigate the impacts of the realignment within the Indigenous Education Grant for school boards that are facing a net funding reduction in the 2023–24 school year to provide time to adjust your cost structures over the 2023-24 school year.

As a reminder, your school board is projected to receive almost \$1.0 million in additional funding through the BAP Allocation for the upcoming school year, which continues to be available to support a wide range of Indigenous programming and initiatives aimed at supporting the academic success and well-being for First Nation, Métis and Inuit students and building the knowledge of all students and educators on Indigenous histories, cultures, perspectives and contributions. Your school board is encouraged to work with your Indigenous Education Councils on Indigenous education initiatives funded through the BAP.

Thank you for taking the time to write and share your concerns with the ministry. I look forward to our continued work together in the upcoming school year.

Sincerely,

Doreen Lamarche
Executive Director
Education Finance Office