



# AGENDA - SPECIAL BOARD MEETING

Wednesday, August 20, 2020 Limestone Education Centre

220 Portsmouth Avenue, Kingston 6:00 p.m.

## [VIRTUAL MEETING LINK](#)

### PUBLIC SESSION

#### Public Meeting - 6 p.m.

Acknowledgement of Territory: "The Limestone District School Board is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land."

1. **ADOPTION OF AGENDA**
2. **DECLARATION OF CONFLICT OF INTEREST**
3. **CHAIR'S UPDATE**
4. **DIRECTOR'S UPDATE**

#### Section A – Matters Requiring Action at the Meeting

### 5. Reports for Information

- 5.1 Update Trustees on School Re-Entry Plan – Director Burra, Superintendent Babcock, Superintendent Silver, Associate Superintendent Gillam, Associate Superintendent Hedderson, Communications Officer, K. Smith (Pages 3-9)

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

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## **6. Reports Requiring Decision**

- 6.1 Financial Update Related to Investments to Support School Reopening in Response to the COVID-19 Outbreak – Superintendent Young and Superintendent Labrie (Pages 10-12)

## **7. Notice of Motion**

None at this time

## **Section B – Information**

## **8. Internal Reports and Other Communications**

None at this time.

## **9. External Reports and Other Communications**

- 9.1 Letter to the Limestone District School Board Trustees, from Crystal Bevens-Leblanc, Chair, Parent Involvement Committee. (Page 13)

## **10. Other Special Meetings/Events**

## **11. Adjournment**



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## **ADMINISTRATIVE REPORT: SCHOOL RE-ENTRY PLAN UPDATE**

### **SPECIAL BOARD MEETING**

August 20, 2020

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#### **Purpose**

To provide Trustees with an update regarding school re-entry since last week's Special Board Meeting of August 12, 2020.

#### **Background**

The LDSB School Re-opening plan has been developed and continues to be refined based on the Ministry of Education's Guide to Reopening Ontario's Schools and KFL&A Public Health. The reopening plan includes many new structures and routines for staff and students which are key to supporting a safe reopening.

#### **Staggered Entry Plan**

The Ministry of Education announced on August 14, 2020 that school boards were permitted to adopt a staggered start to the first week of the school year which would contribute to students learning new routines, and for new health and safety practices to be reinforced. This announcement was adjusted in a Ministry memo received on August 18, 2020 allowing for a staggered start up to the first two weeks of school, if needed. School boards do not need to seek any adjustment to previously approved school calendars if they stagger entry for students.

LDSB is planning a staggered entry for return to school for elementary and secondary students. This will support a safe re-entry to school by having time to teach and orient small groups of students to the new routines and safety practices that have been put in place. This will also be an opportunity to support students in feeling secure in their new school experience.

Staggered entry will occur from September 3 – September 10, 2020, with full school attendance by September 11, 2020. Elementary and Secondary schools will organize staggered entry based on their school population and classroom sizes, with larger schools requiring more days for student entry than smaller schools may require. In smaller schools, or in specialized programs, staggered entry may occur on September 3 and September 4, and full attendance may be in place by September 8, 2020. School administrators will develop staggered entry plans based on the context and needs of their school. In elementary schools, staggered groups will be organized by dividing classes into smaller, manageable sizes which will allow small groups of students to attend each day. In secondary schools, students will be staggered by grade, with each grade attending on a different day. Because staggered entry plans will vary based on school context, schools will communicate their staggered entry plan to parents directly using our communicate system, beginning the week of August 24, 2020.

Staggered entry provides staff with the opportunity to work with smaller groups of students to teach and orient students to safety practices (hand hygiene, respiratory etiquette, mask wearing, hallway routines, bathroom practices, etc.), to create a healthy return to school by fostering a sense of belonging, and allows students to practice routines needed throughout the day such as outdoor learning or entering/exiting classrooms.

### **Remote Learning: Summary of PPM 164 (released August 13, 2020)**

LDSB School boards must provide students who opt out of returning to face-to-face classes, with 300 minutes of daily remote learning, following a published timetable. School boards are to supply devices to families upon request and Internet access wherever possible. Kindergarten students are to receive 180 minutes of synchronous learning instruction and students in Grades 1 – 12 are to receive up to 225 minutes daily for a full timetable (~60 minutes per 75-minute period). Synchronous learning can be divided into shorter periods of time as long the minutes add up to the daily amount and should consist of a combination of large group and small group contact time with a teacher, working at a school or Board-designated site wherever possible.

Online attendance will be taken daily. Parents/Guardians are able to request an exemption from synchronous learning and complete work asynchronously with the support of learning materials posted in a learning management system (D2L Minds Online, Google Classroom or Microsoft Teams). Other accommodations for students with special education needs will be considered in collaboration with parents/guardians.

ITS will provide students and staff with cyber security awareness and privacy training. They will also provide students and families with technical support for remote learning Monday to Friday, 7:30 a.m. – 4:30 p.m. via email and telephone.

## Communications

Limestone's Communications department has been working collaboratively with the Algonquin & Lakeshore Catholic District School Board, Hastings & Prince Edward District School Board, KFL&A Public Health and Hastings Prince Edward Public Health on a joint multi-pronged strategic communications plan to support school reopening communications.

Limestone launched its School Reopening microsite August 5, 2020 as a “one-stop shop” for all information related to the school re-entry including:

- Messages from the Director
- Family Reference Guide
- Frequently Asked Questions
- Wellness Resources & Supports
- Remote Learning
- KFL&A Public Health Resources
- Ministry of Education Resources

The new [Family Reference Guide](#) (launched August 13, 2020) includes a variety of topics including the learning models, school day operations, transportation, mental health and special education supports, and significant health and safety protocols. The [frequently asked questions \(FAQs\)](#) section is broken into five categories: Health & Safety Protocols, School Day/Operations, Learning Models, Transportation and Remote Learning. This area is being updated regularly as new information becomes available and/or circumstances in our local community or district change. This means answers may change over time. As of the writing of this report, an additional 23 questions were added on August 19, 2020 bringing the total number of FAQs to 70.

The Board has sent several Communicate broadcast messages directly to families from the Director of Education. These will continue on a weekly basis, or as required.

Also, the Board launched a [“School Reopening: What to expect when students return to school”](#) video on August 18, 2020 to provide families with a brief overview of how our schools will operate, and how we plan to keep students and staff safe, based on guidelines from the Ministry of Education and KFL&A Public Health. The video currently has more than 7,500 views.

In addition, KFL&A Public Health and Kingston Health Sciences Centre has collaborated on a video entitled “Local Physicians Answer Questions About School Reopening” to help families understand more about school reopening. It features Kirk Leifso, Assistant Professor of Pediatrics, Pediatric Infectious Diseases Specialist, and the current Director of the Pediatric Residency Program at Queen’s University, Dr. Michael Derynck, Assistant Professor in the Department of Pediatrics and a Pediatric Respirologist, and Dr. Kieran Moore, Medical Officer of Health, KFL&A Public Health, Program Director, Public Health and Preventive Medicine, Queen’s University and Professor, Department of Emergency and Family Medicine, Queen’s University. This video supplements the recent supportive [joint statement by the Medical Officers of Health from Hastings Prince Edward Public Health and KFL&A Public Health](#) regarding the upcoming return to school for students and educators across the region.

With input from KFL&A Public Health continues to work on additional items to support schools and families including a significant school signage package to support education, awareness, health and safety protocols and movement throughout our schools and sites. Information for families will include daily active screening, what to do if a student is ill, and outbreak protocols (we await release of this provincial directive). Key information is being translated into Limestone’s nine most-often used languages: Arabic, Cantonese, English, Farsi, French, Korean, Mandarin, Portuguese, Spanish, and Urdu.

The communications plan is dynamic and is being updated and amended weekly.

The Communication department and school administrators will continue to communicate regularly with families and students over the next several weeks using a variety of methods to reach all households. Information and updates will be shared through, but not limited to, the board website, social media channels, mobile app, local media outlets, and direct communication to families using the SchoolMessenger Communicate broadcast tool (phone, email, text message).

## Health and Safety

### PPE Update

- 400, 000 non- surgical masks ordered for staff and students
- 3, 500 face shields ordered for staff
- Sanitizer and sanitizing wipes for all classrooms

### Screening and Outbreak Update

- Family/Student self-screening will be supported by KFL&A screening tool (in production)
- Additional self-screening tools placed at all major entrances and students reminded to self-

screen again upon entry into school/class (see sign below)

- Outbreak Protocol – still waiting for Provincial information

### Health and Safety Update

- Principals, Unions and Health and Safety representatives contacted with respect to School inspections and Joint Health and Safety Committee meetings
- Ministry of Labour meeting scheduled for week of August 24, 2020
- Waiting for Health and Safety PA Day module

### Signage Update

- Board Signs – Front door, Visitors, Room Capacity, One at a Time
- KFL&A Signs – proper hygiene, social distancing reminders
- Directional signs – for use in hallways, outside and as needed

### Next Steps

Health and safety protocols will continue to be updated and amended as new information is received and local circumstances change and evolve.








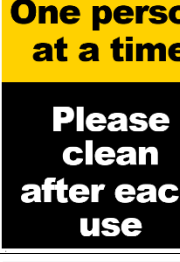
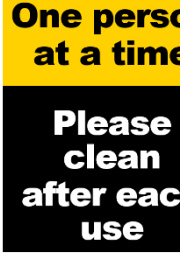
### Recommendations

That this report be received for information purposes.

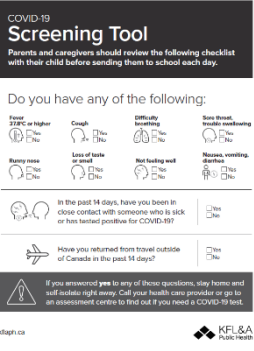

**Prepared by:** Krishna Burra, Director of Education  
Michele Babcock, Superintendent of Education  
Jessica Silver, Superintendent of Education  
Scot Gillam, Associate Superintendent  
Steve Hedderson, Associate Superintendent  
Karen Smith, Communications Officer

**Reviewed by:** Krishna Burra, Director of Education

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Graphic	Board Directional Signs	Location
	Main entrance sign including screening information, visitor restrictions and requirements re masking, physical distancing, hand hygiene and respiratory etiquette	For all entrances
Graphic COMING	Visitor restrictions sign (one for elementary and one for secondary). Will be available in English, English/French and all 9 Limestone languages	For all entrances
	Stand here	<ul style="list-style-type: none"> <li>Lobby/Foyer</li> <li>School Offices</li> <li>Anywhere you want people to stop and maintain physical distance</li> </ul>
	Walk This Way	If using one-way hallways or to direct traffic flow
	Keep Right	For hallways where there is two way traffic as visual reminder
	Keep Left	For hallways where there is two way traffic as visual reminder
	Do Not Enter	At the end of a one-way hallway or outside an office “exit” door to indicate people should not enter
	Attention – Narrow Spaces	For narrow spaces, to ask people to be mindful and “yield”
	Microwave Use	Wherever you have staff microwaves or student-use microwaves in instructional areas
	Photocopier Use	Wherever you have copiers
Graphic	Public Health Signs	Location



 <p><b>COVID-19 Screening Tool</b> Parents and caregivers should review the following checklist with their child before sending them to school each day.</p> <p>Do you have any of the following:</p> <p> <input type="checkbox"/> Fever, 38°C or higher  <input type="checkbox"/> Cough  <input type="checkbox"/> Difficulty breathing  <input type="checkbox"/> Sore throat, trouble swallowing  <input type="checkbox"/> Newer nose  <input type="checkbox"/> Loss of taste or smell  <input type="checkbox"/> Not feeling well  <input type="checkbox"/> Newer, vomiting, diarrhea  <input type="checkbox"/> In the past 14 days, have you been in close contact with someone who is sick or has tested positive for COVID-19?  <input type="checkbox"/> Have you returned from travel outside of Canada in the past 14 days?  <input type="checkbox"/> If you answered <b>yes</b> to any of these questions, stay home and self-isolate right away. Call your health care provider or go to an assessment centre for help and if you need a COVID-19 test. </p> <p>klugan.ca KFL&amp;A Public Health</p>	<p>This is not for posting (AND MAY CHANGE AGAIN) but will be posted online and made available for sending home to families.</p> <p>It will be available in the Board's 9 identified languages: Arabic, Cantonese, English, Farsi, French, Korean, Mandarin, Portuguese, Spanish, and Urdu and will be available on the Board website as a downloadable PDF (or you can print and send home as needed).</p>	n/a
	Room Capacity Signs	These are for washrooms and rooms (not classrooms) where capacity needs to be limited according to the public health guidelines (square footage divided by 43)
See <a href="#">Google Drive</a> for elementary and secondary-specific signs in various sizes. Signs are available in French as well.	How to wash your hands	In every bathroom (replace the ones from the spring with these)
	How to use hand sanitizer	At every hand sanitizing station and classroom (unless you have a sink and then you would use hand wash signs)
	Cover coughs and sneezes	As you see fit as determined by you and health & safety and according to your specific building layout
	Wear a mask 2 versions	
	Keep a healthy distance	
	I don't feel good	
	Wash your hands	
	Do not share things	
	Stay safe	
	Don't touch eyes, nose or mouth	
	Stay home if you are sick	
	This is 2 metres	
	Clean frequently touched objects	



## ADMINISTRATIVE REPORT: FINANCIAL UPDATE RELATED TO INVESTMENTS TO SUPPORT SCHOOL REOPENING IN RESPONSE TO THE COVID-19 OUTBREAK

### SPECIAL BOARD MEETING

August 20, 2020

#### Purpose

To provide information to Trustees with the latest financial information related to Investments to Support School Reopening in Response to the Covid-19 Outbreak and details related to guidance provided by the Ministry related to accessing the Board's Accumulated Surplus.

#### Background

The following details related to funding announcements on August 13/14 have been received:

Remote Learning Funding Amount	199,525.00
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Additional Funding for Teacher Staffing Amount	182,961.00
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(This was already announced as part of a \$30 million sector investment that was originally to be accessed by an application process. It has recently been changed to a board by board allocation due to time constraints)

Ventilation in classrooms - \$50 million for the sector with details to be released at a later date. Typically, our share of this would be approximately \$500,000.

#### Total Accumulated Surplus

2019-20 Ending Accumulated Surplus Available for Use (Mid year Estimates)

Unallocated Operating Accumulated Surplus	\$2,646,235
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WSIB	\$2,332,392
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School Balances	\$2,373,074
Technology Infrastructure	\$ 255,383
Pupil Accommodation	<u>\$2,170,000</u>
TOTAL	\$9,777,084

2% of 2020-21 GSN Operating Allocation \$4,930,795.10

**Note:** it is important to identify that with the exception of the unallocated surplus, if the Board were to spend any of the other surplus dollars beyond the unallocated surplus, the board will be faced with an operational deficit in future years as the allocated surplus dollars are encumbered.

### Current Status

The Ministry of Education has stated they will approve the use of up to 1% of our operating revenues from accumulated surplus and with special approval up to 2% on a one-time only basis. The funds available to us at this time, without encumbering the Board with significant future operational deficits, is the Unallocated Surplus identified above. This amount marginally exceeds our 1 % of our current operating revenues which is \$2,465,397.55.

Also, there have been informal suggestions that the board reorganize and reduce class sizes to 15:1. If we were to reduce the average class size from its current number to 15:1 the requirement for additional teaching staff would be:

Elementary – Additional 374 classroom teachers required	\$37,400,000
Secondary – Additional 121 classroom teachers required	\$12,100,000
Total teaching costs:	\$49,500.000
Total # of elementary supply teachers currently on roster	292
Total # of secondary teachers on roster	235

The cost of the teaching staff alone make this unachievable before we even consider the practical reality of Limestone's ability to hire that many staff in such a short time period. Limestone does not have enough elementary occasional teachers in their supply pool to cover the amount of hires that would be required. Furthermore, space would be required for these classes which does not exist in our current facilities and would therefore require additional accommodation expenses assuming the space in other community buildings were available. Additional costs would also include the requirement for additional caretakers and supplies for cleaning, added transportation costs, and additional administration expenses. Therefore, based on this analysis it is very clear that the notion of reducing class size while maintaining daily attendance for all students is not remotely possible. The only way for us to reduce the number of students in classes would be for us to utilize an 'adaptive model' where approximately 50% of students attend each day. Consequently, students would only attend on average

2.5 days per week. Based on the Ministry Guidance document, as a non-designated board, we have been directed to have all students (K-12) attend 5 days per week in a conventional model.

### Recommendations

That the Limestone District School Board approve amending the budget to use their Accumulated Surplus of up to 1% of operating revenues to a value of \$2,465,397 to address the increasing and evolving Covid-19 related expenses in the 2020-2021 budget year.

**Prepared by:** Craig Young, Superintendent of Business Services  
Andre Labrie, Superintendent of Human Resources

**Reviewed by:** Krishna Burra, Director of Education

August 12, 2020

Dear Trustees,

The Limestone District School Board Parent Involvement Committee (PIC) understands the complexity of navigating and planning for the reopening of schools. We appreciate the careful consideration of the Limestone District School Board Senior Staff throughout this challenging process, and recognize that the directive received from the Ministry of Education, and the resource structure allocations provided are inadequate and unacceptable. Our Provincial Government must ensure school boards have required fiscal infrastructure to implement the Health Recommendations and safety measures advised by our country's most trusted health experts.

As such, we are calling on all Trustees to introduce and pass a motion to declare formally and unambiguously that Return to School directives and allocations provided by the Ministry of Education are inadequate to permit the safe resumption of classes.

The safe resumption of classes will require Ministerial structural support to reduce class sizes, provide adequate classroom spaces, address poor ventilation and to implement safety measures aligned with both the Federal and Provincial Health Recommendations, as well as the recommendations commissioned by our Provincial Government as published by SickKids.

In addition to the Health and Safety Protocols outlined in pages 16 - 19 of the Limestone District School Board August 12, 2020 Special Board Meeting Package, additional provision from the Ministry of Education will be required to ensure maximum class sizes of 10 - 15 students to assure direct and indirect contacts are limited to approximately 50. This is required to ensure reduced transmission should a student or staff member test positive for SARS-CoV-2, as is physical distancing of 2 metres in as many indoor school settings as possible.

Reopening schools at this urgent and pivotal time, with inadequate Ministerially-provided infrastructure is reckless. The failure of our Provincial Government to differentiate between wasteful expenditure and crucial investment may result in lives being lost. It is not too late to develop and implement a reasonable plan that allows for safe instruction. We, the Parent Involvement Committee, comprised of School Advisory Council Representatives from across Limestone District School Board, urge you as our Elected Trustees, to use your collective voice to ensure our Provincial Government provides adequate structural capacity to ensure the safe reopening of schools.

Thank you,  
Crystal Bevens-Leblanc  
Chair, Parent Involvement Committee  
Limestone District School Board