



## REGULAR BOARD MEETING MINUTES – SEPTEMBER 9, 2020

### PRIVATE SESSION

#### Roll Call:

#### Administrative Staff Present:

Trustees:	Staff:
J. Brown G. Elliott L. French (Vice-Chair) T. Gingrich B. Godkin R. Hutcheon K. McGregor J. Morning S. Ruttan (Chair) A. Putnam (Student Trustee) (Regrets) N. Quadir (Student Trustee) (Regrets) Q. Traviss (Student Trustee) (Regrets)	K. Burra, Director of Education A. Labrie, Superintendent of Education and Human Resources C. Young, Superintendent of Business Services
Guests:	Recorder:
None at this time.	W. Moore, Executive Assistant to the Director and Trustee Liaison

### 1. MOTION TO MOVE INTO PRIVATE SESSION

*MOTION: To move into Private Session.*

*MOVED BY: Trustee Elliott and seconded by Trustee Godkin. Carried.*

## 2. Declaration of Conflict of Interest

Trustee Elliott declared a conflict as his wife is a teacher with the LDSB. Trustee Godkin declared a conflict as his daughter is an occasional teacher with two other public boards.

## 3. Action Items

### 3.1 Board Minutes:

- 3.1.1 Special Board Meeting – July 6, 2020
- 3.1.2 Special Board Meeting – July 13, 2020
- 3.1.3 Committee of the Whole (EPOC) – August 26, 2020

*MOVED BY: Trustee McGregor and seconded by Trustee Gingrich, that the minutes listed in Action Items, Private Session, as distributed, be approved. Carried.*

## 4. For Information

- 4.1 Safe Schools Update – None at this time.
- 4.2 Property Update – None at this time.
- 4.3 OPSBA Update – Trustee French provided an OPSBA update.
- 4.4 Labour Update – Superintendent Labrie provided a labour update.
- 4.5 Legal Matter – None at this time.
- 4.6 Personnel Update – Superintendent Labrie provided a personnel update.

## 5. REPORT TO PUBLIC SESSION

Chair Ruttan called for a motion for the Board to rise and report.

*MOTION: That the Board rise and report, and that the resolutions, as noted above be made public.*

*MOVED BY: Trustee Elliott and seconded by Trustee Gingrich. Carried.*

## PUBLIC MEETING

### Roll call:

### Administrative Staff Present:

<b>Trustees:</b>	<b>Staff:</b>
J. Brown	M. Babcock, Superintendent of Education
G. Elliott	K. Burra, Director of Education
L. French (Vice-Chair)	J. Douglas, Communications Officer
T. Gingrich	C. Downie, Capital Planning and Community Use of Schools Supervisor
B. Godkin	D. Fowler, Manager, Facility Services
R. Hutcheon	S. Gillam, Associate Superintendent
K. McGregor	S. Hedderson, Associate Superintendent
J. Morning	A. Labrie, Superintendent of Education
S. Ruttan (Chair)	A. McDonnell, Superintendent of Education
A. Putnam (Student Trustee) (Regrets)	S. Sartor, Associate Superintendent
N. Quadir (Student Trustee) (Regrets)	J. Silver, Superintendent of Education
Q. Traviss (Student Trustee) (Regrets)	B. Seitz, Executive Lead of International Education
	K. Smith, Communications Officer
	C. Young, Superintendent of Business Services
<b>Guests:</b>	<b>Recorder:</b>
None at this time.	W. Moore, Executive Assistant to the Director and Trustee Liaison

Chair Ruttan stated: “Good evening Trustees, Senior Staff and the viewing public. Welcome to the Regular Board Meeting of the Limestone District School Board of Trustees. My name is Suzanne Ruttan, and I am Chair of the Board and Trustee for South Frontenac.”

Chair Ruttan read the 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.”

Limestone District School Board

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

SEE YOURSELF IN LIMESTONE

Before asking for adoption of the Agenda, Chair Ruttan addressed the viewing gallery. “This live event is being held in the main Boardroom at the Education Centre. Trustees Brown, Hutcheon and Morning join us virtually. I have regrets from Student Trustees Putnam, Traviss and Quadir. The remaining Trustees, as well as the Director of Education, and Senior Staff are present here around the horseshoe.”

### 1. Adoption of Agenda

*MOVED BY: Trustee McGregor and seconded by Trustee Godkin, that the agenda, as presented, be approved. Carried.*

### 2. Declaration of Conflict of Interest

Trustee Elliott declared a conflict as his wife is an employee of the Board and member of ETFO. Trustee Godkin declared a conflict as his daughter is an occasional teacher with two other public boards.

### 3. Private Session Report

Trustee French made the following statement: “In Private Session earlier this evening, the Private Session Minutes from July 6, July 13, and August 26, were approved. The following two motions came from the August 26, 2020 Private Session Meeting:

*MOTION: MOVED BY: Trustee McGregor that the Board ratify the tentative collective agreement as presented between the Board and the Ontario Secondary School Teachers Federation, District 27 – Community Education Instructors’ Bargaining Unit. Carried.*

*MOTION: MOVED BY: Trustee Godkin that the Board ratify the tentative collective agreement as presented between the Board and the Elementary Teachers Federation of Ontario – Limestone Local. Carried.”*

Trustee French indicated that at tonight’s Private Session there was a personnel update and labour update provided, with no business that required motions.

#### 4. Chair's Update

Chair Ruttan stated: "Our schools have been welcoming students over the last four days with kindness and understanding. I hope that our students had a super first day whether choosing to learn in a school building or at home.

I would like to acknowledge our Limestone community for believing in our staff, and trust that they will do everything possible to keep students safe. We will continue to work hard to ensure our communities have confidence in public education.

Staff in all roles have given so much of themselves over the last weeks, making classrooms and routines safe and welcoming for new and returning students.

It is with deep appreciation that I express our collective gratitude to Limestone staff for their dedication, comprehensive preparation and positive welcoming to students and families.

I would also like to express my appreciation to senior staff for a summer filled with planning and complex COVID-19 navigation, that includes communications and support staff for keeping our communities informed, and our facilities ready to reopen.

Finally, I would like to thank my fellow Trustees for their governance and advocacy during these unprecedented times.

As one educator posted on their Twitter feed for the first day of school, 'We are going to be brave, and do our best!'

We may not be able to predict the future, but I have full confidence in Limestone's strategic pillars of wellness, innovation, and collaboration to guide all our decisions.

And that concludes my report."

#### 5. Director's Update

Director Burra stated: "Good evening Trustees, and remote audience members watching our live meeting feed. As you know, all staff have been formally back in buildings for at least seven days, and with staggered starts we have had students returning to school since last Thursday. While there are always challenges to a new school year as everyone adjusts to new routines and structures, given the amount of changes that have been implemented

due to COVID-19, it has been impressive to see how students and staff have adjusted to new realities.

Undoubtedly, we will continue to encounter obstacles, and we will need to remain flexible and adapt to changing realities in the coming days, weeks, and months. I know that all staff are doing the best they can, and the strength of Limestone remains the quality of caring and dedicated people we have throughout the system. I would like to share two short videos: the first shows some images from the past few days in schools.”

The LDSB video was shared.

Director Burra stated: “While some questions remain related to the new virtual school, opt-in/out dates, or how students are gathering at break times around secondary sites, there are lots of positive things happening in schools during this most unusual start to the school year.

As we have started the year, I would also like to highlight the significance of partnerships and working with our community partners in supporting families. As just one example, and we shared some of this information with you earlier, our partners at the Food Sharing Project and Rotary’s Isthmus program provided students and families with food boxes and/or grocery gift cards during the school closure period and over the summer months. These organizations worked with the United Way leading up to the start of the school year to provide students in need with backpacks filled with school supplies. Food Sharing staff and volunteers delivered 272 backpacks to 123 families on the summer food list: 133 to students in Kindergarten to Grade 4; 99 to students in Grades 5 to 8; and 40 to students in Grades 9 to 12. We have another 200 backpacks that schools will distribute to students next week. We are grateful to the United Way, the Food Sharing Project, and Isthmus for their ongoing support of students.

I would now like to show you the next video from School Mental Health Ontario speaks to the start of the school year and what really matters.”

The SMHO video was shared.

Director Burra concluded: “Student voice always puts things in proper perspective and places emphasis on what matters most in the work we all do to support students.

In closing, I would like to acknowledge the staff who support our meeting infrastructure and streaming for these meetings, but also acknowledge the tremendous amount of energy and

effort put forward by administrators, teachers, educational assistants, early childhood educators, clerical staff, maintenance staff, and custodial staff in preparing our schools and welcoming students back to face-to-face learning and virtual learning. I would also like to acknowledge all of the bus drivers in our system supporting student transportation. Education is a collective effort and will continue to be a collective effort as we move into the days, weeks, and months ahead. Thank you.”

## 6. Presentation

Manager Dave Fowler stated that he was proud to present the Capital Projects that have been completed by Facility Services staff, as they predominately worked remotely and conducted site visits during this pandemic. He noted that all of the projects were supported by the Finance Department for tendering the project work and paying our contractors in a timely manner.

Manager Fowler indicated that \$13 million in school renewal projects were completed, which includes 177 projects, involving improvements to 55 LDSB schools. He noted that this does not include maintenance and operational work that was also completed this summer.

Manager Fowler advised that it did however include the following accommodations projects:

- The relocation and purchase of five portable classrooms to adjust for enrolment pressure;
- Renovating the former child-care space at Central Public School to create two more classroom spaces; and,
- Relocating the Bayridge Learning Centre from a leased space to Collins Bay Public School.

Manager Fowler called upon Charlyn Downie, Capital Planning and Community Use of Schools Supervisor, to present to Trustees how Facility Services planned and managed all of these projects and share some pictures of these accomplishments.

Supervisor Downie explained to Trustees that the school renewal categories are comprised of structure, building envelope, interiors, site and services. Services is broken down into mechanical, electrical HVAC, plumbing, and fire systems. Supervisor Downie indicated that staff review considerations for prioritizing projects, such as the impact of component

failure, safety, accommodation, accessibility, program delivery needs, and regulatory compliance.

Supervisor Downie advised that projects such as roofing, masonry, windows, and doors fall under the building envelope, while conveyance, plumbing, HVAC, fire protection and electrical are under the Services funding. Supervisor Downie shared the listing of schools that had building envelope projects in 2019-2020, as well as those that had mechanical projects in 2019-2020.

Supervisor Downie shared some pictures of some projects funded through the Facility Improvement Plan, including, the new accommodation project and the resilient gym flooring at Central Public School. She stated the project at Lord Strathcona Public School, that not only improved the lighting quality in the hallway, but also improved lighting efficiency. This project provided an opportunity for Facility Services staff to put in a suspended ceiling and painting the hallways to board standards. The Napanee District Secondary School office renovations have substantially improved the office efficiency and has created a more professional first impression. It provides flexible workspaces with improved workflows for not only the employees, but also for the students they serve. Supervisor Downie explained that the work at Centreville Public School was necessitated due to drainage issues where water actually infiltrated the school, causing constant damage. This drainage improvement work also served to improve accessibility to the play yard for students, and staff were able to combine this into one project. Supervisor Downie outlined the improvement plan at Tamworth Elementary School, where the old stairs were in very poor condition and this became a valid renewal need. Supervisor Downie stated that typically some projects can be multi-year projects, and the Loyalist Collegiate & Vocational Institute bus loop is a good example of an extension on an extensive project. It was designed to improve traffic flow to accommodate buses and to improve accessibility of the entrances and walkways all the way around the building. Finally, Supervisor Downie shared the photos of the Loughborough Public School and Sydenham High School septic project. This project was much more difficult to design and they had an engineer do that. It is also very typical that it involves multi layers of municipal planning approvals to get this project off the ground. She advised that this year they were able to get into the construction phase and has been a very successful project.

Manager Fowler shared the drone video of Kingston Secondary School that was taken at the beginning of August 2020. Most of the outside work is complete. As the exterior work



nears completion, he noted that there is still some interior work to be completed. The COVID-19 and pandemic unfortunately shut the project down earlier this spring for a period of time, which caused further delays in the opening. We are excited that we will soon be able to get the students and staff into the building to see the finished product because it will be a great school for student learning, now and in the future.

Chair Ruttan thanked and extended her gratitude to Manager Fowler, Supervisor Downie, and the entire facility services team for the extent of the work that has gone on over the summer with all these projects.

Chair Ruttan addressed Trustees to advise that a tour of the Kingston Secondary School has been planned for September 18, 2020. If Trustees can make this work in their schedule, please email the Chair.

Chair Ruttan also indicated that a video will be created of a 'virtual tour' for Trustees who cannot attend the tour so they can watch the video once it has been completed. This would be available later this fall.

Manager Fowler and Supervisor Downie answered Trustee questions.

## **7. Consent Agenda**

### **7.1 Board Minutes**

- 7.1.1 Special Board Meeting – July 6, 2020
- 7.1.2 Special Board Meeting – July 13, 2020
- 7.1.3 Special Board Meeting – August 12, 2020
- 7.1.4 Special Board Meeting – August 20, 2020
- 7.1.5 Special Board Meeting – August 26, 2020

### **7.2 Reports from all Committees**

- 7.2.1 Committee of the Whole (Budget) – July 13, 2020
- 7.2.2 Committee of the Whole (Education, Policy & Operations) – August 26, 2020

*MOVED BY: Trustee French and seconded by Trustee McGregor that the Consent Agenda, as presented, be approved. Carried.*

## 8. Routine Matters

### 8.1 OPSBA Report

Trustee French stated that the weekly Chairs' teleconferences with the Minister of Education have continued. After a significant outreach for regular communication from the Ministry, Trustee French indicated that there has been improvement over the summer. Trustee French noted that the Board of Directors' and the Annual General Meetings will take place later this month and that a further report will be presented after that event takes place.

## 9. Reports for Information

### 9.1 Update on School Re-entry Plan

Director Burra stated in the School Re-entry Update, staff wanted to provide Trustees with an update on LDSB's School Re-entry Plan since the last meeting. He did want to highlight a few updates starting with the Virtual School and remote learning. At the elementary level there is a phased-in approach. Once we are able to do a school reorganization, that will largely be based on the data that we collect, families can opt-in or out of face-to-face learning on September 14, 2020.

LDSB has shared a number of resources with educators to enhance their mental health literacy and support their role in the promotion of mental health and wellness for students. These resources are evidence-informed, and supported by our Mental Health Lead and School Mental Health Ontario. These resources are listed in the report.

Director Burra indicated that at the last meeting Trustees may recall that there were some further questions and clarifications as they related to transportation, as Trustees will see an update from Superintendent Young as it relates to transportation.

Director Burra stated that the provincial outbreak protocol was received a couple of weeks ago and KFL&A Public Health released local documents on September 2, 2020. School boards are to communicate information, as outlined in the outbreak protocol, and this will be placed on our website. There are ongoing meetings with public health as it relates to the communication protocol, in the event we do actually have an outbreak. Work continues on a flow chart for communication to understand who gets what and from whom, and this should be wrapped up quickly, based on the Ministry guidance. In addition, there is a brief

communication update that we can provide information on the website. As well, through our Communicate broadcast tool and through the app, we can push information out to families to try to make sure they are receiving as much information as possible.

In the last couple of days, but more so into last week, after the motion was passed, as it related to masks, several operationalization questions arose, so the report includes further detail and update as it relates to information that was shared with staff.

Director Burra and Senior Staff were happy to take questions from Trustees.

## **10. Reports Requiring Decision**

### **10.1 International Education**

Director Burra advised Trustees that the Readiness to Welcome International Students Report is in their package. Executive Lead of International Education, Mr. Bob Seitz, joined the meeting to respond to any Trustee questions. He noted that staff wanted to bring some information as it related to International Education, and the scope of our program, but some of our meetings in the spring were cancelled. Director Burra stated that with respect to the scope of the International Education Program, everything currently is in semi hiatus. At the moment, we still have international students here who did have Visas approved for previous years, and in many cases those students have stayed with us since March. Director Burra indicated that the report is a requirement from the Ministry of Education. There is some background in the report with respect to the number of students that we had here versus the number of students that we normally anticipate. The Ministry, early last week, sent us a specific checklist to complete to ensure that we are in compliance with a number of different provincial stipulations, in the event that the federal moratorium on granting of new student visas expires at some point. Director Burra stated that essentially, we are bringing this information to Trustees because we have done a compliance checklist to ensure that we are in line with all requirements, and certainly some of those are fairly obvious ones. For example, the 14-day quarantine, prior to admission into schools.

Director Burra advised that one of the things the Ministry is requesting is that before they are willing to take this to the federal government to say we have school boards that are ready to receive students and they comply with all of the requirements. The Ministry needs

a formal motion indicating that we are in a state of readiness to receive students.

Executive Lead Seitz, thanked the Director and agreed, that currently we already have students here that have stayed here since March, but also have students who made the decision to leave in March to go home for a number of months and now are already back in the country. Those students have done their two weeks of self- isolation through August and are back in our schools. We are enforcing health requirements to keep our international students safe and we have done that to this point. Executive Lead Seitz wanted to reinforce that any new students that are coming here to the Limestone District School Board that they are going to be safely taken care of. The Protocols for Pre-Departure, Travel and Arrival into Canada document has been vetted by Dr. Kieran Moore, Medical Officer of Health for KFL&A Public Health, in August, before any of the students started to come to Limestone. He indicated that there is a plan not only for students to safely travel here, but also to be taken care of during that 14-day self-isolation, and afterward Executive Lead Seitz was happy to take questions from Trustees.

*MOVED BY: Trustee Elliott and seconded by Trustee French that the Limestone District School Board confirms our desire to admit new international students when this becomes possible. In addition, the Limestone District School Board affirms our compliance with the Public Health Institutional Readiness Requirements for admitting new International Education students for face-to-face learning in Limestone schools, and the board confirms the Limestone International Education program meets current federal and provincial requirements for the 2020-2021 school year, and will adjust as necessary if requirements change. Carried.*

## **11. Notice of Motion**

### **SECTION B – Information**

## **12. Internal Reports and Other Communication**

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

## **14. COMMUNICATION REFERRED TO COMMITTEE**

## **15. REQUESTS FOR REPORTS AND/OR INFORMATION**

## **16. OTHER BUSINESS**

## 17. OTHER SPECIAL MEETINGS/EVENTS

The OPSBA Annual General Meeting, usually held in June, was deferred and has now been scheduled for Saturday, September 26, 2020, via video conference.

## 18. ADJOURNMENT

*MOVED BY: Trustee McGregor and seconded by Trustee Godkin that the meeting adjourn.*

The meeting adjourned at 9 PM