



We're Putting Wellness First



We're Turning Innovation into Action



We're Committed to Collaboration

LIMESTONE DISTRICT SCHOOL BOARD

Agenda Regular Board Meeting Wednesday, January 15, 2020 Limestone Education Centre 220 Portsmouth Avenue, Kingston 5:30 p.m.

Private Session

* In accordance with the Education Act, Section 207.(2) a meeting of a committee of a board including a committee of the whole board, may be closed to the public when the subject under consideration involves,

- (a) The security of the property of the board;
- (b) The disclosure of intimate, personal or financial information in respect of a meeting of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) The acquisition or disposal of a school site;
- (d) Decisions in respect of negotiations with employees of the board; or
- (e) Litigation affecting the board.

Motion to Move into Private Session

Declaration of Conflict of Interest

Chair's Update

Director's Update

Action Items

- (a) Board Minutes – November 13, 2019
- (b) Audit Committee – November 11, 2019

For Information

- (a) Personnel Update
- (b) Safe Schools Update
- (c) Property Update
- (d) OPSBA Update
- (e) Labour Update
- (f) Legal Matter

Report to 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."

Adoption of Agenda

Declaration of Conflict of Interest

Private Session Report

Chair's Update

Director's Update

Presentation: After School Applied Behaviour Analysis (ABA) Program

Section A – Matters Requiring Action at the Meeting

1. Consent Agenda

- (a) Board Minutes – November 13, 2019 & December 11, 2019 (Pages 6-31)
- (b) Reports from All Committees:
 - i) Special Education Advisory Committee – November 20, 2019 & December 10, 2019 (Pages 32-41)
 - ii) Parent Involvement Committee – November 28, 2019 (Pages 42-45)
 - iii) Audit Committee – November 11, 2019 (Pages 46-51)

2. Routine Matters

- a) OPSBA Report – Trustee French
- b) Report from Student Trustees

3. Reports For Information (Pages 52-54)

- a) Student Identity Project Update - Superintendent Babcock
- b) Director's Annual Report – Director Rantz

4. Reports Requiring Decision (Pages 55-63)

- a) Facility Improvement and Capital Plan - Superintendent Young
- b) Municipal Election: Trustee Candidates' Financial Statements – Trustee McGregor

MOTION: That the Board, after each municipal election, request from municipalities audits related to each Trustee candidate, and that these results be shared with the Board of Trustees before the expiration of the appeal date.

5. Notice of Motion

None at this time.

Section B – Information

1. Internal Reports and Other Communications (Pages 64-67)

- a) Letter of Censure to Trustee Hutcheon – October 2019
- b) Letter of Apology from Trustee Hutcheon – November 2019

2. External Reports and Other Communications (Pages 68-90)

- a) Letter to Chair of LDSB from Ralph Hutcheon – December 2019
- b) Letter to Chair of LDSB from Kathee Hutcheon – December 2019
- c) Letter to Chair of LDSB from Roberta Lamb – December 2019
- d) Letter to Chair of LDSB from Paul D. Smith – December 2019
- e) Letter to Chair of LDSB from Laurel Claus-Johnson – December 2019
- f) Letter to Chair of LDSB from Eric DePoe– December 2019
- g) Letter to Chair of LDSB from Wayne E. Goodyer – December 2019
- h) Letter to Chair of LDSB from Shayla Bradley – December 2019
- i) Letter to Chair of LDSB from Sabena Islam – December 2019
- j) Letter to Chair of LDSB from Christine Innocente – December 2019
- k) Letter to Chair of LDSB from Shari Milligan – December 2019
- l) Letter to Chair of LDSB from OSSTF – December 2019
- m) Letter to Minister Lecce from Durham DSB re Ministry Advisory Committee on Special Education (MACSE) – December 2019
- n) Letter to Director from Nicky Gowdy – December 2019
- o) Letter to Chair of LDSB from Ontario Principals Council (Limestone Local) – January 2020
- p) Letter to Chair of LDSB from Wess Garrod – January 2020
- q) Letter to Chair of LDSB from Constance Carriere-Prill - December 2020

3. Communications Referred to Committee

4. Requests for Reports and/or Information

5. Other Business

6. Future Meetings

Audit Committee

- May 4, 2020 5:30 p.m.

Board Meetings

- February 12, 2020 6:00 p.m.
- March 25, 2020 6:00 p.m.
- April 29, 2020 6:00 p.m.
- May 20, 2020 6:00 p.m.
- June 17, 2020 6:00 p.m.

Committee of the Whole (Education, Policy & Operations)

- January 29, 2020 5:00 p.m.
- March 4, 2020 5:00 p.m.
- April 15, 2020 5:00 p.m.
- May 13, 2020 5:00 p.m.

Special Education Advisory Committee

- January 22, 2020 6:00 p.m.
- February 19, 2020 6:00 p.m.
- March 11, 2020 6:00 p.m.
- April 22, 2020 6:00 p.m.
- May 27, 2020 6:00 p.m.
- June 10, 2020 6:00 p.m.

Environmental Sustainability Advisory Committee

- March 10, 2020 4:00 p.m.
- May 12, 2020 4:00 p.m.

Budget Committee

- April 22, 2020 4:30 p.m.
- May 13, 2020 4:00 p.m.
- June 10, 2020 4:30 p.m.
- June 15, 2020 4:30 p.m. (Tentative)

School Enrolment/School Capacity Committee

- March 18, 2020 5:00 p.m.

Parent Involvement Committee

- February 13, 2020 7:00 p.m.
- Spring 2020 7:00 p.m.
- May 7, 2020 7:00 p.m.

7. Other Special Meetings/Events

- OPSBA Public Education Symposium January 23-25, 2020
- OPSBA Education Labour Relations & HR April 23-24, 2020

8. Adjournment

Regular Board Meeting Minutes Limestone District School Board

November 13, 2019

A regular meeting (Business) of the Limestone District School Board was held in the Barry O'Connor Board Room at the Limestone Education Centre, 220 Portsmouth Avenue, Kingston, Ontario, on Wednesday, November 13, 2019, at 5:30 p.m.

Private Session

Present:

Trustees: J. Brown
G. Elliott
L. French (Vice-Chair)
T. Gingrich
B. Godkin
R. Hutcheon
K. McGregor
J. Morning
S. Ruttan (Chair)
J. Crook (Student Trustee)
A. Putnam (Student Trustee)

Staff: M. Babcock, Superintendent of Education
K. Burra, Superintendent of Education
S. Gillam, Associate Superintendent, Safe and Caring Schools
A. Labrie, Superintendent of Education and Human Resources
A. McDonnell, Associate Superintendent, Learning for All
D. Rantz, Director of Education
S. Sartor, Associate Superintendent, School Effectiveness and Assessment
J. Silver, Superintendent of Education
C. Young, Superintendent of Business Services

Recorder: L. Strange, Records Management Coordinator

MOTION: To move into Private Session.

MOVED BY: Trustee McGregor, seconded by Trustee Godkin. Carried.

Declaration of Conflict of Interest

Trustee Elliott declared his wife is a teacher with the LDSB.

Trustee Godkin declared a conflict as his daughter is an occasional teacher with LDSB's co-terminous Boards.

Chair's Update

No update at this time.

Director's Update

No update at this time.

Action Items

- (a) Board Minutes – October 9, 2019
- (b) Committee of the Whole (Education, Policy & Operations) – October 30, 2019
- (c) Audit Committee – September 9, 2019

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

For Information

- (a) Personnel Update (Item (a) on Agenda)
No update at this time.
- (b) Safe Schools Update.
No update at this time.
- (c) Property Update (Item (c) on Agenda)
No update at this time.
- (d) OPSBA Update (Item (d) on Agenda)
No update at this time.
- (e) Labour Update (Item (e) on Agenda)
A Labour issue was discussed.
- (f) Legal Matter (Item (f) on Agenda)
None at this time.

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 Morning, seconded by Trustee Godkin. Carried.

The Board moved into Public Session at 5:55 p.m.

Public Meeting

Trustees: J. Brown
G. Elliott
L. French (Vice Chair)
T. Gingrich
B. Godkin
R. Hutcheon
K. McGregor
J. Morning
S. Ruttan (Chair)
J. Crook (Student Trustee)
A. Putnam (Student Trustee)

Officials: M. Babcock, Superintendent of Education
K. Burra, Superintendent of Education
J. Douglas, Communications Officer
S. Gillam, Associate Superintendent, Safe and Caring Schools
A. Labrie, Superintendent of Education and Human Resources
A. McDonnell, Associate Superintendent, Learning for All
D. Rantz, Director of Education
S. Sartor, Associate Superintendent, School Effectiveness and Assessment
J. Silver, Superintendent of Education
K. Smith, Communications Officer
C. Young, Superintendent of Business Services

Guests: L. Conboy, Mental Health Lead

Recorder: L. Strange, Records Management Coordinator

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."

Adoption of Agenda

Addition to Reports for Information: Auditor's Report

MOVED BY: Trustee McGregor, seconded by Trustee French, that the agenda, as amended, be approved. Carried.

Declaration of Conflict of Interest

Trustee Elliott declared a conflict as his wife is an employee of the Board.

Trustee Godkin declared a conflict as his daughter is an occasional teacher with LDSB's co-terminous Boards.

Private Session Report

Trustee French reported that the Board had a Labour Update.

The non-procedural motions from the October 30, 2019 Education, Policy & Operations meeting were shared:

MOTION: That a breach has been identified and Trustees move on to consequences of censure and sanction for Trustee Hutcheon.

MOTION: That the Board censure Trustee Hutcheon for conduct that violated the governance role, thereby in contravention of Policy 3 and Policy 5 (sections 4, 10, 11, 17).

MOTION: That Trustee Hutcheon be sanctioned by being asked to review the OPSBA Good Governance Guide.

MOTION: That Trustee Hutcheon write a letter of apology to the Principal with the assistance of staff.

The non-procedural motions of the September 9, 2019 Audit Committee meeting were shared:

- MOTION: A. Young, that the Limestone District School Board Audit Committee:*
- 1. Receives for information (i) the Internal Audit Activity updates and (ii) all audit reports from the Regional Internal Audit Manager.*
 - 2. Recommends for approval the 2019-20 Internal Audit Plan (Appendix 1). Carried.*

Trustee Ruttan asked for follow-up on the consequences from the EPOC decisions. Trustee Hutcheon answered that she has begun reviewing the Good Governance Guide, but that she had not drafted a letter yet.

Director Rantz expressed discontent that a letter had not been drafted yet, and that it was only being written as a forced apology.

A Trustee stated that it was clear what the will of the Board was, and it should be completed.

The Chair asked for a letter by the end of the week.

MOTION: That Trustee Hutcheon submit a draft of her apology letter to the Director by Friday, November 15, 2019.

MOVED BY: Trustee French, seconded by Trustee McGregor. Carried.

Chair's Update

Chair Ruttan stated:

"Our schools continue to provide innovative and collaborative learning for all. Two examples of this appear in the fall edition of Education Today, published by the Ontario Public School Boards' Association.

A STEM - Science, Technology, Engineering and Math - and cultural camp for self-Identified First Nations, Métis, and Inuit elementary students that took place over three days at the Gould Lake Outdoor Centre. This unique camp supports the development of cultural identity and social well-being for all, as well as fostering leadership and a sense of community.

The other project involved Indigenous teachings and sustainability. Students from the Sweetgrass Circle and the Environment Club at KCVI collaborated on making personal Indigenous feast bundles to reduce landfill items. The bags were filled with previously enjoyed dinnerware, and then gifted to teachers.

Indigenous knowledge, new skills, recycling and reusing, all driven by student energy and a desire to affect change – in a feast bundle.

Tonight's meeting marks the close of this Board's first year in office. I would like to take this opportunity to thank my fellow Trustees for the work that we have all done, representing our constituents and ensuring students of the Limestone District School Board receive quality public education.

Much has been accomplished during this first year, as new Trustees learned about their important role while at the same time balancing the operations of the Board. The process can be overwhelming at times, as there is a lot of information, data and legislation to become familiar with, but we managed to do just that, all the while advancing a vision and mission where everyone achieves success and well-being.

On behalf of all Trustees, I wish to acknowledge the leadership of Director Rantz and Limestone's Senior Staff for the development and delivery of initiatives that support student transitions, career paths, character development, and interventions that ensure success for all students.

Later in tonight's agenda, Trustees will hear about the progress and achievement of specific actions as they relate to the Board's strategic goals in the key areas of Wellness, Innovation and Collaboration.

And that concludes my report."

Director's Update

Director Rantz stated:

"November is an important month for students, staff, and our communities as schools highlight, recognize and acknowledge many special observations, including: Indigenous Education Month, Hindu Heritage Month, Holocaust Education Week, Treaties Recognition Week, Trans Awareness Week, Bullying Awareness and Prevention Week, Remembrance Day

observations, and other school-based events and workshops that support our students and each other.

One recent example was the announcement that Kingston will host Special Olympics' Provincial School Championship in June 2020. The Limestone District School Board is proud of our long-standing relationship with Special Olympics and it was a privilege to bring greetings to Limestone athletes at this event.

As a school district, Limestone, like Special Olympics, is dedicated to promoting respect, acceptance, inclusion, and human dignity for people with intellectual disabilities. Our mission is to ensure all students achieve success and well-being.

By promoting diversity and by fostering a sense of belonging, we will empower students and staff to reach their full potential.

As the Chair mentioned, Senior Staff will present Trustees with the year-end status report on the 2018-2019 Strategic Plan.

I am proud of the work our schools do on a daily basis, implementing the Board's strategic goals in everything we do. We want everyone to See Themselves in Limestone.

In closing, I would like to highlight and congratulate our school communities for their support of 'Socktober', Socks Kingston's initiative that collects fresh, new socks for anyone who needs them. Almost 17,000 pairs were collected, 70% of which came from LDSB schools!

A special shout-out to Mme. Adamson at Amherstview Public School, she and her Grade 1 class collected 3,336 pairs of socks.

Whether it's Socktober, Mo-vember, or the current United Way campaign, the participation of our staff models for our students the importance of philanthropy and volunteerism, while also helping develop a sense of societal responsibility and citizenship among our students, and increasing their sense of empowerment in taking communal action to make positive change. These are invaluable outcomes.

And that concludes my report, Madame Chair."

Presentation: Ministry of Education & LDSB Areas of Focus in Mental Health and Well-being

Associate Superintendent McDonnell introduced Laura Conboy, the Board's Mental Health Lead.

L. Conboy stated that the Ministry of Education has directed school boards to act in three key areas of focus. These key areas reflect the provincial commitment to a comprehensive mental health and addiction strategy. The key areas identified by the Ministry of Education include:

- mental health workers in secondary schools;
- educators understand how to access school and community-based mental health services for students and families;
- suicide prevention

School Mental Health Ontario (SMHO) is an intermediary organization that develops/adapts, implements, and supports best practice programs and services, as well as builds environments and capacity within an agency or system to implement and sustain such programs. It also supports the Ministry of Health in its priorities and has been in existence since 2011.

The SMHO 2019-22 Action Plan focuses on what all students need in order to build and sustain positive mental health. It supports schools in boards to achieve the collective goals designed to enhance student mental health.

As of November 1, 2019, LDSB has employed four Master's level registered Social Workers, partially funded through the Ministry of Education. They provide direct, one-to-one mental health support services to students using structured psychotherapy. The Mental Health Workers also provide advice and information to parents/families regarding school-based supports and referrals to community-based mental health and addiction treatment strategies for students.

The Mental Health Workers provide service to 10 secondary sites and one alternative education site, with days of service allocated based on local needs and demand for service. During the 2018-2019 school year, 269 secondary students were referred to the Mental Health Workers for assessment, treatment and/or crisis support. The Workers made 119 contacts with parents/families regarding school-based supports and facilitated 140 referrals to community-based treatment providers.

Mental Health Workers will engage in professional learning supported by SMHO in order to ensure that quality, evidence-based practices are being offered to students. There will be an additional focus on evidence-based early intervention and treatment of cannabis misuse.

Data and information will be collected at the student level to ensure that student needs are met and data will be submitted to the Ministry of Education as per Ministry of Education reporting requirements.

The Mental Health Lead provides consultation and assistance to coordinate referrals on behalf of educators, for students requiring Tier 2 and or Tier 3 mental health interventions. Student Support Counsellors, Adolescent Care Workers, Social Workers, Psychologists and Attendance Counselors are knowledgeable about how to help students and families access community-based treatment services and are available to provide consultation and support to educators in this area. Promotional materials for community-based child & youth mental health services are also available for educators to reference in all secondary schools. Professional learning targeted toward educators is provided through several means including school-wide presentations, after-school learning series, social media (i.e., Twitter) and one-to-one consultations.

The Circle of Support document is to be released by SMHO by January 2020 to help MH Leadership teams articulate clear pathways to support students and families, as well as resources for educators in case they are "the one" students approach.

Continued collaboration with community-based treatment providers helps to ensure enhanced access to mental health supports for students and families.

In February 2019, the LDSB Mental Health Leadership Committee began a review of the existing Suicide Risk Assessment Protocol, originally created in 2013. The key elements of a

suicide intervention protocol, as set out by SMHO, were integrated into the updated Suicide Response Protocol. Collaboration with community service providers occurred at multiple levels. An in-service of the protocol is being provided to school administrators and Educational Services support staff, with an expectation that the protocol is shared with all school staff, enabling every school to be prepared to support students who express suicidal ideation or behaviour.

It was asked if the allocation of Mental Health workers changes. The allocation of staff is reviewed every year through visit numbers, administrator input, and tracking referrals to determine where the areas of need are. Associate Superintendent McDonnell added that allocation is always fluid and can be changed as needs in the system change.

An explanation of how mental health supports in elementary schools work was asked for. L. Conboy answered that there are Student Support teachers connected to each school. The Board also has a Pilot in the three north end elementary schools for the prevention piece.

A breakdown of referrals was asked for. L. Conboy stated that they either come through an adolescent care worker or an administrator. Students can also self-refer. The self-referral process is new this year, but there should be data that can be shared in the next few months.

It was clarified that KAIROS are youth addiction workers.

Statistics on gender were asked for. The data has not been run that way before, but it could be.

Director Rantz stated that the treatment of mental health issues at LDSB is regarded highly in the province.

The Chair thanked L. Conboy for the presentation.

Section A – Matters Requiring Action at the Meeting

1. Consent Agenda

- (a) Board Minutes – October 9, 2019
- (b) Reports from All Committees:
 - i) Committee of the Whole (Education, Policy & Operations) – October 30, 2019
 - ii) Special Education Advisory Committee – October 23, 2019
 - iii) Parent Involvement Committee – October 3, 2019
 - iv) Audit Committee – September 9, 2019

MOTION: That the Consent Agenda of November 13, 2019, as presented, be approved.

MOVED BY: Trustee McGregor, seconded by Trustee Gingrich. Carried.

2. Routine Matters

- (a) OPSBA Report – Trustee French

Trustee French provided an update on the Eastern Region meeting at GREC, where the attendees had a tour of the school and discussed Board updates, labour relations updates, and began initial discussions for GSN process.

The OPSBA Board of Directors meets at the end of month.

There is a need to elect a new LDSB OPSBA alternate. As Trustee French is past president, she cannot also be in the role of OPSBA representative, due to a new OPSBA Constitutional change. Trustee McGregor is now the representative and the alternate role is vacant.

(b) Report from Student Trustee(s)

Student Trustee Crook:

"In the past month Trustee Putnam and I attended an Ontario Student Trustee Association (OSTA-AECO) conference where we got the chance to meet and speak with Norah Marsh, Chief Executive Officer of EQAO, and Nancy Naylor, Deputy Minister of Education. During these sessions, Student Trustees had the opportunity to hear firsthand about policy changes, the future of public education, the e-learning mandate, and more.

I also chaired my first Advocacy Working Group meeting where we discussed what advocacy is, the importance of advocating for students, and our goals for the year.

We also had an opportunity to speak with many other Student Trustees from across Ontario about how they've implemented an Indigenous Student Trustee at their board. We gathered a lot of different ideas on how to implement the role of Indigenous Student Trustee in Limestone, as well as upcoming policy changes to the Student Trustee role."

Student Trustee Putnam:

"As referenced by Trustee Crook, the new Student Trustee Regulation, which comes into effect January 2020, has revised dates for elections. As you know, we discussed this at our last meeting and LDSB Policy 9 will be updated once we determine the process for electing an Indigenous Student Trustee. The dates were moved up to allow boards to provide more mentoring opportunities for new Student Trustees. We discussed the topic of dates with InterSchool Council yesterday to get their feedback.

Yesterday, InterSchool Council also participated in a feedback session around the rebranding of our Board logo. It was great to have a chance to provide some student voice to help inform this important and exciting work. Thank you to Director Rantz for dropping in to provide us with some updates from around the district.

Madame Chair, that concludes our report."

3. Reports for Information

a) Strategic Plan Update

Director Rantz stated that under the Education Act, the Director must review the Multi-Year Strategic Plan (MYSP) annually with the Board of Trustees, normally timed to align with the

Director's Annual Report at the end of the calendar year. To assist Trustees with their ongoing monitoring, a spring update was provided on May 29, 2019 using a 'traffic light' system to evaluate the progress of specific actions, which were designed to operationalize the achievement of our strategic goals. A semi-annual assessment allows staff to make adjustments to ensure that the MYSP goals remain on track. Areas that have a yellow or red light will be discussed.

Associate Superintendent McDonnell spoke to W1.2 Mental Health - Strengthen engagement of students, families, staff and the community through expansion of the Mental Health Leadership Team. The family and student representatives that have been a part of the committee for several years have left, and the team is actively recruiting to fill the vacancies.

The team is also reviewing who the stakeholders are, and will be looking to add an Indigenous and Support Staff representative.

It was asked how a student representative is selected. The representative is usually from the InterSchool Council. If there are no volunteers from Council, then Student Trustee Putman will join.

It was asked if the Indigenous representative would be from the IEAC. This has not been decided yet.

Superintendent Babcock spoke to W2.2 Equity and Inclusion – A Review of Limestone Gender Guidelines and one day conference for Student Voice. The student event did not receive funding this year so it will not run. The review of Gender Guidelines is yellow because the goal was to update our guidelines this past year. We met and developed a relationship with Dr. Lee Airton, an expert in the field, currently at Queen's Faculty of Education. Dr. Airton was keen to support us in this work and timing did not allow us to meet and make progress on the project this past year. We have plans to do this during 2019-20 with Dr. Airton's support. We will also be working on including French language to support our staff and families. Our Equity Advisory Committee will also be involved in providing feedback and direction.

It was asked if the funding for the conference could come back. The funding is not expected to return, but the Board will reapply if there is an option to do so.

It was clarified that it was an average of \$15,000 for each conference.

Associate Superintendent Gillam spoke to W3.1 Health and Safety - Implement online reporting system for both Worker Injuries and Safe Schools Incident reports (SSIRs). Our Health and Safety (H&S) program is now operational. Both the Injury Report and Safe Schools Incident Report (SSIR) are online and linked together, for incidents that require one or both forms. This was a Ministry of Education expectation and we have conformed to this request. We continue to support staff in the completion of the forms as we phase out hard copies of the reports. Statistics are being compiled and follow-up is occurring on injuries by the H&S Officer as well as the Disabilities Manager, and SSIRs are being followed up by Principals and Superintendents when necessary. LDSB has been very responsive to the submission of both forms and fully anticipate this dot to be green as Site Based Health and Safety Committees are established throughout LDSB.

Associate Superintendent Sartor spoke to I1.2 Literacy - K-12 LDSB educators will build capacity in their use of diagnostic assessments to support struggling readers with precise

instructional strategies. Senior Staff have created a diagnostic toolkit and shared this out with our educators. This is being used more often. Last year, the focus was on supporting educators through after-school literacy workshops and through 1:1 instruction (100 minute blocks). The Board is continuing to work on building educators' ability to gather data in order to make good instructional decisions. This means also building capacity in Universal Design for Learning (UDL), which means that based on the data and diagnostic tools, we are personalizing instruction and supports to meet each student's needs.

Superintendent Silver spoke to I3.1 Alternative and Continuing Education - Regional Proposal of a pilot project for Flexible Delivery of programming to adults working within the community. LDSB was one of 9 English language boards in the Eastern Region that was part of the East Regional Partnership for Adult Education. We had funding from the Province to do an Innovative project, and ours was to engage parents/caregivers at Prince Charles P.S. that were already engaged in a math learning project. We had 41 parents/caregivers engage with our project and had 4 sessions scheduled. We started with math education, but were planning to expand to English and/or other credits that the parents/caregivers needed to get their Ontario Secondary School Diploma. The funding ended June 2019. The East Regional Partnership asked the Ministry for an extension, but we were not granted the extension so the project, and the partnership has ended.

It was asked if there were steps to advocate for the program to continue. The Eastern team did advocate, and drafted a proposal to extend the funding. The proposal was not responded to and the funding was discontinued.

It was asked how many students received credits. Some students disengaged with the end of funding, while some are continuing. The hope is to have students complete their credits this year.

Superintendent Burra spoke to I3.2 Technologically Enhanced Education - Supporting groups of educators who are interested in integrating technology into their pedagogy. This issue was highlighted for Trustees in the spring, but the provincial funding was cut mid-year last year, which prevented us from providing more professional learning with educators supporting the effective use of technology to support good teaching. The removal of provincial funding in this area had wider implications for us, particularly in combination with other funding reductions that resulted in fewer central program support teachers. Consequently, the Board could not continue to be as responsive in supporting educators around the safe and effective use of different digital applications. This will continue to be a challenge for this school year. In addition, our lending library of technology-based resources and materials was green for 2018-19, but for this year these resources had to be disseminated to schools due to the staffing reduction.

A report with a summary of the impacts due to staffing reductions was requested.

Superintendent Young spoke to C1.1 Accommodation Planning – Pupil Accommodation Review. Draft PAR guidelines were released in February 2018 and a final version was sent to boards on April 27, 2018. The final version mentioned that some additional work on templates and guidelines will be forthcoming in fall 2018 and a new PAR will take effect upon the release of these resources. To date, the Board has not received the updated guidelines and as such, the Board cannot begin the process of updating our pupil accommodation review Policy #15. A moratorium on school closures remains in effect.

Superintendent Young spoke to C3.1 Cashless Schools - A school-based software for payments and permission forms. The Board has begun a staggered implementation, and has

run into some issues, such as processing by the credit card provider. 11 schools are using the system, so at this point it is managing a change of culture. The anticipated completion date is June 2021.

Superintendent Labrie spoke to C3.4 Smartfind – All unionized employee groups utilizing SmartFind and pay sheets no longer required. The Board was hoping to have full implementation wrapped up last year, but is now on target for December 2019. There is also continued focus on Attendance Support and work with Provincial HR network to problem solve increasing employee absences. LDSB numbers have been increasing, though are below the average across the province. There is a focus for costs and on the individual worker. It has been recognized that when an employee is missing a lot of work, it is a vicious cycle that continues with more work being missed. The quicker an employee is back to work, the better the improvement to their physical and mental well-being, and the better success in coming back permanently.

The Trustees expressed their appreciation of the hard work, and the clear, detailed reporting in the plan.

b) Auditor's Report

Superintendent Young shared the Audit Committee's Annual Report to the Board of Trustees for the Fiscal Year Ended August 31, 2019. This report summarizes the actions of the Limestone District School Board (DSB) Audit Committee for the year ended August 31, 2019.

It was noted that the External Audit Committee members have completed their terms, so that the Board will post for applications for new members in the new year.

Trustee Elliott withdrew from the meeting at 7:40 p.m.

4. Reports Requiring Decision

a) Strategic Plan Evaluation Framework

Director Rantz noted that Senior Staff present each year in the same template, and that each report is the status of specific areas of focus at that point in time.

Wellness – Goal 3 Provide safe, inclusive and respectful learning environments

Associate Superintendent Sartor spoke about SEF visits, which were student focus groups where students reported on the need to continue to work on ensuring that all students feel safe and accepted. It was noted that relationships with key educators are important, students want to feel listened to, and students have clear ideas of how they learn and they want to be able to share this with their teachers. This information was shared back to staff to generate ways in which they can honour student voice at their school, such as the "Town Halls" that were developed at Odessa P.S.

Associate Superintendent McDonnell spoke to the Board's Mental Health Strategy. The work is ongoing, and Educational Services staff are still reviewing data to ensure that goals are being met.

Superintendent Babcock spoke to the 'Our School' survey data, stating that until results are 100% the work is still in progress. This presentation to Trustees happened at the May 2019

meeting. At that time, we shared the student data regarding 1. Students' identifying as being bullied; 2. Students feeling safe at school; and 3. Students feeling a positive sense of belonging. We shared the specific graphs and data at the May meeting. This is a reminder that we saw positive trends in all three areas. The reason for the yellow dot is that we are not satisfied with the results as they are. Combined with the other data sets supporting this goal of the Framework, we are not comfortable saying we are where we need to be. There is still work to do.

It was asked how schools provided students for SEF surveys. Schools were asked for a diverse group from a variety of pathways.

It was asked if the Strategic Plan could be carried over into the next plan. Director Rantz answered that it could be, or some elements of it could be in combination with new goals.

Innovation Goal 2 - Design programming to support individual learning needs

Associate Superintendent McDonnell stated that this area continues to be a work in progress. Educational Services continues to share knowledge and resources for Universal Design for Learning and building capacity for professional learning for all school staff.

Collaboration Goal 1 - Parent Engagement

Associate Superintendent Gillam stated that parent engagement is complex and sometimes hard to quantify. LDSB has had lots of success with increased attendance and engagement at our Parent Involvement Committee (PIC) Meetings. We now need to leverage this increase in attendance to fulfill our mandate of supporting student achievement by supporting our local School Councils. We have also had lots of success via our communication tools like School Messenger, Twitter and Facebook. Our families and communities are well informed and allow for an expanded experience of our schools and our Board as a whole. The yellow dot indicates our continued efforts to support diversity and ensure that all voices are heard through all of our engagement strategies – and to ensure equal opportunity for participation for all parents/guardians/individuals. LDSB will continue to seek the collaboration of parents and community groups to ensure our engagement umbrella continues to expand.

Trustees expressed their appreciation of the Evaluation Framework document, in that it helps Trustees respond to questions from the public and is reflective of pressure points in system across the province.

MOTION: That the Board approve the Strategic Action Plan Evaluation Framework – 2017 - 2022, Year 2 update: 2018 – 2019.

MOVED BY: Trustee Godkin, seconded by Trustee Brown. Carried.

5. Notice of Motion

None at this time.

Section B - Information

1. Internal Reports and Other Communications

None at this time.

2. **External Reports and Other Communications**

None at this time.

3. **Communications Referred to Committee**

None at this time.

4. **Requests for Reports and/or Information**

None at this time.

5. **Other Business**

None at this time.

6. **Future Meetings**

The next meeting of the Limestone District School Board of Trustees will take place on December 11, 2019 at 6 p.m.

7. **Other Special Meetings/Events**

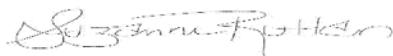
See agenda listing.

8. **Adjournment**

Chair Ruttan called for a motion to adjourn the meeting.

MOVED BY: Trustee McGregor, seconded by Trustee Morning, that the meeting adjourn.

The meeting adjourned at 8:00 p.m.



Suzanne Ruttan, Chair



Debra Rantz, Director

**COMMITTEE OF THE WHOLE BOARD (CAUCUS) MEETING
LIMESTONE DISTRICT SCHOOL BOARD**

December 11, 2019

A Committee of the Whole Board (Caucus) Meeting of the Limestone District School Board was held in the Barry C. O'Connor Board Room at the Limestone Education Centre, 220 Portsmouth Avenue, Kingston, Ontario on Wednesday, December 11, 2019, at 6:00 p.m.

Trustees: Judith Brown
Garrett Elliott
Laurie French
Tom Gingrich
Bob Godkin
Robin Hutcheon
Karen McGregor
Joy Morning
Suzanne Ruttan
Jessica Crook (Student Trustee)
Annika Putnam (Student Trustee)

Staff: Michele Babcock, Superintendent of Education
Krishna Burra, Superintendent of Education, Program and IT - regrets
Jane Douglas, Communications Officer
Scot Gillam, Associate Superintendent, Safe and Caring Schools
Andre Labrie, Superintendent of Education and Human Resources
Alison McDonnell, Associate Superintendent, Special Education
Debra Rantz, Director of Education
Stephanie Sartor, Associate Superintendent, School Effectiveness & Assessment - regrets
Jessica Silver, Superintendent of Education - regrets
Karen Smith, Communications Officer
Craig Young, Superintendent of Business Services

Recorder: Liz Strange, Records Management Coordinator

Director Rantz stated:

"Good evening and welcome. In accordance with Policy 9 - Board Operations - Section 1.3.1, and under the authority invested in me as Secretary of the Board, I shall be the presiding officer of this committee-of-the-whole board Caucus meeting pending the election of the Chair of the Board, and therefore, call this meeting to order."

Director Rantz 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."

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

**ELECTION OF CHAIR OF THE BOARD FOR THE SESSION DECEMBER 1, 2019 TO
NOVEMBER 30, 2020**

Director Rantz called for nominations for the position of Chair of the Board.

Trustee Godkin nominated Trustee French, seconded by Trustee Hutcheon.

Trustee French declined the nomination.

Trustee McGregor nominated Trustee Ruttan, seconded by Trustee Brown.

Trustee Ruttan accepted the nomination.

Director Rantz called for further nominations two additional times. Hearing none, she stated that nominations would be closed.

MOVED BY: Trustee French, that the nominations be closed. Carried.

Director Rantz congratulated Trustee Ruttan on being acclaimed Chair of the Limestone District School Board for the session December 1, 2019 to November 30, 2020.

Trustee Ruttan assumed the Chair.

**ELECTION OF VICE-CHAIR OF THE BOARD FOR THE SESSION DECEMBER 1, 2019
TO NOVEMBER 30, 2020**

Chair Ruttan called for nominations for the position of Vice-Chair of the Board.

Trustee Godkin nominated Trustee Elliott, seconded by Trustee Morning.

Trustee Elliott accepted the nomination.

Trustee McGregor nominated Trustee French, seconded by Trustee Ruttan.

Trustee French accepted the nomination.

Trustee Elliott's statement:

"Thank you for the nomination -- while I don't come with the experience that Trustee French has, I hope that I've demonstrated over the past year that I have an eagerness to learn, a willingness to work hard, and a desire to get involved and try to help and bring value to our group where I can. Like I said in my email, we have a diverse group of Trustees and I've enjoyed getting to know everyone in the last year, learning about your experiences and backgrounds, and trying to support our successes and achievements as we continue to move forward as a Board of Trustees. I hope that you'll support me in this nomination for Vice Chair. Thank you."

Trustee French's statement:

"Thank you to my nominator Trustee McGregor.

I sought the position of Vice Chair to again offer my years of experience to the Board, recognizing that every board is a new Board whether we are new or returning, and we develop as a team. We all have the skills and desire to learn, but I feel strongly that the Board would continue to benefit from a Trustee with experience to keep the meetings moving to support the business of the Board – this is just year two of a four-year term.

Every month there are still questions, and we are still struggling to have a full understanding of the processes and the role of Trustee. I have encouraged all of you to seek opportunities to gain experiences, but all of us are not yet ready to take on the full public meetings and leadership of the group.

I would add that we are also at a critical point in collective bargaining, and we need the leaders of our board to be able to participate fully as I have asked this question of the candidates – this is not the year to lose one of the voices of our Executive through a declared conflict of interest.

So, I thank you for your support last year – I hope you will consider giving me your support again this year, and I look forward to working with all of you this year in any capacity."

The Chair called for further nominations two additional times. Hearing none, she stated that nominations would be closed.

MOVED BY: Trustee Godkin, that the nominations be closed.

Trustees voted on their selection of Vice-Chair of the Board. Superintendents Labrie and Young counted the votes. Chair Ruttan announced that Trustee French was selected as Vice-Chair of the Board.

MOVED BY: Trustee McGregor, that the ballots be destroyed. Carried.

Chair Ruttan congratulated Trustee French on being voted Vice-Chair of the Board of Trustees of the Limestone District School Board for the session December 1, 2019 to November 30, 2020.

ELECTION OF OPSBA ALTERNATE

Trustee French stated that the Constitution for OPSBA changed the one-year term to a two-year term for Past Presidents. This means that Trustee French cannot also be the LDSB representative for OPSBA. Trustee McGregor has assumed the position of representative, leaving the alternate position open.

Trustee McGregor nominated Trustee Gingrich, seconded by Trustee French.

Trustee Gingrich accepted the nomination.

Trustee Gingrich was acclaimed as OPSBA Alternate.

SPECIAL COMMITTEE REPORTS

- i) Supervised Alternative Learning Committee Annual Report – Trustee Brown

Trustee Brown shared the Supervised Alternative Learning Committee Annual Report.

- ii) Awards Committee – Trustee Elliott

Trustee Elliott shared the Awards Committee Annual Report.

- iii) Parent Involvement Committee – Trustee Gingrich

Trustee Gingrich shared the Parent Involvement Committee Annual Report.

The reports were received for information.

RECESS

The Board recessed for 5 minutes to allow Trustees to select their committee choices.

CHOICE OF COMMITTEE RESPONSIBILITIES

- (a) Awards Committee

- (1) Trustee Brown
- (2) Trustee Elliott
- (3) Trustee Gingrich
- (4) Trustee McGregor (Alternate)

- (b) Special Education Advisory Committee

- (1) Trustee McGregor
- (2) Trustee Godkin
- (3) Trustee Brown (Alternate)

- (c) Environmental Sustainability Advisory Committee

- (1) Trustee Hutcheon
- (2) Trustee Morning

- (d) Parent Involvement Committee

- (1) Trustee Elliott
- (2) Trustee Morning (Alternate)

SPECIAL COMMITTEES

1. Supervised Alternative Learning

- (1) Trustee Brown
- (2) Trustee Morning (Alternate)

2. Expulsion Hearing Committee/Disciplinary Hearing Committee Pool

The following Trustees indicated that they would like to be placed in the Expulsion Hearing Committee/Disciplinary Hearing Committee Pool:

- (1) Trustee Ruttan
- (2) Trustee McGregor
- (3) Trustee Hutcheon
- (4) Trustee Godkin
- (5) Trustee Elliott

3. Food Sharing

- (1) Trustee Gingrich

Trustee Hutcheon withdrew from the meeting at 7:00 p.m.

DESIGNATION OF TRUSTEE TO PRESENT THE REPORT OF THE COMMITTEE OF THE WHOLE BOARD (CAUCUS) MEETING

Trustee Brown was designated as the Trustee to present the "Report of the Committee of the Whole Board (Caucus) Meeting" at the Inaugural Meeting.

OTHER BUSINESS

- (a) Annual Declaration of Involvement

Trustees of the Limestone District School Board are committed to accountability and transparency. The Trustee Code of Conduct states:

'Trustees shall declare any conflict of interest or involvement, financial or otherwise, between their personal life and/or business interests and their position on the Board.'

Trustees read their annual Declarations of Involvement.

**COMMITTEE OF THE WHOLE BOARD (CAUCUS) MEETING
LIMESTONE DISTRICT SCHOOL BOARD**

December 11, 2019

ADJOURNMENT

MOVED BY: Trustee McGregor, that the meeting adjourn. Carried.

The meeting adjourned at 7:05 p.m.

INITIAL MEETING LIMESTONE DISTRICT SCHOOL BOARD

December 11, 2019

The Initial Meeting of the Limestone District School Board was held in the Barry C. O'Connor Board Room at the Limestone Education Centre, 220 Portsmouth Avenue, Kingston, Ontario on Wednesday, December 11, 2019 at 7:00 p.m.

Trustees: Judith Brown
Garrett Elliott
Laurie French
Tom Gingrich
Bob Godkin
Robin Hutcheon - regrets
Karen McGregor
Joy Morning
Suzanne Ruttan
Jessica Crook (Student Trustee)
Annika Putnam (Student Trustee)

Staff: Michele Babcock, Superintendent
Krishna Burra, Superintendent of Education - regrets
Jane Douglas, Communications Officer
Scot Gillam, Associate Superintendent
Andre Labrie, Superintendent of Human Resources - regrets
Alison McDonnell, Associate Superintendent
Debra Rantz, Director of Education
Stephanie Sartor, Associate Superintendent - regrets
Jessica Silver, Superintendent of Education - regrets
Karen Smith, Communications Officer
Craig Young, Superintendent of Business Services

Recorder: Liz Strange, Records Management Coordinator

Director Rantz stated:

"In accordance with Section 208 of The Education Act, and Board Policy 9, Section 2.5.0, under the authority invested in me as the Director of Education of the Limestone District School Board, and Secretary of the Board, welcome to the Initial Board Meeting of a new term of the Limestone District School Board.

We begin the meeting with an Acknowledgement of Territory:

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

APPROVAL OF AGENDA

Addition: Notice of Motion

MOTION: That the agenda, as amended, be approved.

MOVED BY: Trustee Gingrich, seconded by Trustee Godkin. Carried.

**INITIAL MEETING
LIMESTONE DISTRICT SCHOOL BOARD**

December 11, 2019

SECRETARY TO ANNOUNCE CHAIR AND VICE-CHAIR OF THE BOARD

Director Rantz stated:

"It is indeed an honour to announce the Vice-Chair and Chair of the Limestone District School Board for the session December 12, 2019 to November 30, 2020. Each year of the four-year mandate, Trustees will elect a Chair and Vice Chair to serve as Executive of the Board.

Trustee Laurie French was elected to serve as Vice-Chair and Trustee Suzanne Ruttan was acclaimed to serve as Chair of the Board. Congratulations to you both.

Trustee Ruttan, I would ask that you assume the Chair."

Trustee Ruttan assumed the Chair.

CHAIR TO PRESIDE

Trustee Ruttan assumed the Chair. She stated:

"Thank you Director Rantz. I now call this meeting to order. I would ask that Superintendent Craig Young, please call the roll."

ROLL CALL

The Superintendent of Business Services, Craig Young, called the Roll:

Representing Countryside, Pittsburgh Districts 1 & 12, and Frontenac Islands: Robert Godkin

Representing Loyalist-Cataraqui, Collins-Bayridge & Lakeside Districts 2, 3 and 4: Judith Brown

Representing Portsmouth, Trillium & Meadowbrook-Strathcona Districts 5, 6 and 8: Garrett Elliott

Representing Kingscourt-Rideau & Kings Town Districts 7 and 11: Tom Gingrich

Representing Williamsville & Sydenham Districts 9 and 10: Joy Morning

Representing South Frontenac: Suzanne Ruttan

Representing the Town of Greater Napanee: Laurie French

Representing Central Frontenac, Addington Highlands & North Frontenac: Karen McGregor

Representing the Townships of Loyalist & Stone Mills: Robin Hutcheon

Student Trustee: Jessica Crook, LCVI

Student Trustee: Annika Putnam, GREC

CHAIR'S INAUGURAL ADDRESS

Chair Ruttan stated:

"Thank you, Director.

It is a privilege to continue to serve as Chair of the Limestone District School Board. Thank you to my nominators, Trustees McGregor and Brown, and thank you fellow Trustees for your confidence in acclaiming me to this position.

I will serve and fulfill my duties as Chair with integrity and mutual respect for, students, staff, each other, and the broader communities we serve.

I would like to congratulate Trustee French on being elected Vice-Chair, and both congratulate and thank other Trustees for putting their names forward to serve on committees, where much of the work of the Board is accomplished.

I know the first year has not been without its challenges, the landscape of public education in Ontario is ever changing much like the world in which we live. Our responsibility is to maintain and enhance public education across our district through our governance and advocacy.

As we formulate policy, approve operating and capital budgets, and monitor the Board's Strategic Plan, we remain focused on:

- putting wellness first,
- turning innovation into action,
- and being committed to collaboration.

Student achievement and well-being remains the focus of all Board decisions.

The responsibility for ensuring the best possible outcomes rests with everyone: families, school councils, community partners, employees, Senior Staff, and Trustees. We recognize the commitment of everyone to this end.

As outlined in Board policy "...Trustees serve large constituencies, and fulfilling the representational role is challenging. A democratic system entitles everyone to a voice, but does not ensure that everyone will always be content with decisions that are made. Although a Trustee must serve their community as an elected representative, their primary task is to act as a member of a corporate board, and to be accountable for the collective decisions of the Board and the delivery and quality of educational services."

Trustees of this Board will continue to advocate for public education through our membership in the Ontario Public School Boards Association, and by working collaboratively with staff and our communities to ensure students have expanding opportunities, in all pathways, to help them achieve success and well-being. As we begin a new term, we must all be committed to working collaboratively to meet these objectives, together.

In closing, I would like to extend my appreciation to staff, families, and Limestone's school communities, for the outstanding work on behalf of our students this past year. Best wishes for a wonderful holiday season!"

INITIAL MEETING LIMESTONE DISTRICT SCHOOL BOARD

December 11, 2019

REPORT OF THE COMMITTEE OF THE WHOLE BOARD (CAUCUS) MEETING

Trustee Brown presented the report of the Committee of the Whole Board (Caucus) Meeting held on December 11, 2019:

CHOICE OF COMMITTEE RESPONSIBILITIES:

- (a) Awards Committee
 - (1) Trustee Brown
 - (2) Trustee Elliott
 - (3) Trustee Gingrich
 - (4) Trustee McGregor (Alternate)
- (b) Special Education Advisory Committee
 - (1) Trustee McGregor
 - (2) Trustee Godkin
 - (3) Trustee Brown (Alternate)
- (c) Environmental Sustainability Advisory Committee
 - (1) Trustee Hutcheon
 - (2) Trustee Morning
- (d) Parent Involvement Committee
 - (1) Trustee Elliott
 - (2) Trustee Morning (Alternate)

SPECIAL COMMITTEES

- 1. Supervised Alternative Learning
 - (1) Trustee Brown
 - (2) Trustee Morning (Alternate)
- 2. Expulsion Hearing Committee/Disciplinary Hearing Committee Pool

The following Trustees indicated that they would like to be placed in the Expulsion Hearing Committee/Disciplinary Hearing Committee Pool:

- (1) Trustee Ruttan
- (2) Trustee McGregor
- (3) Trustee Hutcheon
- (4) Trustee Godkin
- (5) Trustee Elliott

3. Food Sharing

(1) Trustee Gingrich

REPORTS FOR DECISION

A) Year-End Financial Statements

Trustee French stated that the consolidated financial statements reflect the financial results for the Board for the year-ended August 31, 2019 with comparative results for the previous year and a comparison to the Board's budget. The Education Act requires the Board to prepare annual consolidated financial statements, to have the statements audited, to submit the audited statements to the Ministry of Education, and to publish the statements.

The Board's 2018-2019 consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The date for filing the consolidated financial statements for the year-ended August 31, 2019 with the Ministry of Education is December 12, 2019. It is expected that they will be filed on time pending their approval by the Board, following the Board meeting of December 11, 2019.

A copy of the draft consolidated financial statements for the year-ended August 31, 2019 are attached to the December 11, 2019 Board meeting agenda. The following motions were moved and carried unanimously by the Audit Committee:

MOVED BY: Trustee Elliott

1) That the Audit Committee recommend to the Board the approval of the audited consolidated financial statements for the year ended August 31, 2019

2) That the 2018-2019 consolidated financial statements be filed with the Ministry of Education and posted on the Board website subject to the approval at the December 11, 2019 Board meeting.

Carried.

The following motion was presented to Trustees:

MOTION: That the consolidated Financial Statements for year ended August 31, 2019 be approved.

MOVED BY: Trustee French, seconded by Trustee Elliott.

It was asked why the approval was left until a day before it is due to be submitted to the Ministry. Superintendent Young explained that it was due November 30, but that the Board had asked for an extension. The timing of the Audit Committee meeting to the November Board meeting did not allow enough time to prepare the documents, so it was

INITIAL MEETING LIMESTONE DISTRICT SCHOOL BOARD

December 11, 2019

decided to present them at this meeting instead. The timing of meetings will be changed for next year to allow the approval to be made in November.

An explanation for the loans with the Ontario Financing Authority (OFA) listed on Page 18 of the Consolidated Financial Statements was asked for. Superintendent Young stated that School Condition and Improvement funding is as an allocation. The Ministry borrows money on behalf of school board through the OFA, and the school board repays the amount back to the OFA.

A clarification was asked for regarding the issue of Principals and Vice Principals, who may have been in the union prior to 1997, belonging to the present day EHLT. It was clarified there is no issue.

It was confirmed that school boards still getting funding flowed through municipalities. It was clarified that the Ontario Government regulates tax amounts related to school boards.

Trustee Ruttan called the question.

The Motion Carried.

NOTICE OF MOTION

Trustee McGregor stated:

"In accordance with Section 9 of Policy 9, I am signaling to Trustees that I will be requesting of Agenda Setting that a Notice of Motion be added to the January Board Meeting agenda.

The topic of that motion will be Trustee Financial Statements from the 2018 Election. A community member has brought to my attention at least two financial irregularities in a Trustee and a Community Member violating the financial contribution limits. As per policy, I am distributing as background information the financial statements which have been made publicly available on municipal websites.

I will send my written motion to the agenda setting committee prior to January 7, 2019 for inclusion on the January 15th Board Meeting agenda."

Trustee McGregor shared background documentation for review.

Trustee Ruttan shared they are still working on a date for the Trustee Retreat/Meeting. Trustees agreed that they would like a facilitator for the meeting.

ADJOURNMENT

MOVED BY: Trustee McGregor, seconded by Trustee Gingrich, that the meeting adjourn at 7:45 p.m. Carried.

**Special Education Advisory Committee
Meeting Minutes
Limestone District School Board**

November 20, 2019

A meeting of the Special Education Advisory Committee was held in Barry C. O'Connor Board Room at the Limestone Education Centre, 220 Portsmouth Avenue, Kingston, Ontario, on Wednesday, November 20, 2019 at 6:00 p.m.

Present:

Trustees: K. McGregor, Chair
B. Godkin, Trustee

Members: P. Dendy, Member-at-Large
S. Henderson-Todd, Lennox and Addington Resources for Children
A. Martin, Member-at-Large (Queen's University)
C. Tooley, Down Syndrome Association Kingston
C. Whalen, Family & Children's Services, Frontenac, Lennox & Addington

Staff: H. Box, Special Education Program Coordinator
S. Burnett, Special Education Program Coordinator
L. Conboy, Mental Health Lead
K. Leggett, Vice-Principal of Educational Services
A. McDonnell, Associate Superintendent, Learning for All
J. Murphy, Special Education Program Coordinator
L. Rousseau, Educational Services and Safe Schools Coordinator
D. Scarlett, Principal of Educational Services

Guests: J. Cumming, Speech Language Pathologist
M. Gill, Communicative Disorders Assistant

Regrets: N. Carson, Epilepsy South Eastern Ontario
D. Jalovcic, Learning Disabilities Association of Kingston
E. Sheldon, Community Living Kingston

Recorder: Liz Strange, Records Management Coordinator

1. Welcome

Trustee McGregor called the meeting to order, welcoming all those in attendance to the meeting.

Trustee McGregor read the Indigenous Acknowledgement:

"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.”

2. Approval of Agenda

MOVED BY: A. Martin, that the agenda, as presented, be approved. Carried.

3. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

4. Business Arising From the Minutes

Topic ideas for information and discussion at future SEAC meetings:

- EQAO assessment changes
- How to write effective IEPs
- When restraints are used– BMS training
- Transition planning processes

5. Presentation: Down Syndrome Association of Kingston

C. Tooley shared a presentation on the Down Syndrome Association of Kingston (DSAK), which was established in 2012. It is a community support group for persons with Down Syndrome and their parents, relatives and care workers.

In connection with Queen’s University the organization runs ‘Extra Awesome’ groups for their youth members, which includes an academic component and social/physical activities.

DSAK has a partnership with the Jung Do Martial Arts Academy to run the ‘Tigers Can Kick” group.

DSAK has an annual golf tournament, where the funds raised are used to provide free or low-cost programs and events.

It was asked how many people are in the association. The numbers fluctuate from year to year, but DSAK serves about 20-25 families.

6. Educational Services Update-Reporting Progress: Building our Vision for the Future-Enhancing Special Education Services in our Board-Oral Language Enrichment Groups: Jennifer Cumming, Speech Language Pathologist, Maddy Gill, Communicative Disorders Assistant, Principal Darlene Scarlett and Associate Superintendent Alison McDonnell

Associate Superintendent McDonnell introduced J. Cumming, Speech-Language Pathologist, and M. Gill, Communicative Disorders Assistant.

Since 2017 the biggest change to speech and language service delivery in LDSB has been the implementation of the Oral Language Enrichment Groups across our whole district.

The current staffing model for the team is 5.5 FTE Speech-Language Pathologists (SLP) and 4 FTE Communicative Disorders Assistants (CDA).

Historically, LDSB has focused its efforts on remediating articulation (or speech) problems in students. Since the hiring of CDAs, LDSB is now capable of additionally providing support to students who struggle with language. When we are talking about language, we are referring to how a child understands or expresses information and ideas.

SLPs are regulated health care professionals, just like occupational therapists or physiotherapists, which means they must belong to a college that is responsible for ensuring that they provide services in a safe, professional and ethical manner. CDAs are support personnel who possess a graduate Certificate in combination with various undergraduate degrees or diplomas in areas such as Linguistics, Early Childhood Education, Social Work and Educational Assistants.

The itinerant CDA works with 1-2 SLPs across 12-14 schools. Speech and Language services are provided in 4-week blocks throughout the school year. Last year CDAs saw 152 students in Oral Language Enrichment Groups. Many students were seen for multiple blocks of therapy

Oral Language Enrichment Groups are Tier 2 remedial groups for SK students who needed to improve their oral language skills. They consist of 8, 30-minute sessions, twice a week for 4 weeks. Language areas that targeted include:

- vocabulary
- concepts
- grammar
- following directions
- categorization
- story retelling
- phonological awareness

If a student continues to demonstrate difficulties in many language areas following participation in this group:

- A language assessment may be recommended.
- Classroom and home suggestions/activities may be provided to target specific areas of difficulty.

Next steps will be to continue the early intervention work in the primary grades and look at the data gathered from the first block of therapy to determine its

effectiveness. Moving forward the team plans on implementing the evidence-based strategies we have been using to target narrative development.

It was asked if the team works in connection with Kids Inclusive. It was explained that Kids Inclusive has CDAs as well, and that the LDSB team would connect if a student is being treated at HDH. It was also clarified that LDSB only works with mild articulation cases.

The prevalence of speech/language disorders is about 7% of the school population.

It was asked what supports are available for parents whose children participate in the Oral Language Enrichment Groups. There is a folder that goes back and forth with the child with information that documents the students programming and an opportunity to communicate with the CDA as programming occurs. All students who participate in these groups must receive consent from their parent/guardian.

7. Correspondence

Associate Superintendent McDonnell shared a letter of information regarding a pilot project (together with the Algonquin Lakeshore Catholic DSB, Limestone DSB, Hastings Prince Edward DSB, Kids Inclusive and the Quinte Children's Treatment Centre) for a new, tiered Occupational Therapy intervention model of service delivery to better meet the needs of children and families in our region.

1. Collaboration of educators and OTs at universal and targeted levels and one to one intervention with the OT at the intensive level
2. Initial emphasis on relationship building and utilization of CanChild resources and expertise
3. Each school board identifies 10 - 12 schools for year 1 of the pilot with 6 additional schools per board entering in year 2 and 8 more schools per board in year 3
4. Each Children's Treatment Centre dedicates 2 FTE OTs in year 1, an additional OT in year 2 and a third OT in year 3
5. A project facilitator with clinical experience in schools bridges the leadership void between education and health care organizations
6. OTs assigned to 8 - 9 schools each, whole school as client
7. Educators and parents support generalization of skills in all school and home environments as coached by OT
8. Evaluation of process and outcomes conducted in collaboration with research partners

Expected Outputs:

- Reduction/elimination of waitlists in participating schools
- Improved generalization of skills for students

- Improved parent satisfaction with services and communication
- Educators and OTs collaborate regularly in classroom and school settings implementing tiered interventions
- Educator self efficacy increases in supporting generalization of skills with students
- A full evaluation of the pilot

Expected Outcomes:

- Collaboration of OT and educators in the classroom promote the use of universal design for learning principles
- Education and health outcomes are integrated effectively in the child's primary settings of participation
- Increased confidence in publicly funded education and health services

Next Steps:

A budget is currently being developed through the collaboration of the two Children's Treatment Centres and all of the local district school boards. All partners within the region will be approached and welcomed into the pilot should they wish to collaborate including Quinte Mohawk School and the French Catholic and Public School Boards. The model proposed is contingent on receiving financial support from the Ministry of Education. The model will be adjusted as needed based on the scale of financial support.

The LDSB SEAC unanimously agreed to support participation in the proposed pilot and to write a letter of support to include with the application package. SEAC requested that Associate Superintendent, Alison McDonnell, draft a letter to be sent electronically to all SEAC members for input/approval by the deadline of Dec. 13, 2019.

8. Association Updates

As circulated with the meeting package.

9. Other Business

- i) Ministry Updates – Associate Superintendent Alison McDonnell

None at this time.

- ii) The Provincial Parent Association Advisory Committee on Special Education Advisory Committees (PAAC on SEAC) Survey-Chair Karen McGregor

The committee will work on a SEAC response at the January meeting.

Associate Superintendent McDonnell stated that L. Samson from the Association of Bright Children has resigned.

N. Nicholson has resigned from Autism Ontario (Kingston). Another member of the organization will be identified to replace her on SEAC in the near future.

LDSB did not have any applicants apply to the ad for a member-at-large posted this Fall. Another ad will be reposted. All SEAC members were requested to share these vacancies widely within their networks.

iii) SEAC Goal Setting-Chair Karen McGregor

K. Leggett lead the committee in a goal setting exercise.

Draft goals were collaboratively developed by SEAC members and will be confirmed at the December SEAC meeting.

10. Next Meeting Date

December 10, 2019 at 6 p.m.

11. Adjournment

MOVED BY: P. Dendy, that the meeting adjourn.

The meeting adjourned at 7:45 p.m.

**Special Education Advisory Committee
Meeting Minutes
Limestone District School Board**

December 10, 2019

A meeting of the Special Education Advisory Committee was held in Barry C. O'Connor Board Room at the Limestone Education Centre, 220 Portsmouth Avenue, Kingston, Ontario, on Tuesday, December 10, 2019 at 6:00 p.m.

Present:

Trustees: K. McGregor, Chair

Members: S. Henderson-Todd, Lennox and Addington Resources for Children
D. Jalovcic, Learning Disabilities Association of Kingston
A. Martin, Member-at-Large (Queen's University)
C. Tooley, Down Syndrome Association Kingston
C. Whalen, Family & Children's Services, Frontenac, Lennox & Addington

Staff L. Conboy, Mental Health Lead
K. Leggett, Vice-Principal of Educational Services
A. McDonnell, Associate Superintendent, Learning for All
D. Scarlett, Principal of Educational Services

Guests: M. Babcock, Superintendent of Education

Regrets: P. Dendy, Member-at-Large
H. Box, Special Education Program Coordinator
S. Burnett, Special Education Program Coordinator
J. Murphy, Special Education Program Coordinator
L. Rousseau, Educational Services and Safe Schools Coordinator
B. Godkin, Trustee
E. Sheldon, Community Living Kingston
N. Carson, Epilepsy South Eastern Ontario

Recorder: Liz Strange, Records Management Coordinator

1. Welcome

Trustee McGregor called the meeting to order, welcoming all those in attendance to the meeting.

Trustee McGregor read the Indigenous Acknowledgement:

"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."

2. Approval of Agenda

MOVED BY: S. Henderson-Todd, that the agenda, as presented, be approved. Carried.

3. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

4. Business Arising From the Minutes

a) Letter to Minister

The members reviewed the letter, which had been circulated prior to the meeting.

MOTION: To approve the letter as presented.

MOVED BY: A. Martin. Carried.

b) Goal Setting

The members reviewed the document that had been circulated prior to the meeting. Suggestions for edits were made, and a revised copy will be presented at the January meeting.

5. Presentation: Learning Disabilities Association of Kingston

Djenana Jalovcic, President, shared a presentation about the Learning Disabilities Association of Kingston (LDAK). LDAK is a non-profit organization with a mission to provide leadership in learning disabilities advocacy, research, education and services, and to advance the full participation of children, youth and adults with learning disabilities in today's society.

The services and activities the organization provides are:

- Summer Camp: Reading and Robots Rock
- Parents Forum: Speak Up for Ability
- Assistive and Accessible Technology Support
- Resource Library and Online Resources
- Referral and Advocacy Assistance, Awareness Raising
- Representation on Advisory Committees
- Queen's – LDAK Activities
- Community Education Sessions/Events

Information was shared about the Provincial Parents Association Advisory Committee (PAAC) on SEAC Survey, which will inform PAAC on SEAC members about the effectiveness of SEACs across the province.

LDAK is looking for ideas, inputs, suggestions on how to reach the most vulnerable students with learning disabilities program for students with learning disabilities, including summer camps.

LDAK is looking for views, ideas, inputs, suggestions, collaboration, partnership for planning and organizing an after-school program for students with learning disabilities.

It was asked how summer camp information was shared, and what documentation is needed to qualify for the bursaries. Bursary recipients are approved through the Boys and Girls club process by showing documentation about their income.

LDSB can work with LAK to share the information about the summer camps and get identify families that would benefit from the services and would require financial support.

Campers do not need a formal diagnosis of a Learning Disability to attend the camps.

6. Educational Services Update- Principal Darlene Scarlett

Principal Scarlett shared information about the upcoming Special Olympics event, which will be held in Kingston on June 2-4, 2020.

7. See Yourself In Limestone: Student Census – Superintendent Babcock

Superintendent Babcock attended the meeting to share information about the upcoming Student census, a survey mandated by the Ministry of Education.

The goals of collecting the data are:

- To getting to know our learners better;
- To identifying and addressing systemic barriers to student success;
- To eliminating discriminatory biases;
- To creating more equitable and inclusive learning environments;
- To improving student achievement and well-being.

Data collected will be used to help identify systemic barriers and eliminate persistent inequities in the education system and monitor racial and other disparities. Information will be analyzed and linked to achievement outcomes, program access, and delivery.

Throughout the process LDSB is engaging with community groups and partners, families, students, advisory groups, staff, associations and unions.

Secondary Students from across Limestone will participate in Focus Groups to discuss experiences with racism, bias, or barriers, including those who may identify with one or more of these communities based upon:

- First Nations, Métis and Inuit
- Race
- Faith
- Ethnicity
- LGBTQ2S+
- Newcomers/Immigrants to Canada
- Impacted by poverty
- Persons with disabilities

The survey will be administered in the Spring. The data will be reviewed over the summer and findings will be shared in the Fall of 2020.

It was asked what mechanisms the Board has in place to ensure privacy. The selection process for student groups was through a personal invitation by staff at the schools. There will also be an Adolescent Care Worker available during session. The Board also has to follow the rules of MFIPPA in the collection, storage and use of student data.

In survey answers are anonymous, and will not identify specific students. LDSB is working with a company to ensure the security of the data.

It was asked if there is a process for students to opt out of the survey. The board will provide communication to explain that students can choose not to participate or only answer some of the questions.

The survey will be on the website for several weeks before offered in the classroom for transparency.

It was confirmed that there will be supports put in place to assist students with intellectual disabilities. The goal of the survey is to be inclusive.

The Board will also have translation possibilities for students who's first language is not English.

8. Correspondence

None at this time.

9. Association Updates

As circulated with the meeting package.

10. Other Business

- i) Ministry Updates – Associate Superintendent McDonnell

This item was deferred. Associate Superintendent McDonnell will send information through email.

11. Next Meeting Date

January 15, 2020 at 6 p.m.

12. Adjournment

MOVED BY: C. Tooley, that the meeting adjourn.

The meeting adjourned at 7:45 p.m.



Parent Involvement Committee Meeting Minutes – November 28th, 2019

Attendees: Nicky Richardson, KCVI; Virginia Venditti, Polson Park; Marlene Orr, WJ Holsgrove; Chris Innocente, Sir John A; Dan, Sir John A; Crystal Bevens-Leblanc, FSS; Jim Jodoin, Rideau; Sachil Sing, Rideau; Jennifer Kehoe, Molly Brant; Jen Foster, JR Henderson; Sabena Islam, LCVI; Dorianne Sager, Sydenham PS; Debbie Viau, Prince Charles; Nicki Gowdy, SHS; Rajan Gill, Bayridge SS; Hilary Wallis, LCVI; Melissa Hudson, Centennial; Melissa Cox, Cataraqui Woods; Tom Mahoney, Public; Dennis Kehoe, Public; Mary Jean Short and Janine Monahan, Public Health; Bob Godkin, Trustee; Tom Gingrich, Trustee; Scot Gillam, Associate Superintendent; Trustee Elliot – PIC representative

Associate Superintendent of Safe & Caring Schools Scot Gillam welcomed everyone to the meeting.

Associate Superintendent Gillam read the LDSB Acknowledgement of Territory.

Board Updates

Associate Superintendent Gillam provided PIC with updates on the following items: Indigenous Education Month, Bullying Prevention and Awareness Week, Safe Spaces Symposium, Progress and Midterm Reports, and updates to PPM 158 – Rowan's Law.

Associate Superintendent Gillam shared a slide with information on Lead Testing in LDSB. All water filling stations are equipped with filters which ensure compliance with provincial guidelines for lead in water. All schools have signs which indicate which sources of water are tested and flushed regularly.

Associate Superintendent Gillam shared information on school supervision, both outside and inside the school. Principals are responsible for ensuring the safety of all staff and students. Parents who have concerns over supervision during lunch or outdoor play are to contact their school Principal and if need be, the Superintendent.

Health Unit Update – was emailed to the PIC Email Group prior to the meeting.

1. Adoption of the Agenda

Prior to moving to the Adoption of the Agenda, there was a lengthy discussion on the need to formalize both the Meeting processes and the taking of Minutes.

Moved by Christine Innocente, Seconded by Jim Jodoin.

Approved

2. Approval of October 2019 Minutes

Tabled to November 2019

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

Discussion ensued of having more details included in the Minutes for both LDSB Board Consent Agenda and for distribution to PIC members. Decision to have Hilary Wallis take concise but thorough Minutes, with information to be included in Consent Agenda to be bolded. Complete minutes will be shared with PIC.

3. Co-chair Election

An email was shared by Associate Superintendent Gillam from Lori Forrester who was interested in the PIC Co Chair position. The email was received just prior to the meeting and well past the Nov 21 deadline as per Associate Superintendent Gillam's email to PIC on both Oct 31 and Nov 18. There was a motion to table this to the Feb. 13th meeting and invite Lori to join us. There will be an opportunity for other parents to put their names forward prior to the Feb 13th meeting as well.

4. Business Arising

- Summer School data
- Cashless Rollout
- Safe Schools – outdoor systems

This item was tabled to February as Associate Superintendent Gillam was not able to follow up at this time. Trustee Elliott informed the group that the first two items can be found in Board Minutes. We will provide the actual reference for next meeting.

5. Chair's Report

No report this meeting.

6. Correspondence

None this report.

7. Reports from Standing Committees/Working Groups

- Digital Working Group

Christine Innocente provided a brief history of the working group, including presentations and the Literature review. Mary Jean from Public Health provided more information on the Literature and it's 3 parts. Christine expressed that the group has been working for over a year and new members will be needed to carry this forward. There is a desire among the group to have more information on specific topics within the research. Mary Jean can not present the information as it belongs to Dr R. Reeves. There was interest in the group to have Dr. Reeves share some of the findings in the research to PIC.

Motion – to have Public Health invite Dr. Reeves to present the Literature Review to the Parent Involvement Committee – Christine Innocente

Seconded – Hilary Wallis

Carried

8. New Business

School Council Toolkit Follow Up

- Tabled for February meeting

Follow up from Indigenous Education Advisory Council

- Jen Kehoe discussed a recent meeting of the IEAC where representation of Indigenous parents on School Councils was discussed. Melissa Hudson suggested that Jen provide a summary of what was being discussed or asked so that this information could be brought back to individual Councils for discussion and perhaps follow up. The item was tabled so that Jen could bring back information to the February PIC meeting.

Increasing Parent Engagement

- Discussion revolved keeping everyone informed and providing opportunities. Many PIC members wanted a way to connect using email, but did not want to flood the system with too many emails.

Motion – to create an email group with permission for PIC members to connect with each other one on one. A closed Facebook page will be created with 2 administrators. Follow up will occur to discuss an open Facebook group and the use of Twitter – Crystal Blevens Leblanc
Seconded – Jennifer Kehoe

Approved

- Facebook Live Streaming of Meetings – Jennifer Kehoe discussed this being an equity issue for those that live far away or have small children. The camera will remain on the screen and/or presenters for the duration of the meeting. Privacy will be paramount.

Motion – To pilot Facebook Live Streaming for the February Meeting – Sabena Islam

Seconded – Crystal Bevens Leblanc

Carried

PRO Grants

- PRO Grants have been provided to LDSB and PIC is to be consulted on how to disperse the funds to local schools. A discussion on how best to distribute the funds and keep the amount to something that could be used was had.

Motion – to distribute the PRO Grants to Family of Schools combined projects/events.

Applications and criteria will be similar to those used for previous PRO Grant applications at the Ministry – Marlene Orr

Seconded – not recorded

Carried

9. Meeting dates

- Feb. 13, 2020
- March 12, 2020
- May 7, 2020

10. Adjournment

The meeting was adjourned at approx. 8:50 pm.

A meeting of the Audit Committee was held in the Barry C. O'Connor Board Room at the Limestone Education Centre, 220 Portsmouth Avenue, Kingston, ON on Monday, November 11, 2019, at 5:30 p.m.

Present:

Trustee L. French
Members: G. Elliott
S. Ruttan

Community A. Young
Members: F. Tan - regrets

Officials: C. Young, Superintendent of Business Services & Treasurer
M. Baumann, Manager, Financial Services
D. Rantz, Director of Education

Others: L. Huber, Partner, KPMG
V. Trottier, Senior Manager, KPMG
P. L'Orfano, Regional Internal Audit Manager, Ontario East

Recorder: D. Burns, Administrative Assistant to the Superintendent of Business Services

Trustee French called the meeting to order at 5:30 pm.

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."

Approval of the Agenda

MOVED BY: A. Young, that the agenda, as presented, be approved. Carried.

Declaration of Conflict of Interest

Trustee Elliott declared a conflict of interest as his wife is an employee of the Board.

Motion to Private Session

MOVED BY: Trustee Ruttan, that the meeting move into Private Session.

Information Items

1. Report on Draft 2018-2019 Consolidated Financial Statements

Manager Baumann provided a report on the Draft 2018-2019 Consolidated Financial Statements.

2. Audit Findings Report - KPMG

L. Huber, KPMG Partner provided an overview of the Audit Findings report. V. Trottier, KPMG Senior Manager provided a review on Data and Analytics in the audit.

3. Regional Internal Audit Plan - Pasquale L'Orfano

P. L'Orfano provided an update on the Regional Internal Audit plan for the LDSB.

MOVED BY: A. Young, that the Regional Internal Audit Update, as presented, be approved. Carried.

Committee to Rise and Report

MOVED BY: Trustee Elliott, the committee Rise and Report to Public Session. Carried.

Public Session

Action Items

4. Presentation of Draft 2018-2019 Consolidated Financial Statements

Manager Baumann presented the Draft 2018-2019 Consolidated Financial Statements:

1. Consolidated Statement of Financial Position (page 1)

Details of Financial Assets, Financial Liabilities, Non-Financial Assets and Accumulated Surplus. Significant variances year over year are:

- Cash (see consolidated statement of cash flows, page 4) – increase \$1.1 million from prior year.
- Accounts Receivable: Government of Ontario – increase of \$5.3 million due to operating receivable increase of \$12.2 million due to the Ministry introduction of a cash management strategy effective September 1, 2018 offset by change in year over year spending April to August on capital expenditures under Capital Priorities (down \$1.7 million Kingston Secondary School); School Condition Improvement (up \$.5 million); Green House Gas Reduction (down \$1.0 million); Community Hubs (down \$.6 million) and Child and Family Spaces (down \$1.1 million) (note 2, page 11) and \$3.0 million principal payments received.
- Temporary Borrowing – decrease of \$3.2 million due to a decrease in short term borrowing to finance spending on construction costs for Kingston Secondary School (\$3.1 million) and School Condition Improvement projects (\$.1 million) (note 3, page 11).
- Accounts Payable and Accrued Liabilities – increase of \$6.7 million due to an increase of \$3.8 in the Ministry Payable as a result of the introduction of a cash management strategy effective September 1, 2018 and a \$2.9 million increase in capital project and holdback accruals year over year.
- Net Long-term Liabilities – decrease by \$3.0 million due to principal payments (note 8, page 18 to 20).
- Deferred Capital Contributions – increase of \$32.8 million due to \$45.1 million in additions offset by amortization of \$12.3 million. (note 6, page 17)

- Tangible Capital Assets – increase of \$32.7 million due to acquisitions of \$45.1 million net of amortization of \$12.4 million. (note 13, page 22 and 23) and (consolidated statement of change in net debt, page 3).

2. Consolidated Statement of Operations and Accumulated Surplus (page 2)

Details revenues and expenditures for the year in comparison to budget and prior year results. There is an in-year surplus of \$5.2 million as compared to the budgeted deficit of \$.3 million. The favorable \$5.5 million variance is primarily a result of: increased grants stemming from higher enrolment than anticipated at March 31; higher investment income due to bank interest rate increases; Manulife benefit plan reserve payments; lower salary costs due to unpaid leaves, retirements, vacancies and replacements; lower WSIB costs experienced as compared to actuarial evaluation; and transportation savings.

3. Note 1(h): Significant accounting policies – retirement and other employee future benefits (page 8)

2nd paragraph updated to note board no longer administers health, life and dental plans for employees and instead funds the ELHTs on a monthly basis. Removed details on when union groups had transitioned to the trust and removed reference to retired individuals.

3rd paragraph removed reference to all groups and now notes which groups of retired individuals the Board continues to provide health, dental and life insurance benefits to (ETFO, OSSTF and CUPE).

4. Note 2: Accounts Receivable-Government of Ontario (Page 11)

3rd paragraph added which speaks to the new cash management strategy effective September 1, 2018. The Ministry has delayed \$12.2 million of the grant payment to the Board based on the adjusted accumulated surplus and deferred revenue balances in excess of certain criteria set out by the Ministry.

5. Note 8: Net Long-Term Liabilities (Page 18)

All reference to the long-term financing agreement with RBC was removed since the loan was fully paid November 2017 and comparative numbers no longer needed.

6. Note 17: Accumulated surplus (page 25)

Displays how the in-year surplus of \$5.2 million is distributed amongst the various categories of available and unavailable for compliance:

- \$.1 million decrease in committed capital projects
- \$.3 million decrease in school budget
- \$5.6 million increase in employee future benefits deficit

At the accumulated level- \$19.7 million of available for compliance surplus is comprised of:

- \$2.6 million unappropriated
- \$3.1 pupil accommodation and school renewal
- \$3.1 million committed capital projects
- \$2.4 million school budget balances
- \$.3 million technology infrastructure
- \$5.8 million retirement benefits
- \$2.3 million WSIB

\$(.4) million of unavailable for compliance deficit is comprised of:

- \$(7.5) million employee future benefits
- \$(.9) million accrued interest
- \$3.4 million school generated funds
- \$4.6 million revenue recognized for land

7. Note 18: Adoption of new accounting standards (Page 26)

Reference to the Board's adoption on September 1, 2017 to the Canadian public sector accounting standards PS 2200 Related party disclosures, PS 3420 Inter-entity transactions, PS 3210 Assets, PS 3320 Contingent Assets, and PS 3380 Contractual rights was removed.

Effective September 1, 2018 the Board adopted Canadian public sector accounting standards PS 3430 Restructuring Transactions.

The adoption of these standards did not result in an accounting policy change for the Board and did not result in any adjustments to the consolidated financial statements as at September 1, 2018.

Trustee Elliott inquired about the investments. Manager Baumann stated the investments were bonds in the Charitable Trust.

MOVED BY: Trustee Elliott,

- 1) That the Audit Committee recommend to the Board the approval of the audited consolidated financial statements for the year ended August 31, 2019.*
- 2) That the 2018-2019 consolidated financial statements be filed with the Ministry of Education and posted on the Board website subject to the approval at the December 11, 2019 Board meeting. Carried.*

5. Audit Committee Annual Draft Report to the Board

The members reviewed the report, which summarizes the actions of the Limestone District School Board Audit Committee for the year ended August 31, 2019. This report will be presented to the Board of Trustees, and a summarized version sent to the Ministry of Education.

The report summarizes the actions of the Limestone District School Board (LDSB) Audit Committee for the year ended August 31, 2019.

In accordance with Board Policy #10 - Committees of the Board and the recruitment and selection process outlined in *Ontario Regulation 361/10*, the following Audit Committee members were appointed to serve during the current term as follows: Laurie French - Trustee representative and Chair of the Committee, Garrett Elliott - Trustee representative, Suzanne Ruttan - Trustee representative, Adam Young - External member and Frances Tan - External member

Board Policy #10 and Ontario Regulation 361/10 stipulate that Audit Committee meetings will be held at least three times a year. All meetings have been held as planned in 2018-2019. The Limestone DSB has had an Audit Committee in place since May 2004.

The members in attendance at each meeting in 2018-2019 were as follows:

Member's Name	May 6, 2019	September 9,	November 11,
Laurie French, Committee		x	X
Garrett Elliott		x	X
Suzanne Ruttan	x	x	x
Adam Young	x	x	X
Frances Tan	x	x	

The Audit Committee of the Limestone DSB was originally established in May 2004. The appointment of the members to the Audit Committee was completed in accordance with provisions 3. (1) and 3. (2) of *Ontario Regulation 361/10*.

External Audit Committee Members – after an advertised search, on March 7, 2017 Ms. Frances Tan accepted a three-year appointment to serve on the Audit Committee. Term to end on November 30, 2019.

At the November 7, 2017 Audit Committee meeting, the committee passed a motion to extend Mr. Adam Young's appointment for two more years. Term to end on November 30, 2019.

Limestone DSB will engage in a search for External Audit Committee members.

Relationships with both internal and external auditors have been satisfactory. Both internal and external auditors were present at Audit Committee meetings that were held in private session.

The external auditors, KPMG LLP, were present at all Audit Committee meetings. The following material was presented:

- May 6, 2019 meeting – Provided the Committee with the draft audit plan for the Limestone District School Board for the 2018-2019 fiscal year.
- September 9, 2019 meeting - Provided the Committee with an update on the Limestone District School Board Interim/Year End audit activities for the 2018-2019 fiscal year.
- November 11, 2019 meeting - Provided the Committee with an audit opinion on the Limestone District School Board consolidated financial statements for the year ended August 31, 2019 and the audit findings report.

The Regional internal auditors were present at all Audit Committee meetings. The following material was presented:

- May 6, 2019 meeting - Provided the Committee an update on the multi-year audit plan and an Internal Audit Activities Update.
- September 9, 2019 meeting - Provided the Committee with an overview of the RIAT Internal Audit Mandate, including the roles and responsibilities of its Auditors, its reporting and monitoring procedures and its quality assurance. Also provided to the Committee were the following audit reports: Hiring and Occasional Teacher Audit Final Report, Follow up Procedures Final Report and

Activities Update 2019/20-2020/21.

- November 11, 2019 meeting – Provided the Committee with an Internal Audit Activities Update and the Executive Summary for the Records and Information Management engagement performed in 2018-19.

The following is a summary of work undertaken by the Audit Committee in the last 12 months:

- reviewed and approved Audit Plan for 2018-2019 financial statements;
- reviewed and approved 2018-2019 consolidated financial statements;
- reviewed Audit Findings Report for 2018-2019 consolidated financial statements;
- reviewed and approved Audit Committee's Annual Report to the Board;
- reviewed regional internal audit reports;
- reviewed regional internal audit plans.

Once report is signed, the LDSB attests that they have discharged their duties and responsibilities in accordance with *Ontario Regulation #361/10*. Under this regulation there is a requirement to submit a copy of the report to the Ministry.

Trustee Ruttan inquired if the Annual Report to the Board and Ministry is a requirement for all school boards. Superintendent Young stated it was a requirement.

Other Business

Selection of external Audit Committee Members.

Chair French and Superintendent Young both thanked Adam Young and Frances Tan for serving on the Audit Committee for the last two years. As per ministry requirements we will be looking for submissions for new external members for Audit Committee in 2020. Chair French inquired if A. Young's term would be renewable. Superintendent Young stated that A. Young could be reinstated but he would still have to go through the proper process of applying for the position when the ad is posted. Trustee Elliott inquired what would happen if there were 50 plus applications for new Audit Committee members. Superintendent Young stated that in the past not many people have applied for this position and that the resumes received would be vetted and candidates would be interviewed.

Next Meeting Date

Monday, May 4, 2020

Adjournment

MOVED BY: Trustee Ruttan, that the meeting adjourn. Carried.

The meeting adjourned at 6:32 pm.



Board Meeting

ADMINISTRATIVE REPORT: STUDENT CENSUS UPDATE

JANUARY 15, 2020

Purpose:

To provide an update of the Identity-based Student Data Collection planned for Spring 2020.

Background

The Limestone District School Board will conduct a student identity-based data collection branded as *See Yourself in Limestone: Student Census* in April 2020. This work is in response to the expectations identified in the *Ontario Education Equity Action Plan*, which outlines the provincial framework for identifying and eliminating discriminatory practices and systemic barriers and bias in Ontario schools and classrooms.

In alignment with the Ministry's goals, Limestone is committed:

- To getting to know our learners better;
- To identifying and addressing systemic barriers to student success;
- To eliminating discriminatory biases;
- To creating more equitable and inclusive learning environments;
- To improving student achievement and well-being.

Understanding student identity, lived experience, and ability continue to be important in our efforts as educators to improve student achievement and well-being. A critical step to ensuring equity is to gain a clearer understanding of who our students are and of their school experiences. Collecting and analyzing voluntarily provided identity-based data will help the Limestone D.S.B. identify where systemic barriers exist, and will help determine how to eliminate discriminatory biases in order to improve student achievement and well-being through evidence-informed decision making. This work is supported by the following legislation and research:

- Anti-racism Act, 2017
- ARA Data Standards, 2017
- *Ontario's 3-Year Anti-Racism Strategic Plan*
- *Ontario's Education Equity Action Plan*
- *Count me in! Collecting Human Rights-based Data* – Ontario Human Rights Commission

Current Status:

The Limestone District School Board provided an overview of the Tasks and Timelines of the project at the October 2019 Board Meeting. This report offers an update as of January 2020.

Time Period	Key Tasks
September – December 2019	<ul style="list-style-type: none"> • Request for Proposal – Contract Awarded to Qualtrics; Implementation Plan to begin in January • Trustee Information Sharing – October; January • Community Meetings – Nov. 12 , Dec. 12 • Family Meetings – Nov. 18, Nov. 27 (a.m. & p.m.), Dec. 2 • Student Focus Groups – Dec. 10, Dec. 12 • Equity Advisory Committee Meetings – Oct. 29, Dec. 3 • SEAC, IEAC, PIC – Nov. 28, Dec. 10 • Indigenous Advisory – Dec. 10, Jan. 30

Notes from the Information and Sharing meetings have provided us with feedback to inform the process and language of the questions.

The next phase of the work:

January – March 2020	<ul style="list-style-type: none"> • IT preparation for survey collection • Training re: collection tool • Analysis of Data from Public Meetings and Focus Groups • Survey Development • Survey Awareness Communication • Pilot administration with small sample • Trustee Update – Jan. 15
Spring 2020	<ul style="list-style-type: none"> • Survey Administration
Summer 2020	<ul style="list-style-type: none"> • Data analysis • Report(s) drafted
Fall 2020	<ul style="list-style-type: none"> • Sharing of initial findings with key stakeholders • Action Items

“See yourself in Limestone” continues to be our goal for every student. Knowing our students better will help us to create learning environments that are more responsive to the identity, lived experience, and ability of our students. This responsiveness will support improved student achievement and well-being.

Recommendation(s):

That this report be received for information purposes.

Report Prepared By: Michele Babcock, Superintendent of Education
Reviewed By: Debra Rantz, Director of Education

Attachments:
N/A



We're Putting Wellness First



We're Turning Innovation into Action



We're Committed to Collaboration

Board Meeting

ADMINISTRATIVE REPORT: 2019 DIRECTOR'S ANNUAL REPORT

JANUARY 15, 2020

Purpose:

To provide information on the 2019 Director's Annual Report.

Background:

In compliance with the Education Act, the Limestone District School Board's 2018-2019 Director's Annual Report includes information on:

- the Board's strategic goals and progress the Board has made against these goals in the previous year; and
- actions the Board is taking in those strategic priority areas where goals are not being met.

Current Status:

In keeping with the requirements under the *Education Act*, the Director of Education must report annually on the board's multi-year strategic plan via the Director's Annual Report. In Limestone, the Director provides progress on the Board's strategic goals, and actions in those priority areas where goals are not being met twice a year through a mid-year report in May and a year-end report in November. Both reports are presented in the online report aligned with our strategic pillars of Wellness, Innovation and Collaboration.

In addition to these requirements, Boards were asked to report on our progress implementing Board Improvement Plan goals for improving fundamental math skills, promoting student pathways planning and supports, and in creating equitable schools and classrooms. These items are highlighted in the "Snapshots of Ministry Directives" section on the LDSB's strategic plan microsite (<https://seeyourselfinlimestone.ca/directors-annual-report/>) in compliance with the January 31, 2020 deadline.

Recommendation(s):

That this report be received for information.

Report Prepared By: Debra Rantz, Director of Education

Attachments: N/A

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

SEE YOURSELF IN LIMESTONE



Board Meeting

ADMINISTRATIVE REPORT – MULTI-YEAR CAPITAL AND SCHOOL RENEWAL PROJECT PLAN

JANUARY 15, 2020

Purpose:

To provide the Board with the Multi-Year Capital and School Renewal Project Plan for the current school year and to make a recommendation for approval.

Background:

Starting in 2011-2012 the Board prepared a 10-Year Capital - School Renewal Project Plan (the plan) that is updated each year. The purpose of the plan is to highlight proposed school renewal project activities under the following project types:

Heating/Mechanical Systems
Energy/Controls
Site Improvements
Code/Regulatory
Security

Electrical/Lighting
Communication Systems
Accessibility
Small Capital
Building Envelope (e.g. Roofing, Windows,
Doors, Structure)

Approved Budget

At the June 12, 2019 Board Meeting the 2019-2020 Budget was approved including a capital budget consisting of \$19.2 million in School Renewal funded projects as follows:

School Renewal	\$ 4,397,734
School Condition Improvements	<u>14,771,925</u>
Total	\$ 19,169,659

The 2019-2020 Budget contained a preliminary plan of proposed renewal projects by school or various schools to highlight how the \$19.2 million would be invested.

Observation/Analysis:

The Facility Services Department has developed the 10-year school renewal project plan based upon the VFA Building Condition reports for all schools; analysis from maintenance work orders; knowledge from facilities trades and maintenance staff, and expertise from engineering and other consultants.

The Multi-Year Capital plan includes an updated 2019-2020 listing of \$19,169,659 projects by school or various schools. Project work estimates are based upon best available information at the time.

Capital Funding 2019-2020

SCIA	14,771,925
Renewal	4,397,734

Funding Total	19,169,659
----------------------	-------------------

Planned Capital Projects 2019-2020

B - Building envelope	5,147,000
C - Interiors	1,972,000
D - Conveyance	1,000,000
D - Electrical	260,000
D - Lighting	1,124,000
D - ITS	832,000
D - Heating	3,949,000
D - Plumbing	370,000
G - Site	2,316,000
Small Capital	471,000

Planned Project Total	17,441,000
Balance (Contingency)	1,728,659

TOTAL	19,169,659
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* Appendix A - includes details for Planned Capital Projects for 2019-2020

For the 2020-2021 to 2029-2030 -school years, the 10-year plan includes an estimated \$4,390,000 in proposed annual school renewal project activity per year based upon prior year Ministry funding levels. This plan may/will change to reflect actual Ministry school renewal funding levels when announced.

Annual Project Plan for 2020-2021 to 2029-2030

B - Building envelope	1,317,000
C - Interiors	482,900
D - Conveyance	219,500
D - Electrical	219,500
D - Lighting	263,400
D - ITS	175,600
D - Heating	965,800
D - Plumbing	87,800
G - Site	570,700
Small Capital	87,800
Estimated School Renewal Total	4,390,000

Recommendations:

That the Board:

- Approve the Multi-Year Capital and School Renewal Project Plan.
- That a revised copy of the 10-Year Capital and School Renewal Project Plan be posted on the Board's website.

Report By:

Craig Young, Superintendent of Business Services

Reviewed and Approved By:

Debra Rantz, Director of Education

Attachments:

Appendix A: 2019-2020 Capital and School Renewal Project Plan Detail

Appendix A		
2019-2020 Capital and School Renewal Project Plan Detail		
School	Project Description	Estimate
Amherst Island PS		
Amherst Island PS	Window and Door - Replacement	\$ 350,000
Amherst Island PS	Boiler Replacement	\$ 100,000
Amherstview PS		
Amherstview PS	Site Improvement - Drainage	\$ 150,000
Amherstview PS	Interior Construction - Washroom Partition Replacement	\$ 40,000
Amherstview PS	Elevator	\$ 500,000
Amherstview PS	Small Capital - Washroom Capacity Review, Classroom Reno	\$ 135,000
Amherstview PS	Interior Construction - Window Coverings	\$ 15,000
Bath PS		
Bath PS	Electrical - Lighting Improvement	\$ 6,000
Bath PS	Site Improvement - Paving	\$ 20,000
Bayridge PS		
Bayridge PS	Boiler Replacement	\$ 150,000
Bayridge PS	Interior Construction - Door Replacement	\$ 20,000
Bayridge PS	Interior Construction - Painting	\$ 11,000
Bayridge PS	Interior Construction - Gym Partition Replacement	\$ 150,000
Bayridge PS	Site Improvement - Paving and Drainage Review	\$ 20,000
Bayridge SS		
BSS	Boiler Replacement	\$ 325,000
BSS	Interior Construction - Flooring Replacement	\$ 35,000
Cataraqui Woods ES		
Cataraqui Woods ES	Interior Construction - Washroom Partition Replacement	\$ 19,000
Cataraqui Woods ES	Site Improvement - Drainage and Play Yard Revitalization	\$ 220,000
Cataraqui Woods ES	Plumbing - Fountain Repair	\$ 10,000
Cataraqui Woods ES	CCTV Replacement	\$ 60,000
Centennial PS		
Centennial PS	Interior Construction - Flooring	\$ 50,000
Centennial PS	Masonry Review/Repair	\$ 5,000
Centennial PS	Site Improvement - Paving Review/Repair	\$ 20,000
Central PS		
Central PS	Small Capital - Classroom Reno - former daycare space	\$ 20,000
Central PS	Interior Construction - Gym Painting and Flooring	\$ 60,000
Central PS	PA System Replacement	\$ 60,000
Centreville PS		
Centreville PS	Site Improvement - Drainage	\$ 150,000
Centreville PS	Interior Construction - Gym Floor Replacement	\$ 60,000
Centreville PS	Interior Construction - Millwork Replacement	\$ 30,000
Centreville PS	Boiler Replacement	\$ 100,000
Centreville PS	Interior Construction - Door Lock Replacement	\$ 10,000
Centreville PS	PA System Replacement	\$ 30,000
Clarendon Central PS		
Clarendon Central PS	Site Improvement - Paving Review/Repair	\$ 10,000
Collins Bay PS		
Collins Bay PS	Small Capital - Classroom Renovation for Program Changes	\$ 100,000
Collins Bay PS	Site Improvement - Signage	\$ 15,000
Collins Bay PS	Site Improvement - Landscaping	\$ 20,000
Collins Bay PS	Interior Construction - Painting	\$ 5,000
Collins Bay PS	Interior Construction - Flooring Replacement	\$ 70,000

Collins Bay PS	Site Improvement - Paving Review/Repair	\$ 20,000
Elginburg PS		
Elginburg PS	Site Improvement - Review of Landscaping and Signage	\$ 10,000
Elginburg PS	Interior Construction - Washroom Partition Replacement	\$ 30,000
Elginburg PS	PA System Replacement	\$ 60,000
Elginburg PS	Interior Construction - Millwork Replacement	\$ 30,000
Elginburg PS	Interior Construction - Staircase Repair	\$ 15,000
Elginburg PS	Elevator Installation	\$ 500,000
Elginburg PS	Masonry Review/Repair	\$ 10,000
Elginburg PS	Interior Construction - Door Replacement	\$ 10,000
Enterprise PS		
Enterprise PS	Interior Construction - Flooring Replacement	\$ 50,000
Enterprise PS	Boiler Replacement	\$ 200,000
Ernestown SS		
ESS	Window and Door - Replacement	\$ 350,000
ESS	Boiler Replacement	\$ 300,000
ESS	Interior Construction - Painting	\$ 10,000
ESS	Small Capital - Ceiling Replacement	\$ 20,000
Fairfield ES		
Fairfield ES	HVAC Review	\$ 10,000
Fairfield ES	Exterior Door Replacement	\$ 80,000
Frontenac SS		
FSS	Electrical - Lighting Improvement	\$ 12,000
Gateway		
Gateway	Small Capital - Renovation	\$ 5,000
Glenburnie PS		
Glenburnie PS	Masonry Review	\$ 6,000
Glenburnie PS	Interior Construction - Washroom Partition Replacement	\$ 13,000
Glenburnie PS	Boiler Replacement	\$ 150,000
Glenburnie PS	Site Improvement - Fencing	\$ 10,000
Glenburnie PS	Electrical - Life Safety System Replacement	\$ 100,000
Granite Ridge EC		
GREC	Site Improvements - Septic System	\$ 64,000
Harrowsmith PS		
Harrowsmith PS	Site Improvements - Septic System	\$ 100,000
Harrowsmith PS	Site Improvements - Paving Review/Repair	\$ 10,000
Harrowsmith PS	Foundation Review/Repair	\$ 6,000
JG Simcoe PS		
JG Simcoe PS	Boiler Replacement	\$ 150,000
JG Simcoe PS	Small Capital - Resource Centre Renovation	\$ 30,000
JG Simcoe PS	Site Improvements - Landscaping and Signage	\$ 25,000
Joyceville PS		
Joyceville PS	Site Improvement - Paving and Drainage	\$ 281,000
Joyceville PS	Interior Construction - Washroom Partition Replacement	\$ 28,000
Joyceville PS	Interior Construction - Door Replacement	\$ 20,000
Joyceville PS	Exterior Construction - Soffit Review/Repair	\$ 10,000
JR Henderson PS		
JR Henderson PS	Interior Construction - Whiteboard Replacement	\$ 3,000
JR Henderson PS	Interior Construction - Door Replacement	\$ 20,000
JR Henderson PS	Interior Construction - Washroom Partition Replacement	\$ 40,000
JR Henderson PS	Electrical - Additional Receptacles	\$ 10,000
JR Henderson PS	Interior Construction - Millwork Replacement	\$ 10,000

JR Henderson PS	Plumbing - Washroom Fixture Replacement	\$ 10,000
Lancaster Drive PS		
Lancaster Drive PS	Roof Replacement	\$ 100,000
Lancaster Drive PS	Interior Construction - Washroom Partition Replacement	\$ 27,000
Lancaster Drive PS	HVAC Review/Replacement	\$ 1,000,000
Lancaster Drive PS	Interior Construction - Flooring Replacement	\$ 10,000
Lancaster Drive PS	Site Improvement - Playing Fields Review/Replacement	\$ 300,000
Lancaster Drive PS	CCTV Installation	\$ 60,000
Lancaster Drive PS	Site Improvement - Paving	\$ 20,000
Land O'Lakes PS		
Land O'Lakes PS	Roof Replacement	\$ 500,000
Land O'Lakes PS	HVAC Review/Replacement	\$ 500,000
Land O'Lakes PS	Small Capital - Acoustical Material Review/Replacement	\$ 10,000
Land O'Lakes PS	Interior Construction - Gym Floor Replacement	\$ 60,000
Land O'Lakes PS	Site Improvements - Paving	\$ 20,000
Land O'Lakes PS	Electrical - Review Exterior Lighting	\$ 10,000
Land O'Lakes PS	Foundation Review/Repair	\$ 10,000
Land O'Lakes PS	Interior Construction - Washroom Partition Replacement	\$ 25,000
Limestone EC		
LEC	Masonry, Windows and Door Repair/Replacement	\$ 1,000,000
LEC	HVAC Review	\$ 10,000
Loyalist CVI		
LCVI	Interior Construction - Painting	\$ 10,000
LCVI	Site Improvements - Roadway Reconstruction	\$ 400,000
Lord Strathcona PS		
Lord Strathcona PS	Interior Construction Renovation - ceiling, lighting, painting	\$ 156,000
Loughborough PS		
Loughborough PS	Roof Replacement	\$ 100,000
Loughborough PS	Site Improvements - Septic System	\$ 200,000
Loughborough PS	PA System Replacement	\$ 95,000
Loughborough PS	Interior Construction - Window Coverings	\$ 10,000
Loughborough PS	Interior Construction - Washroom Partition Replacement	\$ 15,000
Loughborough PS	Exterior Window and Door Replacement	\$ 15,000
Loughborough PS	HVAC Review/Replacement	\$ 10,000
Loughborough PS	Site Improvements - Drainage Review	\$ 20,000
LaSalle SS		
LSS	Heating - Pipe Replacement	\$ 64,000
LSS	Washroom - installation of Barrier-Free WR	\$ 100,000
Marysville PS		
Marysville PS	PA System Review	\$ 20,000
Marysville PS	Small Capital - Classroom Reno	\$ 15,000
Marysville PS	Interior Construction - Painting	\$ 10,000
Marysville PS	Site Improvements - Landscaping and Signage	\$ 20,000
North Addington EC		
NAEC	Roof Replacement	\$ 1,250,000
Newburgh PS		
Newburgh PS	Site Improvements - Paving Review/Repair - Play Areas	\$ 20,000
Newburgh PS	PA System Replacement	\$ 35,000
Newburgh PS	Interior Construction - Gym Floor Replacement	\$ 60,000
Newburgh PS	Interior Construction - Millwork Replacement	\$ 10,000
Newburgh PS	Interior Construction - Whiteboard Replacement	\$ 5,000
Newburgh PS	Electrical - Lighting Improvement	\$ 10,000

Newburgh PS	Boiler Replacement	\$ 150,000
Napanee District SS		
NDSS	PA System Replacement	\$ 40,000
NDSS	Interior Construction - Washroom Partition Replacement	\$ 71,000
NDSS	Electrical - Gym Lighting Replacement	\$ 30,000
NDSS	Interior Construction - Flooring Replacement	\$ 150,000
NDSS	Interior Construction - Bleacher Replacement	\$ 25,000
NDSS	Small Capital - Office Review/Renovation	\$ 110,000
Odessa PS		
Odessa PS	Interior Construction - Acoustical Material Removal	\$ 10,000
Odessa PS	Interior Construction - Painting	\$ 10,000
Odessa PS	Electrical - Lighting Improvement	\$ 10,000
Odessa PS	Exterior Door Replacement	\$ 15,000
Odessa PS	Plumbing - Accessible Washroom Review/Repair	\$ 10,000
Odessa PS	Site Improvements - Pedestrian Walkways and Signage Review	\$ 10,000
Odessa PS	Site Improvements - Paving Review/Repair - Play Areas	\$ 30,000
Perth Rd PS		
Perth Road PS	Roof Replacement	\$ 450,000
Perth Road PS	Interior Construction - Flooring Replacement	\$ 60,000
Perth Road PS	Exterior Door Replacement	\$ 15,000
Polson Park PS		
Polson Park PS	Phone/PA System Replacement	\$ 65,000
Polson Park PS	Interior Construction - Whiteboard Replacement	\$ 5,000
Polson Park PS	Small Capital - Classroom Ceiling and Lighting Repair	\$ 96,000
Polson Park PS	Interior Construction - Painting	\$ 10,000
Prince Charles PS		
Prince Charles PS	Interior Construction - Flooring Replacement	\$ 45,000
Prince Charles PS	Foundation Review/Repair	\$ 10,000
Prince Charles PS	HVAC Review	\$ 10,000
Prince Charles PS	Electrical - Fire Alarm Panel Replacement	\$ 50,000
Prince Charles PS	Site Improvements - Paving Review/Repair	\$ 20,000
Prince Charles PS	Interior Construction - Window Coverings	\$ 15,000
Rideau PS		
Rideau PS	Masonry and Roofing Review/Design	\$ 20,000
Rideau PS	Boiler Replacement	\$ 200,000
Rideau PS	Interior Construction - Painting	\$ 10,000
Rideau PS	Site Improvements - Paving	\$ 20,000
Rideau PS	PA System Replacement	\$ 95,000
Rideau PS	Electrical - Fire Alarm Panel Replacement	\$ 110,000
Rideau Heights PS		
Rideau Heights PS	Boiler Replacement	\$ 200,000
Rideau Heights PS	Plumbing - Heating Piping Review	\$ 10,000
Rideau Heights PS	Electrical - Lighting Improvement	\$ 3,000
Selby PS		
Selby PS	Boiler Replacement	\$ 150,000
Selby PS	Interior Construction - Painting	\$ 10,000
Selby PS	Site Improvements - Paving and Traffic Control Review	\$ 20,000
Selby PS	Small Capital - Office Review/Renovation	\$ 10,000
Sydenham HS		
SHS	Small Capital - Ceiling Finish Replacement	\$ 10,000
SHS	Interior Construction - Flooring Replacement	\$ 10,000
SHS	Electrical - Lighting Improvement	\$ 10,000

SHS	Site Improvement - Review North Entrance	\$ 10,000
Ecole Sir JA MacDonald		
Ecole Sir JA MacDonald	Interior Construction - Painting	\$ 10,000
Southview PS		
Southview PS	Electrical Lighting Improvement	\$ 10,000
Southview PS	Interior Construction - Painting	\$ 10,000
Southview PS	Interior Construction - Window Coverings	\$ 10,000
Southview PS	CCTV Installation	\$ 3,000
Storrington PS		
Storrington PS	PA System Replacement	\$ 52,000
Storrington PS	Roof Replacement and Sound Attenuation Improvements	\$ 150,000
Storrington PS	Site Improvements - Signage and Entrance Improvements	\$ 11,000
Sydenham PS		
Sydenham PS	Interior Construction - Washroom Repair/Painting	\$ 10,000
Sydenham PS	Small Capital - Classroom Review/Renovation	\$ 10,000
Tamworth PS		
Tamworth ES	Interiors Construction - Flooring Replacement	\$ 50,000
Tamworth ES	HVAC Replacement	\$ 36,000
Tamworth ES	Plumbing - Barrier Free Washroom Renovation	\$ 100,000
Tamworth ES	Site Improvement - Paving Review/Repair	\$ 10,000
Tamworth ES	Site Improvements - Front Entrance Review	\$ 10,000
The Prince Charles PS		
The Prince Charles PS	Interior Construction - Flooring Replacement	\$ 60,000
The Prince Charles PS	Exterior Door Lock Replacement	\$ 10,000
The Prince Charles PS	Interior Door Lock Replacement	\$ 10,000
The Prince Charles PS	HVAC Review/Replacement	\$ 10,000
The Prince Charles PS	Small Capital - Classroom Review/Renovation	\$ 10,000
Truedell PS		
Truedell PS	Electrical - Lighting Improvement	\$ 7,000
Truedell PS	Site Improvements - Paved Parking Lot Review	\$ 10,000
Truedell PS	Site Improvements - Unpaved Play Area Review	\$ 10,000
Truedell PS	HVAC Review	\$ 10,000
Truedell PS	Interior Construction - Painting	\$ 10,000
Various Schools		
Various Schools	LED Lighting Retrofit	1,000,000
WJ Holsgrove PS		
WJ Holsgrove PS	Boiler Replacement	\$ 150,000
WJ Holsgrove PS	Classroom Renovation	\$ 30,000
WJ Holsgrove PS	Site Improvements - Exterior Lighting and CCTV	\$ 50,000
WJ Holsgrove PS	Interior Construction - Painting	\$ 10,000
WJ Holsgrove PS	Exterior entrance keying - review	\$ 10,000
WJ Holsgrove PS	Interior Construction - Window Coverings	\$ 10,000
WJ Holsgrove PS	Electrical - Additional Receptacles	\$ 10,000
Welborne ES		
Welborne ES	Interior Construction - Flooring Replacement	\$ 19,000
Winston Churchill PS		
Winston Churchill PS	Window and Door Replacement	\$ 665,000
Winston Churchill PS	Interior Construction - Locker Removal	\$ 10,000
Winston Churchill PS	Interior Construction - Painting	\$ 10,000
Winston Churchill PS	Site Improvements - Parking Lot Review	\$ 10,000
Winston Churchill PS	Site Improvements - Unpaved Play Area Surface Review	\$ 10,000
Winston Churchill PS	Interior Construction - Flooring Replacement	\$ 10,000

Winston Churchill PS	PA System Replacement	\$ 87,000
Winston Churchill PS	Interior Construction - Millwork Replacement	\$ 20,000



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www.limestone.on.ca

October 31, 2019

Robin Hutcheon
LDSB Trustee

Dear Ms. Hutcheon:

This letter is to confirm that at a meeting of the Limestone District School Board held on October 30, 2019, the following motions were passed:

MOTION: That the Board censure Trustee Hutcheon for conduct that violated the governance role, thereby in contravention of Policy 3 and Policy 5 (sections 4, 10, 11, 17).

The Motion Carried.

MOTION: That Trustee Hutcheon be sanctioned by being asked to review the OPSBA Good Governance Guide.

The Motion Carried.

MOTION: That Trustee Hutcheon write a letter of apology to the Principal with the assistance of staff.

The Motion carried.

SEE YOURSELF IN LIMESTONE

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

Suzanne Ruttan (Chair) | Debra Rantz (Director of Education and Secretary) | Craig Young (Treasurer)



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Policy 5:

4.0 Trustees shall maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, or employees, in or out of the board room.

10.0 Trustees shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.

11.0 Trustees shall recognize that authority over the organization is only vested in the full board when it meets in legal session. Trustees do not attempt to exercise individual authority.

17.0 A Trustee of the Board shall discharge his or her duties in accordance with the Education Act and any regulations, directives or guidelines thereunder and comply with the Municipal Freedom of Information and Protection of Privacy Act, and any other relevant legislation.

You are cautioned to observe the Code of Conduct that is in place to inspire public confidence in our Board as a whole. Further infractions will be brought to the Board's attention for possible censure and sanction. We have important work ahead of us and we trust that you will conduct yourself in accordance with our Code of Conduct and ethics. We look forward to your continued contributions as a member of our Board.

In accordance with Bill 177, Section 218.3.6 you may choose to make written submission in response to this determination. This should be received by the Secretary of the Board no later than Friday, November 29, 2019.

Also, in accordance with the regulation, the Board will consider any such written submissions within 14 days of receipt, to either uphold, revoke or modify the original motion.

Please feel free to contact me or the Director of Education should you require any further information or guidance in this matter.

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Yours sincerely,

Suzanne Ruttan
Chair of the Board
Limestone District School Board

SEE YOURSELF IN LIMESTONE

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Suzanne Ruttan (Chair) | Debra Rantz (Director of Education and Secretary) | Craig Young (Treasurer)

From: Hutcheon, Robin <hutcheonr@limestone.on.ca>
Sent: Friday, November 15, 2019 12:57 PM
To: Rantz, Debra <rantzd@limestone.on.ca>
Subject: Fwd: Apology letter

Hi Deb,
Here is my apology letter. I hope it's ok as I mean every word.
Thank you,
Robin

Dear Principal [REDACTED],

I believe I made a mistake. I took an action that had consequences for you that I did not anticipate. I should have, and I deeply regret not doing so. I handled a situation very poorly and I am sorry that it has caused you the upset that it has. I was thoughtless, quick to judge and did not think the situation through properly, and for that, I apologize. I believe in your professional integrity and should not have called it into question.

I thank you for your grace and am humbled by this experience. I hope to learn from this and do better as a person and as a trustee. I believe strongly in trust as an integral part of being a trustee and hope I can rebuild yours in me.

Sincerely,
Robin Hutcheon

Dear Chairperson Ruttan:

I am lodging an official complaint regarding the Limestone District School Board's denial of my basic right to open democratic elected representation.

Your closed door censures and effective dismissal of Trustee Muloney last year left constituents with no democratic representation.

Your actions earlier this year in appointing behind closed doors a Trustee to replace deceased Trustee Jackson is an affront to proper democratic process.

Your recent actions in censuring Trustee Hutcheon, again behind closed doors, effectively places a gag order on any discussion of the reasons for the censure. I believe the voters have a right to know why their duly elected representative was censured. And in fact, if recent media reports are accurate, it appears your reasons were spurious indeed.

Finally, I point to the fact that the Limestone District School Board holds the dubious distinction of being the leader in all Ontario for censuring it's duly elected representatives. In fact, official censure is very rare in our system - except here.

I believe the Limestone District School Board has shown a pattern of improper governance, and demand an independent investigation of these public concerns.

Yours truly

Ralph Hutcheon (resident of Stone Mills Township and grandfather with 4 grandchildren in LDSB schools)

To Suzanne Ruttan, Chairperson of LDSB:

I am writing to lodge an official complaint about the improper governance actions over the last several months of the Limestone District School Board.

I have been following the media reports on the incidents of the LDSB with respect to democratic rights being denied.

The censure and ban of Tom Mahoney denied him, a duly elected representative, the right to sit at the board table, participate in discussions, and attend board functions; the people in his district also had their democratic rights to be represented removed;

The closed door approach to replace deceased Trustee Jackson in 2018 was done without public consultation;

The current censure of Trustee Hutcheon is removing the right of the public in StoneMills/ Loyalist District to have a democratically elected voice at the board table.

When democratic rights are denied to a few they are denied to all.

I therefore demand that an independent inquiry be put in place to investigate these concerns.

Respectfully,
Kathee Hutcheon
Tamworth, Ont.

Dear Chairperson Ruttan,

I write you with concerns regarding recently reported issues in the Limestone District School Board:

Dec 13 <https://globalnews.ca/news/6278217/education-consultant-provincial-review-limestone-district-school-board-kingston/>

Dec 9 <https://globalnews.ca/news/6258432/ldsb-school-trustee-censure-reaction/>

Nov 25 <https://globalnews.ca/news/6199478/trustee-chair-fear-limestone-district-school-board/>

Nov 15 <https://globalnews.ca/news/6174575/limestone-district-school-board-trustee-censured/>

These news stories remind me of the procedure used to replace the late David Jackson, the multiple censures of former Trustee Tom Mahoney, and the deflection of public input, especially during the PARC school closures (2011-2017). Taken as a whole, the procedures followed in these actions show a pattern that does not promote collaboration, listening to diverse viewpoints, or taking the concerns of community seriously. There appears to be a pattern of stifling and preventing informative discussion, as well as curtailing natural justice and democratic process. Therefore, I make a formal complaint to you, as Chair of the Board of Trustees, and request an independent investigation into Board governance policies and practices.

From the news stories it appear that Trustee Robin Hutcheon was censured for reporting a parent's concerns to Director of Education Rantz. Logic suggests Trustee Hutcheon was fulfilling her duties as outlined in OPSBA's Good Governance guide by sending the email to the Director:

"As the representatives in their local jurisdiction, trustees are required to listen to the concerns and needs of their communities, bring those to the attention of the board, and ensure that programs and strategies of the board help all students."

In addition, it appears that Trustees are being muzzled, contrary to OPSBA's Good Governance guide:

"A code of conduct is not intended to prevent individual trustees from expressing their opinions on issues under consideration by the board, nor is it intended to prevent the public from evaluating a board's decision-making procedures. If used effectively, the code of conduct can serve to encourage respect for divergent views and help boards focus their efforts on student achievement and well-being."

Limestone DSB has policies promoting equity and

inclusion <https://www.limestone.on.ca/cms/one.aspx?portalId=352782&pageId=640145>, and specifically

LGBTQ [https://www.limestone.on.ca/UserFiles/Servers/Server_352698/File/Board/Equity & Inclusion/Transgender Guidelines January 2019.pdf](https://www.limestone.on.ca/UserFiles/Servers/Server_352698/File/Board/Equity%20&%20Inclusion/Transgender%20Guidelines%20January%202019.pdf). Yet, according to the parent's report, when Trustee Hutcheon brought these issues to the attention of Director Rantz, the Board censured her. This makes no sense. In fact, censoring Trustee Hutcheon contravenes these policies.

Trustee Hutcheon was censured in private session, but this decision was not voted on in public session, as is required. She was reprimanded publicly, but the public was not informed of the specifics. The action of the Board in privately censoring Trustee Hutcheon and then publicly reprimanding her deny the responsibility all Trustees have to uphold the human rights of all students and employees.

This recent action is part of a long-established pattern of draconian interpretations of the code of conduct by Director Rantz and implemented by the Board that in itself is a violation of OPSBA's Good Governance guide; Boards develop policy for the Director to implement, but we have the

Director telling Trustees what the policy is. “The director is the sole employee who reports directly to the board of trustees.”

An independent investigation into the Board’s governance policy and practices is required.
I look forward to its implementation and your reply,

Roberta Lamb

Madame Chair,

I am submitting a formal complaint concerning the governance of the Limestone District School Board, and requesting that an independent investigation be undertaken in light of expressed public concerns. I am extremely concerned that this board silences, through reprimand, sanction and censure, elected Trustees who seek to represent their constituents in dealings with the LDSB and its staff.

I am a parent of three children who recently graduated from the LDSB, and I remain a constituent of the LDSB. One of the three was diagnosed with a learning disability, which resulted in the implementation of an Individualized Education Plan (IEP) for his support. Over the course of his studies we noted that the efficacy of his IEP was diminished at the beginning of each school year, which is somewhat understandable, but also predictable, and therefore avoidable. In 2016, we found that the school did a particularly poor job of aligning elements related to our son's IEP. We expressed concerns about this at the school, and while we were met with a sympathetic ear, we saw little evidence of progress. At this point, I reached out to our elected Trustee, Tom Mahoney, to seek his guidance and support. Tom and I had a constructive telephone call, during which he advised I should email the Principal with my concerns, and suggested I copy him in on that correspondence. I did as he suggested. Full credit to the Principal, I am pleased to report that progress was made on implementing elements of my son's IEP. I was dismayed later, however, to hear that Trustee Mahoney was criticized by voices within the LDSB for his involvement, which I assure you was constructive and supportive.

I have now learned through media that Trustee Hutcheon was sanctioned by the LDSB for similar behaviour. I have further learned that the parent Trustee Hutcheon assisted was dismayed that she would be sanctioned for her constructive support, as I was about the treatment of Trustee Mahoney. It is this most recent incident which has prompted me to send this official complaint. The Trustees are the elected representatives of the constituents of the LDSB, and the public expects that they would conduct that mandate responsibly, and responsively, sharing the voice of parents and constituents with the Board, and vice versa. I am concerned that the current operation of the LDSB is denying that mandate, silencing the voice of constituents, and denying them the representation they deserve.

I urge the Limestone District School Board to undertake an independent investigation of its governance practices to ensure that it is operating according to principles of constituent representation and public transparency.

Thank you,

Paul D. Smith
Kingston, ON
+1(613) 634-2359

Se:kon Chairperson Ruttan

I am registering my written complaint regarding the governance style and practices of the LDSB. Your attention is required.

The following reasons outlines issues which I believe have not been handled in a respectful inclusive proper manner.

You are responsible for...

Breaches of proper governance on the part of the Board of Trustees.

Examples of improper governance include the unnecessary censuring of two publically elected Trustees and the mishandling of the Indigenous education funding, specifically enveloped.

As a leader in this Indigenous community it was most distressing to discover that the Board of Trustees has not adequately ensured that the annual 1 and a half million dollar funding for Indiegous education is properly accounted for.

You have not consulted the Indigenous Edeucation Advisory Council (IEAC) nor have you ensured financial and program outcomes reporting.

I am therefore requesting an independent investigation of the public's concerns.

Sken:ne

Laurel Claus Johnson.

Eric DePoe

Licensed Paralegal

2810 County Road 6, Box 145

Yarker, ON K0K 3N0

(613) 572-4500

December 16, 2019

Ms. S. Ruttan

Chair, Limestone District School Board.

220 Portsmouth Ave.,

Kingston ON K7M 0G2

Dear Ms. Ruttan:

I am writing you to register an official complaint regarding the conduct and decision-making of the Limestone District School Board. As a taxpayer who supports this Board, I am of the opinion that the Board does not heed the concerns of the tax-paying public and has over-reached its powers in the treatment of Trustees. I think that an independent look is needed by an impartial investigator who could examine Board decision-making and shed light on the various decisions that are made by the Board that are seen to be an affront to the democratic process when the results of these decisions are announced.

Several recent decisions of the LDSB, made in closed sessions, have raised concerns about their rationale. The appointment of a Trustee to replace Trustee David Jackson without public input or discussion is an example of this secret decision-making that raises these concerns. Secondly, the repeated censures and suspension of Trustee Tom Mahoney effectively removed him from office for the remainder of his term. In so doing the Board disenfranchised the electors of his constituency. These people voted for him and were deprived of his representation by fiat of the LDSB with no due process and no right of appeal. This decision is beyond the powers of the Board. Not

only is there no right within the Education Act to remove a sitting Trustee from office, his electors were overruled by the sitting Trustees without being able to make their own judgement as to the merits of his removal.

Now it appears that Trustee Hutcheon is being sent down the same road, based on secret discussions of the Board. These secret discussions resulted in her censure. As one of the people who elected her I have heard nothing from the LDSB as to their reasons for this. It is no wonder that former Board Chair Paula Murray spoke about a “culture of fear” in a recent interview.

Surely it is time for an independent inquiry into Board actions with a view toward rectifying these unjust practices.

Yours sincerely

Eric DePoe

December 15, 2019.

Dear Chairperson Ruttan,

My career in education included 33 years, (1971 -2004), as a classroom teacher for the Limestone Board and its predecessor, the Lennox and Addington Board of Education, and 7 years as an Adjunct Professor at Mc Arthur College of Education, Queen's University (2004 – 2011). On two occasions, I assisted my community in working with the Lennox and Addington Board of Education to find a compromise solution for the Yarker Elementary School. On both occasions in the 1970's and 1980's openness and constructive co-operation between Senior Staff, Trustees and Parents led to innovative solutions. The process resulted in the creation of a family grouping school that won numerous accolades and was among the most academically successful primary settings in the region.

You can imagine my growing dismay during the recent Yarker Public School Closure procedure as I witnessed the bullying of parent participants, the refusal by the Board to obtain or share crucial information for the P.A.R. Committee and the obvious disarray of the Limestone Board's financial records.

Board officials required me to file and obtain a formal Freedom of Information Application to obtain the funding history for the Limestone Board's elementary Schools. At one point, I was informed that I would be charged \$121,000 for the information as my request would require considerable staff reassignments and hundreds of hours of sorting!

It was heartbreaking to watch parents struggle against Board Senior Staff who refused requests for information and thwarted every effort to find some role for Yarker's unique educational setting. All the while elected officials were denied participation in the process.

Subsequently to these events, I have witnessed multiple examples of the Board, under Senior Staff direction, frustrating efforts by Trustees and the public to draw the Board's attention to issues or to improve parent and public participation in decision making.

Most recently, I wrote to the Director, Ms. Rantz, concerning the need to issue a directive to parents and staff on the Board's response specially to the Friday Climate Strike activities being observed throughout Ontario and, in fact, the world. No such direction was forthcoming from the Board.

I next wrote concerning the larger issue of Climate Change itself, described by scientists or “the existential threat to our way of life.” The Director, again, wrote a polite and dismissive reply.

Rates of mental health issues in our youngsters are on the rise. A primary mandate of Trustees is the well-being of our students, yet incidents of bullying are dealt with by a process that excludes the parents, if, in fact, incidents are recorded on reports to the Board at all.

In private conversations with Elementary teachers, my worst fears have been confirmed: the climate of fear and “top down” control has permeated to staff relations.

The replacement of a Trustee by secret meeting, the censuring of Trustees and members of the public, the withholding of financial data and the inability to respond effectively to issues being raised by parents leave me no alternative but to register an official complaint concerning improper governance on the part of the Board of Trustees which has, in effect, denied me, as a property owner, resident and tax payer, my democratic right to elected representation.

This ongoing situation demands an independent investigation of the Public’s concerns with respect to the Board’s breaches of proper democratic governance.

Yours in Education

Wayne E. Goodyer

Dear Ms. Ruttan,

I'm writing today to echo the call for an independent investigation or review of public concerns about the Limestone District School Board. I write as a parent of a child who is a member of an LDSB school, a parent of a child who will be attending an LDSB school next year, and as a former LDSB student for the vast majority of my own educational career.

My family is fairly new to the board as we have relocated to the Kingston area, but I was eager to rejoin LDSB as my own educational experience was, for the most part, quite positive. Returning to the region meant catching up on local issues, and I've worked to try to understand what's happening within the board and what it means for my own family, particularly as my eldest child is showing a need to rely on both school- and board-level supports for an inclusive, meaningful education.

What I have read, watched, and heard for myself as I've researched indicates a pattern of improper governance from the board of trustees, with many closed meetings, subsequent explanations that are lacking in context and detail, and what appears to be not a lack of trustee advocacy on the part of their constituents, but a board-level unwillingness to allow trustees a voice even when they have something important to say.

I'm coming to you from a previous school board that was, to me, very open, transparent, and accountable. If I had an issue or question I could go to my trustee, and expect that that trustee could advocate for me, much in the way that I would expect an MPP to help me reach Queen's Park, or my MP to be my voice in Parliament.

I recognize that there are genuine needs for closed meetings, for internal processes and policies, and for careful communication with the public. However, it seems that in the LDSB, that has been taken a step further, with those who hold influence silencing those who are trying to be the voices of the voiceless — parents, and more importantly, students. We, and they, have the right to elected representation.

I am hoping, of course, that this is not what the LDSB wants to be doing. I believe an independent investigation would go a long way in showing that this is the case. Were the LDSB a municipal council or board, there would be an option to file an integrity complaint or ask for a closed-meeting investigator. I believe that an independent investigation would serve much the same purpose in a school board context.

I trust that the LDSB will do the right thing.

Sincerely,
Shayla Bradley
Concerned Parent; NAEC Class of '05

Susan Ruttan Chair, Board of Trustees Limestone District School Board

Dear Chair Ruttan, I have always been an involved parent in my time at Limestone. However, after the sudden passing of Trustee David Jackson, I began to focus more attention on governance at the Board. I am troubled by a pattern of questionable governance beginning with the replacement for Trustee Jackson, followed by the censures of Trustees Mahoney and Hutcheon. I am concerned with the inability for elected trustees to advocate for their constituents. I am troubled by the pattern that I am seeing. My concern has grown with recent news reports featuring the former Board Chair, Paula Murray, speaking of a culture of fear at the Board and of educational expert Paul Bennett validating my personal feelings that there has been a steady erosion of elected officials' power to speak out on issues affecting them and their constituents. I am alarmed that this will lead to the eventual dismantling of the Board of Trustees, leading to unchecked authority by the Superintendent and Senior Staff. These concerns must be investigated independently in order for Limestone District School Board to once again have the trust of constituents, parents, and families. As such, I am lodging an official complaint regarding the governance at Limestone District School Board and asking for an independent investigation to be launched regarding the questionable governance practices at the Board and that constituents are being denied representation by their elected officials.

Sincerely, Sabena Islam Current Parent and Taxpayer

Suzanne Ruttan Chair of the Board Limestone District School Board December 13, 2019

Dear Chair Ruttan:

Three recent developments call into serious question the current governance policy and practices of the Limestone District School Board: the 2018 closed door selection of a replacement Trustee for deceased Trustee David Jackson, the 2018 censure and suspension of Trustee Tom Mahoney and the 2019 censure of Trustee Robin Hutcheon. Public concerns openly voiced by past LDSB Chair Paula Murray add credence to claims that the Board seeks to muzzle elected trustees by applying strict governance rules that undermine trustees as true representatives of parents and the public. With this letter comes an official complaint about the censure of Trustee Robin Hutcheon and a call for an independent investigation into the Board's governance policy and practices, specifically related to the silencing of elected trustees engaged in the performance of their democratic responsibilities. The LDSB's strict governance rules, as interpreted by Director of Education Debra Rantz, deserve to be challenged as a breach of proper democratic governance. Regular and repeated use of censures of elected trustees is indicative of deeper and more comprehensive issues that violate the intent and spirit of the Education Act. The current Trustee Code of Conduct and its strict application in LDSB warrant investigation in the light of good governance practices in the public and not-for-profit sector. The Board's recent actions also run roughshod over the commonly accepted responsibilities and duties of elected public school trustees. The role of elected trustees, as set out by the Ontario Education Services Corporation (OESC) and accepted by the Ontario Public School Boards Association (OPSBA), is "to maintain a focus on student achievement, well-being and equity and to participate in making decisions that benefit the board's entire jurisdiction while representing the interests of their constituents." Giving voice to public concerns lies at the very heart of their role: "A trustee is responsible for identifying the needs and priorities of their community and for ensuring these are considered ...It is the local trustee who makes sure that the community has a direct way to express its views on vital education decisions that affect our day-to-day lives... By law, they are required to consult with parents, students and supporters of the board and bring the concerns of these groups to the attention of the board...." (For the full OESC governance guidelines document, see <http://elections.ontarioschooltrustees.org/WhatDoTrusteesDo/SchoolBoardTrustees.aspx>) One of the primary roles of today's trustees is to pursue and uphold principles of educational equity. The OESC governance guidelines Are explicit on this point: "Trustees work to ensure equity across their school boards so that every student has the opportunity to succeed regardless of background, identity or personal circumstances. The role of school board trustee involves bringing the voice of everyone, including marginalized communities (e.g., Indigenous students, newcomers/immigrants, people coming from low socio-economic backgrounds, etc.) to the board table." Recent actions taken to censure Trustee Hutcheon fly completely in the face of these guidelines. Elected trustees have every right to represent the concerns of a constituent, to uphold the human rights of students, and should not be tried in private and reprimanded in public. Such actions serve to undermine trust in publicly-elected officials at all levels. The Board is also required to vote publicly on all matters voted on in private session. This did not happen in this case and yet again demonstrates secretive and improper governance on the part of the Board of Trustees. It's time for a full, comprehensive and independent investigation to get to the bottom of the matter and to restore public trust in elected school board members and their ability to represent the public.

Christine Innocente 613-793-1265

Chair Ruttan

Good morning. I hope you are enjoying the holiday season.

I am writing to voice my concern regarding the recent developments in the media regarding what seems to be a pattern of poor governance at the Limestone District School Board. Each new interview or news article seems to be more troubling and this is what has prompted my letter to you today.

In my limited experience as a first-term Municipal Councillor, I have to question why such punitive action was taken against Trustee Robin Hutcheon...this reminds me of how Trustee Tom Mahoney was treated in the past and I find this very worrisome...how can an elected official be punished for helping a constituent?

I feel this should be looked at by a completely independent party that can investigate the public's concerns.

I look forward to your reply but, more importantly, I look forward to a comprehensive and transparent investigation.

Respectfully,

Shari Milligan

500 Gilmore Road

Tamworth, ON K0K 3G0

OSSTF Limestone District 27

735C Arlington Park Place, Kingston, Ontario K7M 8M8
Tel: 613-546-6985 Fax: 613-545-1295 Web: www.osstf27.ca



Ms Suzanne Ruttan
Chair of the Limestone District School Board

December 17, 2019

Dear Ms Ruttan,

In light of the current media coverage of the Limestone District School Board (LDSB), we are writing to provide our union perspective on the situation.

It is time that the LDSB reflect on the culture it has created. We believe that to make things better, issues must be brought into the open. Improvement can only happen by dealing with things through acknowledgement and open discussion.

We believe that a better culture of governance can be created. There are models of true collaboration out there. We know because we've experienced such collaboration and openness in the past. For example, in the early 2000's, LDSB Trustees attended negotiations meetings between the LDSB and OSSTF. In this way, Trustees heard first-hand what the concerns of their OSSTF employees were and the rationale behind those concerns. In some Boards, for example Trillium-Lakelands and Ontario North East, this still happens; we aren't sure why it can't happen here.

Trustees are repeatedly told that they are not to get involved in so-called day-to-day operations. It appears that this mantra is used to keep knowledge from them about what is happening in the trenches. As a result, as Trustees participate in the community, when they are approached with concerns and questions from constituents, they cannot respond or react. City Council and Trustees are the most local of politics; communication should be encouraged.

When OSSTF conducted a survey about 'Violent Incidents' in our schools, we shared the results with Trustees. This was discouraged in advance. The memo we sent can be found [here](#). There was no response at all from the LDSB. One can only speculate why, but it does seem odd that such a serious issue did not deserve a reply. It was implied to OSSTF that our results were exaggerated. However, the LDSB did its own survey shortly afterwards. It took almost a year for the LDSB to release the results to the multi-site Joint Health and Safety Committee (JHSC). When the results were finally released, the LDSB survey indicated high levels of violence and a lack of training for staff. Yet, despite the workers on the JHSC asking for supports, no further action was taken.

In fact, tracking of violent incidents has become even more opaque. The LDSB did not support continuing with a multi-site JHSC despite the pleas of the workers. Now, many sites have not had a single JHSC meeting to review violent incidents since May 2019. OSSTF has no idea of the number of incidents since that time.

We continue to believe that violence in our schools is under-reported; many in the public would be shocked to know what educators deal with on a day-to-day basis. This issue is relevant to Trustees in their governance role, for example when they must decide on the school board budget. Trustees need to know this information so that resources can be properly allocated to ensure our students and staff are kept safe.

This is just one example of the “brick wall” culture of the LDSB. It has been reported to us that Trustees have been discouraged from talking with OSSTF and other unions. We find this very disappointing. Why should stakeholders not be encouraged to talk? We need to talk to gain understanding and compassion. It seems surprising that any leader of a public institution wouldn’t want to know what is happening on the front lines.

We have seen Trustees censured when it appears that they were standing up for parents or students. Why would senior administration not welcome knowing the concerns of individuals?

The OSSTF, as a political organization, has encouraged people to stand for the Trustee election. This is an important role and we want to encourage Trustees who will ask questions and be accountable to parents, students and the public. It is disappointing that some Trustee voices are muted because they are not able to speak for themselves.

We hope that you take this opportunity to reflect on how the LDSB can become a more transparent, accountable, and responsive organization. Please review and update the Trustee Code of Conduct so that the focus is on improving our world-class system and not on stopping dissent or questions.

We believe a Provincial Review as suggested by Paul Bennett would be helpful.

In Public Education,

Shawn Lavender

District President

Andrea Loken

President of the Teachers’ Bargaining Unit

Cindi Scott

President of the Professional Student Services Personnel

Wendy Bonnell

President of the Instructors’ Bargaining Unit

cc. Judith Brown, Trustee of the Limestone District School Board
Tom Gingrich, Trustee of the Limestone District School Board
Garrett Elliott, Trustee of the Limestone District School Board
Bob Godkin, Trustee of the Limestone District School Board
Joy Morning, Trustee of the Limestone District School Board
Laurie French, Trustee of the Limestone District School Board
Robin Hutcheon, Trustee of the Limestone District School Board
Karen MacGregor, Trustee of the Limestone District School Board
Debra Rantz, Director of the Limestone District School Board

December 20, 2019

Honourable Stephen Lecce
Minister of Education
Mowat Block, 900 Bay St
Toronto, ON, M7A 1L2

Honourable Stephen Lecce

The Ministry Advisory Committee on Special Education (MACSE) plays a very important role in providing feedback and advice to the Ministry of Education and other ministries on special education programs and their delivery.

In reviewing the Ministry of Education's (MOE's) website, the members of the DDSB's SEAC are very concerned with the inactive status of MACSE; a mandated committee outlined in the Education Act. Of the 20 voting member positions representing either exceptionalities or professions, over half of the positions are vacant and another 4 will be vacated by the end of January 2020. The committee is supposed to meet up to 3 times a year and report on its previous year's priorities and achievements. The last time MACSE met was in the spring of 2017, and the last annual report filed to the Minister was for the 2014-2015 school year.

With the growing number of students with special education needs and complex needs; the release of the Policy on Accessible Education for Students with Disabilities (2018); the Ontario Autism Program Advisory Panel Report - 2019; and the pending recommendations from the K-12 and Post Secondary Education Standards Committees, we feel that the role of MACSE has increased in importance. We urge the government to immediately work to fill the vacancies so it can resume its meetings.

At the same time, the DDSB's SEAC has reviewed the Ministry's appointment process, and in light of the fact that MACSE has not met since the spring of 2017 nor filed an annual report since 2014-2015, we question the effectiveness and responsiveness of the current structure of MACSE to fulfill its mandate.

In discussing a more expedient method of finding members for MACSE who are experienced in providing advice to school boards on special education programs, we would like to suggest that 6 of the voting members be selected from SEACs in the 6 Ministry of Education's regional areas.

The Education Act, and its Regulation for Special Education Advisory Committees (SEACs), sets out the requirements and the role of SEACs. SEAC Members represent local provincial associations of a variety of exceptionalities, agencies, First Nations and Members at Large. SEAC members are active in making recommendations to school boards and school authorities around the delivery of special education programs and services. By looking for members from the 6 MOE's

regional areas to help fill the vacancies on MACSE, the Ministry can speed up the selection process and ensure geographical and exceptionality representation with knowledgeable and experienced people.

If you would like to further discuss our proposal for the filling of vacancies on MACSE and our desire to see the committee resume its meetings as soon as possible, we would be happy to make a representative available.

Sincerely,



Eva Kyriakides
Chair, SEAC
Durham District School Board

cc: Chairs of all Ontario Special Education Advisory Committees



Good Morning Scot, Garrett and Deb,

It is with a heavy heart that I send this email. After last week's meeting I have done a lot of thinking about my involvement with the PIC. Unfortunately going forward I will be not attending any more meetings. The goal and mandate is to discuss the sharing of ideas and experiences to help facilitate parents and children, but our PIC meetings do not do this. It has come to the point where nothing really gets accomplished and we go around in circles every meeting. Chair Sabina Islam's idea of creating a defined agenda seemed great at the beginning but when surprise additions with no input from the staff adviser, so that he could prepare was extremely unfair. Demanding verbatim minutes, which is not a policy any board takes part in, in my opinion is ridiculous. All committees just receive a summary of the highlights.

Also in my opinion many issues that are raised are beyond the control of our board and are ministry issues. [redacted] refuses to accept any explanations or direction on these issues, which then makes the meetings duration extend. Having [redacted] in attendance should be an asset to the committee with the knowledge he would have from being a past board member, but again unfortunately he seems to be in favour of instead pushing the limits or for lack of a better description stirring the pot and pushing parents to embarrass or demand more than the board can give.

I understand each school has unique issues but when having an issue you need to use the proper chain of command not a public meeting. I can understand many parents frustrations but when the same parents ([redacted] and [redacted] as examples) keep coming back I feel that this is a huger issue and not something that is a PIC issue. [redacted], [redacted], and [redacted] have their own agenda that does not align with what PIC represents. They bring complaints against the board and end up derailing the entire meeting. It is extremely discouraging to me see so many people come to meetings with interest and then they either walk out early or never return at all. For example GREC came to a couple of meetings and with the distance required they found nothing productive came from it so they have not attended further. In my opinion when it is not a productive meeting keeping and retaining members is next to impossible.

Thank you for your continued diligence with the PIC. If/when anything changes please let me know as I would greatly return.

Thanks again for your heartfelt work!

Nicki Gowdy



January 6, 2020

Chair Ruttan,

On behalf of the Principals and Vice Principals of the Limestone District School Board, each of us members of the Ontario Principals' Council (OPC), we are writing to express our concerns and worries for the current events which have resulted in the censure of one of our Trustees.

Recently, we have become unsettled by the social media campaign encouraging letters be written and complaints filed pertaining to the actions of a Trustee and involving one of our colleagues. As Principals and Vice Principals of the board, we expect there to be oversight and supervision of us in our roles. We assure you that our Supervisory Officers and Director Rantz, in their respective roles, consistently support us in the work we do and, where appropriate and necessary, investigate and mediate concerns which occur in the course of our work. We would have it no other way. We believe that our Trustees understand and respect their role as elected officials in the governance of our Board, and that this governance does not interfere with those aspects of our supervision which are so clearly the responsibility of our Director and Supervisory Officers.

That Trustee Hutcheon was censured is not an issue of debate for us. Her censure was a decision made by her peers, the elected Trustees of the Limestone District School Board. In her Facebook post dated November 18, 2019, in reference to her censure, Trustee Hutcheon stated: "I would like to share that this was not intentional and I was not getting censured just to be censured." And "I respect the decision of my colleagues and have followed through on the actions that were requested of me." One of the 'actions' requested of Trustee Hutcheon was to write a letter of apology to the Principal involved. This letter was received and appreciated by our colleague as heartfelt and genuine. In acknowledging there was merit to her censure and following through with the letter, we are certain that Trustee Hutcheon hoped to get on with her work as Trustee in service of her constituents and the Limestone District School Board. It is our sincere hope that the calls for reversal of her censure do not reflect a change of heart on her part and that we can move past this event in service to constructive work.

We would be remiss if we did not mention that our local OPC group has long felt the extensive and positive support of our Trustees, our Supervisory leadership team, and of our Director. In the current media spotlight and social media campaign, this seems to have been lost or, at the very least, gone unrecognized. Where media attention is concerned, we would hope that our Trustees understand that a critical aspect of our role rests in securing confidentiality where our students are concerned. Principals and Vice Principals cannot and should not engage with media or respond publicly to inquiries which would result in revealing information about our students. The media has a mandate and interest which can, at times, result in conflict with the requirements of our service to students and families. That conflict, we are aware, can result in pressure being placed on Trustees, which perhaps is unavoidable. We hope that we have your support in those difficult moments.

Working together, each in our own roles but collaborating toward a shared goal, we advance student achievement in Limestone and in Ontario. It is our hope that we can continue on that well-established path, and to not be further distracted in our efforts to ensure the success of our students.

OPC District 27 (Limestone Executive)

Suzanne Ruttan, Chair
Limestone District School Board

January 7, 2020

Dear Chair Ruttan,

In light of a misinformation campaign orchestrated by former censured Trustee _____, and the subsequent one-sided media coverage by Global Kingston (CKWS-TV), I, as a former trustee of the Limestone District School Board, wish to go on record to state that at no time during my tenure were we 'muzzled' or unable to advocate on behalf of our community.

Sections 218 of the Education Act determines School Board's responsibilities and is very clear on the duties of Trustees and the Chair as spokesperson for the Board. The Limestone District School Board is governed by the Education Act and has Policies and Procedures which include a Code of Conduct. Trustees are required to swear an Oath of Office. It is every trustee's responsibility to know and follow the rules which are in place to ensure that there is due process for everyone and every situation. Holding elected officials accountable for their actions, as determined by the Education Act and LDSB Policy and Procedures, is not muzzling.

I sat at the board table with _____ and I can say that at no time was he, or any other trustee, ever NOT allowed to speak at the table and voice their opinions. During his 4 years on the Board, _____ was cautioned, censured and sanctioned multiple times. Regrettably he continues to deny responsibility for his inappropriate behaviours which were in contravention of multiple policies, including workplace harassment of unionized staff and actions disrespectful to the integrity of the role of trustee. Please be assured that, as a member of the Board of Trustees who censured _____, we did so only after several complaints and code of conduct violations. He was cautioned about his behaviour yet he continued to repeat and ignore the policies and procedures which he swore an oath to uphold. He was not censured for speaking out on behalf of constituents as he has been saying on social media and in media reports.

Interestingly, in an interview with the Kingston Whig-Standard about his various sanctions (published on May 30, 2018) _____ stated that "...he plans to donate any pay he receives from trustee remuneration, from (the time of his censure May 2018) until the end of his term, to the Limestone Learning Foundation on behalf of his constituents." There is no record of a donation by _____ to the Limestone Learning Foundation.

Global Kingston has given airtime to _____ numerous times to complain about his censure and treatment by the Board, despite the fact that _____ never addressed the Board regarding his censure. It is disturbing to see that _____ continues to spread misinformation, not only about his own censure, but also about the censure of current trustee, Robin Hutcheon. He claims, in an interview on December 13, that she was targeted "...to keep

new members in line.” Making such a claim is "fake news" to use today's terminology. Any trustee, not just Ms. Hutcheon would have been censured for not following the proper procedures to resolve a specific situation. She would have acted outside and beyond her role and she was held accountable for her inappropriate actions. She compromised the integrity of the board and was held to account. She admitted as much in her interview with Global Kingston.

Since December 2018, five of the nine trustees are new to the Board. A change of trustees did occur from the previous Board and yet is still making the same misinformed claims about the new board. Every year the Board elects their internal leadership. At the Board's December 11, 2019 meeting, Trustees acclaimed and re-elected the chair and vice-chair. If change was truly needed and transparency was an issue for the trustees, then surely this would have been the time for the Board to change its leadership. It did not.

As a taxpayer who supports public education focused on doing what is best for students, I am writing in support of the Limestone District School Board. I do not agree or believe that there should be an investigation of its actions. This Board is dedicated to putting students first, exactly how it should be. It is unfair and wrong that false information and negative accusations are being spread about the Board. The LDSB is in complete compliance with the Education Act and its own Policies and Procedures. I agree with the Board's actions and recent decisions.

The Limestone District School Board is doing an excellent job of providing top quality education for their students and their community. The director, senior staff, principals, teachers and support staff are all dedicated professionals who are working hard to ensure student success. They care about the students. Everyone should be proud of the quality education being provided by the Limestone District School Board.

Sincerely,
Wess Garrod

Ms. Ruttan,

I am the parent of two children in the Limestone District School Board. I would like to express my concern regarding improper governance of the LDSB Board of Trustees for the past number of years including lack of transparency, secrecy, interference in relationship between the board and the public and censuring of trustees seeking to provide assistance to board families.

The ongoing pattern of questionable decision-making including those undertaken in private close-door meetings and out of the public eye (for example, the replacement of deceased Trustee Jackson) goes against principles of good governance and have fostered an atmosphere of mistrust and near severing of what should be an open and productive relationship between parents, students and the board.

I have two step-children who attend(ed) school in a different board. That board holds all meetings open to the public, discusses all topics in open meetings, including controversial and at times divisive topics, has a public question period and televises all its meetings live on YouTube. Parents are at liberty to personally connect with individual Trustees, connect with them via email, phone or on their facebook pages, and always get a personal response. Trustees regularly assist in personal situations, ensuring families are connected to the right resources, at times advocating for necessary changes, and this has fostered a strong relationship of trust and ensures Trustees are always close to relevant, timely issues that matter on the front lines of education in their district. The stark contrast between that board and the LDSB are shocking and distinctly felt in our home.

The recent censuring of Trustee Hutcheon and former Trustee Mahoney (who was, incidentally, my Trustee, leaving our family without representation), demonstrate a pervasive pattern of this board in attempting to prevent relationships between Trustees and the public they serve. The disconnect caused by this type of censuring and policies which prevent board members from engaging with and assisting the public go against the function of an elected official.

I am requesting that a formal investigation be undertaken of the board's governance practices as a show of transparency and good faith in the board's commitment to the public interest.

Respectfully,

Constance Carrière-Prill
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