



AGENDA - REGULAR BOARD MEETING

Wednesday, September 22, 2021 – 6:00 PM

Limestone Education Centre

220 Portsmouth Avenue, Kingston, ON

Link: <https://bit.ly/2VEtJW2LDSBBoardMTGSept22>

PRIVATE SESSION – 5:30 PM

*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 employee of the board; or
- e) Litigation affecting the board.

1. CALL TO ORDER

2. RESOLVE INTO COMMITTEE OF THE WHOLE PRIVATE SESSION

3. DECLARATION OF CONFLICT OF INTEREST

4. ACTION ITEMS

- 4.1 Regular Board Meeting Minutes – June 16, 2021
- 4.2 Regular Board Meeting Minutes – August 25, 2021
- 4.3 EPOC Meeting Minutes – September 8, 2021

5. FOR INFORMATION

- 5.1 SAFE SCHOOLS UPDATE
- 5.2 PROPERTY UPDATE

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- 5.3 LABOUR UPDATE
- 5.4 LEGAL MATTER
- 5.5 PERSONNEL UPDATE
- 5.6 OPSBA UPDATE

6. REPORT TO PUBLIC SESSION

PUBLIC MEETING - 6 PM

Acknowledgement of Territory, Trustee McGregor: “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.”

7. ADOPTION OF AGENDA

8. DECLARATION OF CONFLICT OF INTEREST

9. DELEGATION/PRESENTATION:

- 9.1 Student Census 2020 Preliminary Report**
- 9.2 Facilities Update – Manager Dave Fowler**

10. PRIVATE SESSION REPORT

11. APPROVAL OF MINUTES

- 11.1** Special Board Meeting – August 18, 2021 (Pages 4-11)
- 11.2** Regular Board Meeting – August 25, 2021 (Pages 12-25)
- 11.3** Education, Policy and Operations Committee – September 8, 2021 (Pages 26-29)

12. REPORTS FROM OFFICERS

- 12.1 Chair’s Report**
- 12.2 Director’s Report**

13. REPORTS

- 13.1 Requiring Action** (None at this time)
- 13.2 For Information**
 - 13.2.1 School Safety & Human Rights Reporting Tool – Associate Superintendent Gollogly** (Pages 30-32)
 - 13.2.2 Live Streaming & Captioning Update– Director Burra** (Pages 33-35)
 - 13.2.3 Mandatory Vaccine Attestation Update – Director Burra** (Pages 36-37)

13.3 OPSBA Report – Trustee French**13.4 Student Trustee Report****14. UNFINISHED BUSINESS**

None at this time.

15. NEW BUSINESS

None at this time.

16. CORRESPONDENCE

None at this time.

17. NOTICES OF MOTION

16.1 Notice of Motion from the Regular Board Meeting on August 25, 2021, brought forward by Trustee Elliott: *“That the LDSB write a letter to the Ministry of Education requesting the approval of masking better than level 2, and that the Ministry fund this enhanced PPE for all staff and students.”*

18. ANNOUNCEMENTS**19. COMMITTEE MINUTES FOR INFORMATION**

19.1 Audit Committee Meeting Minutes – September 13, 2021 ([Pages 38-44](#))

20. FUTURE BOARD MEETING SCHEDULE

October 27, 2021

November 24, 2021

December 1, 2021 **

January 12, 2022

February 23, 2022

March 30, 2022

April 27, 2022

May 18, 2022

June 15, 2022

21. ADJOURNMENT

SPECIAL BOARD MEETING MINUTES – AUGUST 18, 2021

PUBLIC MEETING

Roll call:

Trustees:	Staff:
J. Brown G. Elliott L. French T. Gingrich (Vice-Chair) B. Godkin R. Hutcheon K. McGregor J. Morning S. Ruttan (Chair) T. Duncan (Student Trustee) S. Johnson (Student Trustee) Regrets B. Roy (Student Trustee) Regrets	K. Burra, Director of Education J. Douglas, Communications Officer S. Gillam, Superintendent of Education P. Gollogly, Associate Superintendent S. Hedderson, Associate Superintendent A. McDonnell, Superintendent of Education S. McWilliams, Superintendent of Human Resources S. Sartor, Associate Superintendent J. Silver, Superintendent of Education K. Smith, Communications Officer C. Young, Superintendent of Business Services
Guests:	Recorder:
None at this time.	W. Moore, Executive Assistant to the Director and Trustee Liaison

1. CALL TO ORDER

Chair Ruttan welcomed everyone to the Special Board Meeting of the Limestone District School Board of Trustees, which is being held virtually, as there is some work being done in the Board Room and Trustees and staff are unable to use it at this time. To keep the meeting as efficient as possible, Chair Ruttan indicated she would call a speakers' list for each item for discussion and decision throughout the meeting.

Chair Ruttan began the meeting by reading 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

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of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land. As we complete the difficult work of truth and reconciliation, my hope is that it will always be done with respect, sensitivity and hope for the future.”

Chair Ruttan advised the viewing public that this Special Meeting of the Board has been called to update Trustees regarding provincial guidance for the September 2021 re-entry and the Limestone preparations for the new school year. This meeting is solely intended to deal with this single item. As such, no standing reports or agenda items will be included.

MOVED BY Trustee Godkin and seconded by Trustee McGregor that the agenda be adopted as presented. Carried.

2. DECLARATION OF CONFLICT OF INTEREST

Trustee Elliott declared that his wife is an employee of the LDSB and member of ETFO. Trustee Godkin declared that his daughter is an occasional teacher with another public school board and on the list for LDSB.

3. NOTICE OF MOTION

3.1 Motion brought forward by Trustee Elliott:

“That LDSB educators and education staff be allowed to provide their own Health Canada approved respirator, if desired, when that respirator is listed on the Health Canada [website](#). They must be put on and take off all respirators as described by the CCOHS ([see figure 2](#)). Any educator or education staff who wishes to wear the Ministry-provided medical masks will continue to have masks provided to them.”

Chair Ruttan reminded Trustees the motions are being received only and they will not be debated this evening, but rather at the Regular Board Meeting of August 25, 2021. She asked Trustee Elliott to read his motion for Trustees.

3.2 Motion brought forward by Trustee French:

“That the Limestone District School Board write a letter endorsing the Ontario Public School Boards’ letter of August 13, 2021, that the government act as quickly as possible to implement a policy addressing vaccination in schools.”

Chair Ruttan asked Trustee French to read her motion for Trustees.

After reading her motion, Trustee French indicated that she would be withdrawing her motion at this time, as there was a policy announcement from the Ministry on Monday, August 16, 2021.

Chair Ruttan thanked Trustee French and noted that, as this motion was withdrawn, Trustees would not be debating on this motion at the next meeting of August 25, 2021.

Trustee Elliott requested that another notice of motion, which is similar to the withdrawn motion, but slightly different, be inserted.

“That the Limestone District School Board write a letter endorsing the Ontario Public School Board’s Association’s statement of August 17, 2021, that the government act as quickly as possible to update the Immunization of School Pupils Act to determine whether COVID-19 should be added to the compulsory vaccination list.”

Chair Ruttan thanked Trustee Elliott. These motions will be debated at the Regular Board Meeting of August 25, 2021.

4. REPORTS FOR INFORMATION

4.1 September 2021 School Re-entry and Pandemic Protocols

Director Burra indicated family communication went out earlier this week and that did result in some media coverage on Tuesday, August 17, 2021. In the report before Trustees, staff tried to consolidate some of the different information, and while we continue to receive questions from different families and community members, staff will continue to update any additional information or changes from the Ministry and Public Health in the FAQs section on the website. Staff will indicate that there was a change, simply by adjusting the date.

Director Burra noted that boards received Operational Guidance in the spring from the Ministry, and then a couple of weeks ago, an updated guidance was received. This information continues to be fine-tuned by the Ministry and consequently, it is important to continue to be agile and adapt, as circumstances change. Director Burra stated that many of the protective strategies that were applied last year remain in place. Director Burra and Senior Staff summarized the key

highlights in the guidance, received to date.

Daily screening continues and on-site screening may be required if directed by local Public Health authorities based on the context of the pandemic.

Mandatory masking with some exceptions due to medical or special needs, is required for all staff and students in Grades 1-12. Students and staff are not required to wear masks outdoors, but distancing should be encouraged between cohorts. It was noted that the August 2020 motion continues to be in place to include the encouragement and expectation of masking for Kindergarten students.

Staff Personal Protective Equipment (PPE) guidelines remains the same as in 2020-2021.

Hand hygiene and respiratory etiquette guidelines remains the same as last year, however, there is less emphasis on the cleaning of share material. The focus instead is on maintaining good hand hygiene before and after use of shared materials.

Continued emphasis remains on distancing where possible. Elementary students (K-8) are to remain within their cohort while indoors. Updated guidance indicates students do not need to stay within their cohort during recess and breaks outdoors, but distancing should be encouraged between cohorts. As a precaution, elementary schools in LDSB will continue to cohort students outdoors to start the year and that is because that population is ineligible for vaccines. That being said, with the changes that were announced on Tuesday, August 17, students who turn 12, or born in 2009, those students are now eligible for vaccine, which is very good news.

For secondary students, more flexibility has been provided in the number of direct and indirect contacts students may have over the course of a week. Consequently, the operational guidance in May and August both recommended the utilization of quadmester model, two courses per day, for at least September to the end of January.

Additional cleaning of high-touch surfaces will be continued in the same manner as 2020-2021, although there is a reduction in the total number of hours distributed throughout the board with those hours only guaranteed for six months.

Shared spaces like libraries and cafeterias may be used. This includes the ability to hold

assemblies. As a precaution, to start the year, schools will not be organizing larger gatherings in the school.

Visitors are permitted; however, they must self-screen prior to entry, and wear a mask while on the premises. Public Health may restrict this access based on local health circumstances.

Virtual meetings are still preferred where possible, but in-person meetings can occur when attendance is confirmed in advance to ensure adequate spacing in the meeting space. All meetings and/or gatherings must comply with current public health requirements.

Guidelines pertaining to International Students remain the same as 2020-2021.

Tri-Board Student Transportation did put their 2021-2022 Pandemic Guidelines on their website, however after their document was uploaded, further clarification came from the Ministry, so they will be making some changes to that document regarding vaccination requirements. They will continue to operate much the same as last year. Changes for this year will include mandatory masking of all students from Grade 1 to 12 and the expectation that Kindergarten students will also be masked.

With respect to ventilation, LDSB will continue with the additional measures that were implemented for the 2020-2021 school year to ensure the optimal air quality of all the occupied spaces within our schools. Building automation will be reprogrammed with extended run times, to ensure additional flushing of the air within the building. Fresh air dampers are moved to the maximum positions to increase the amount of fresh air that comes into the facilities. The HVAC contractors are performing an operational audit of the HVAC systems in every school. On August 4, 2021, the Ministry sent out a memo regarding \$25 million for the installation and purchase of HEPA filtration units. Limestone will be provided with 820 HEPA units and \$49,000. These units will be installed in occupied spaces that currently do not have a mechanical filtered fresh air supply. These spaces may include classrooms, libraires, lunchrooms, child-chair spaces, administration spaces and portables. All Kindergarten rooms, regardless of the type of HVAC units that supply the space, will be provided with a HEPA filtration unit. Superintendent Young clarified that 60 more units are required and have been ordered.

Limestone DSB is committed to supporting students who require special education supports and services to successfully engage in learning. Staff will begin to work with families as they begin to

prepare for back to school. Transitional meetings are ongoing, following public health guidelines, so that students with significant special education needs are discussed and plans put in place once school does start. We will certainly be very active in monitoring and ensuring that needs are being met in the return to school to ensure a smooth transition to back to in-person learning or virtual school, when this option has been chosen.

Ensuring the mental health and well-being of students and staff remains a priority for Limestone. Superintendent Gillam noted *The Mentally Health Back to School Support Package* link in their package. This will be shared with principals and staff prior to the start of school.

Some key changes to in person learning noted in the Ministry's guidance is permitted use of school areas such as lockers, cafeterias, and libraries. Music programs are permitted indoors provided ventilation and distancing protocols are followed including use of wind instruments and singing. Field trips are permitted this school year following the requirements under the *Reopening Ontario Act*.

EQAO Assessments will resume for Grades 3 and 6 in the new digital format for math, reading and writing and students in Grade 9 will write the Grade 9 math digital adaptive assessment. The literacy graduation requirements are waived for students graduating in 2021-2022 but will be restored for students graduating in the 2022-2023 school year. The community involvement graduation requirement has been reduced to a minimum of 20 hours of community involvement activities for students graduating in the 2021-2022 school year.

Kindergarten through Grade 8 will remain in one cohort for the full day. However, students may access small instructional groups with students from other cohorts when required, such as special education supports or English-language learning. Specialized education staff, for example French teachers, special education teachers and educational assistants are permitted to go into classrooms and multiple schools to provide necessary programming and supports.

A staggered entry may be used for all students in Kindergarten. This staggered entry may occur on Tuesday, September 7, Wednesday, September 8 and Thursday, September 9, 2021. By Friday, September 10, 2021, the full Kindergarten class should be attending school.

Secondary schools will open with a Quadmester model, as opposed to the Octomester model which was utilized last year. There are two "quads" during semester 1, which is from September

to January. Students will attend two classes per day, one in the morning and one in the afternoon, during the first quad, and then change to two new classes in the second quad.

Families who, since June, have decided that Elementary Virtual School is the best learning environment for their student, have the opportunity to register at Elementary Virtual School until end of the day, August 26, 2021. Elementary Virtual School will continue to follow Program & Policy Memorandum 164 (PPM 164), as with the 2020-2021 school year.

There are currently 140 students enrolled in Secondary Virtual School. Secondary Virtual School will follow the same quadmester schedule as all other secondary schools. The Grade 9 and 10 timetables for students include a set number of 8 courses, which are primarily compulsory credits. Grade 11 and 12 students will be taking a mix of virtual courses and LDSB e-learning or e-learning consortium courses that most closely align with their course selections. Families may continue to indicate an interest in attending Secondary Virtual School up until August 26, after which they will be put on a wait list. Students will be considered for entry at the start of each of the next three quadmesters - November 15, 2021, February 3, 2022, and April 20, 2022.

Extra-curricular clubs, activities, sports teams, and bands will be allowed. Students may interact outdoors with no masks and physical distancing encouraged, and cohorts may interact indoors with masking and appropriate physical distancing. The guidance does allow for high and low contact activities permitted outdoors without masking, whereas high and low contact activities are permitted indoors with masking encouraged for indoor sports where they can be worn safely based on the activity. Although before/after school programs and community use of schools are permitted within the updated guidance, both require compliance with current, local public health guidance. At this point in time Limestone is holding off with community use of schools in the evenings.

Case and contact management will continue with Public Health as the lead agency. Asymptomatic contacts of confirmed or probable cases are not required to isolate if they are fully vaccinated – second dose plus 14 days. High-risk contacts who are not immunized are required to isolate for 10 days – previously 14 days from the last exposure to the case. Testing is recommended on or after day 7 of their isolation period.

Director Burra noted that families are invited to send unanswered questions to our Communications Department. The quick reference guide will be released in the coming weeks

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as plans and fact sheets are confirmed with KFL&A Public Health.

Chair Ruttan thanked Senior Staff for their update and called upon Trustees for questions.

5. **ADJOURNMENT**

*MOVED BY: Trustee Hutcheon and seconded by Trustee Brown that the meeting adjourn.
Carried.*

The meeting adjourned at 7:20 p.m.



REGULAR BOARD MEETING MINUTES – AUGUST 25, 2021

PRIVATE SESSION

Roll Call:

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

1. MOTION TO MOVE INTO PRIVATE SESSION

MOTION: To move into Private Session.

MOVED BY: Trustee Elliott and seconded by Trustee Brown. Carried.

2. Declaration of Conflict of Interest

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

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3. Action Items

- 3.1 Board Minutes – None at this time.

4. For Information

- 4.1 Safe Schools Update – No update.
- 4.2 Property Update – No update.
- 4.3 Labour Update – No update.
- 4.4 Legal Update – No update.
- 4.5 Personnel Update – Superintendent McWilliams provided a personnel update.
- 4.6 OPSBA Update – None at this time.

5. REPORT TO PUBLIC SESSION

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

MOTION: That the Board rise and report, and that any resolutions, be made public.
MOVED BY: Trustee Hutcheon and seconded by Trustee McGregor. Carried.

PUBLIC MEETING

Roll call:

Trustees:	Staff:
J. Brown G. Elliott L. French T. Gingrich (Vice-Chair) B. Godkin R. Hutcheon K. McGregor J. Morning S. Ruttan (Chair) T. Duncan (Student Trustee) S. Johnson (Student Trustee) Regrets B. Roy (Student Trustee)	M. Baumann, Manager of Finance K. Burra, Director of Education J. Douglas, Communications Officer D. Fowler, Manager of Facility Services S. Gillam, Superintendent of Education P. Gollogly, Associate Superintendent S. Hedderson, Associate Superintendent A. McDonnell, Superintendent of Education S. McWilliams, Superintendent of Human Resources S. Sartor, Associate Superintendent J. Senior, Admin Assistant, Producer J. Silver, Superintendent of Education K. Smith, Communications Officer C. Young, Superintendent of Business Services
Guests:	Recorder:
None at this time.	W. Moore, Executive Assistant to the Director and Trustee Liaison

Chair Ruttan welcomed everyone to the Regular Board Meeting of the Limestone District School Board of Trustees. This meeting is a virtual meeting due to some construction at the Board Office.

Chair Ruttan called upon Trustee Morning to present the Acknowledgement of Territory. Trustee Morning stated: “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. I have profound respect for their traditional wisdom that I came to know more intimately from my school district postings in the southern interior of B.C. The Stein River Valley, an important watershed and ecosystem protected by the Lytton and Mount Currie native bands, was to be destroyed

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for a logging road. In challenging the provincial government, the Elders vowed it a sacred trust passed on by their ancestors, and that in return, the river nurtures us. It took 10 years, but they prevailed. That passion for the health of Mother Earth may not always win, but our native knowledge keepers from all over Turtle Island and our children are telling us we must continue to try.”

6. ADOPTION OF AGENDA

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

7. DECLARATION OF CONFLICT OF INTEREST

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

8. PRIVATE SESSION REPORT

Trustee Hutcheon stated that in Private Session earlier this evening, Superintendent McWilliams provided a personnel update.

There was no other business conducted, or motions passed in Private Session.

9. APPROVAL OF MINUTES

9.1 Regular Board Meeting of June 16, 2021

MOVED BY Trustee French and seconded by Trustee Elliott that the minutes as presented be approved. Carried.

10. REPORTS FROM OFFICERS

10.1 Chair's Update

Chair Ruttan stated: “Limestone is ready to welcome students to their first day of classes on Tuesday, September 7, 2021. Staff will begin this new school year with a Professional Activity

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Day on Friday, September 3rd.

We look forward to a more typical school routine with the return of extra-curriculars, sports, field trips and the return of music and arts programming with some restrictions in place.

Limestone schools will continue with the various safety protocols in place, that are familiar, adhering to Public Health and Ministry guidelines. In fact, Facility Services staff have been busier than ever over the summer, not only with the typical school repairs and renovations, but also with ventilation systems inspections and improvements, which will continue into the coming months.

On behalf of Limestone Trustees, I would like to acknowledge the incredible effort of all staff who have continued to work over the summer break, and especially over the last weeks, to ensure plans would be in place for a safe return to in-person learning.

I would also like to acknowledge our communities and education partners for the confidence you have shown and expressed to the Board. We want the return to school to be safe and successful for everyone. We will continue to work hard to ensure our communities have confidence in public education and Limestone.

And finally, I would like to formally welcome Limestone's incoming Student Trustees for the 2021-2022 school year. We value and welcome the contributions you will make at the Board level, representing the students of Limestone.

Welcome, Student Trustee Breanna Roy, who serves as the Indigenous Student Trustee, and Student Trustee Tanesha Duncan, representing Limestone's urban student, along with Student Trustee Shana Johnson, the rural Student Trustee. We look forward to hearing your regular updates, and student feedback throughout the course of the year.

Limestone schools will be open next welcoming new students and assisting returning students for a new school year. I hope that our students have a super first day on Tuesday, September 7, 2021. That concludes my report."

10.2 Director's Update

Director Burra advised Trustees and the viewing public, that renovations are taking place at the Board Office. This gradual work is to improve the audio/visual experience for participants and viewers, and to improve our ability to support virtual professional learning. The past 18 months has demonstrated the importance and efficiency of virtual meetings, provided the right equipment is in place. This will support the work of the Trustees and better aid the

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system in supporting virtual and/or hybrid learning.

Director Burra began his update, “Good evening. It is hard to believe that school will begin in just under two weeks as we enter the third school year impacted by the COVID-19 pandemic. While there is the usual excitement for all students, families, and staff with the approaching school year, we are cautiously optimistic that we will have a better school year than experienced during the past 18 months.

As was shared with Trustees at last week’s Special Board Meeting, staff continue to refine plans for the return to school on September 7, 2021. While much work has been done, there remain a few items on which we are awaiting confirmation from the Ministry of Education and Public Health. More information will be provided in several reports being presented tonight. And undoubtedly, there will be further updates as the year proceeds. Remaining flexible will continue to be critical.

We have shared a new ‘frequently asked questions’ section on the board website, and we continue to update this as new information is received or amended. We hope to release a family quick reference guide later this week to help prepare families and students for back to school.

Today and tomorrow, staff have had, or will have, the opportunity to participate in rich professional learning as part of the 2021 LDSB Summer Institute. These voluntary sessions were open to all staff. Two keynote sessions focused on creating more equitable outcomes for students and an interactive session on supporting your own well-being and how that impacts the climate of a classroom and the behaviour and emotional health of students. Afternoon sessions targeted to education staff included topics ranging from anti-Black racism resources, empowering students in math, phonological awareness, writers’ workshops, engagement in core French, student mental health, and transitioning from Google Classroom to Minds Online. Thanks to the staff who volunteered to organize and support this learning event.

Tonight marks the first official Board meeting for our incoming Student Trustees. Welcome again to Urban Trustee Tanesha Duncan, Rural Trustee Shanna Johnson, and Indigenous Trustee Breanna Roy. We look forward to working with you and keeping student voice at the forefront around the horseshoe.

I would also like to recognize former Student Trustee Namirah Quadir on her Youth Volunteerism Award from the City of Kingston. Namirah was lauded for her work as a dedicated advocate for social justice and mental health as a Student Trustee and in the

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community. Congratulations to Namirah for her efforts. We are so proud to have you represent Limestone at home and away.

Finally, as we count down to the start of the new school year, I want to remind everyone that the best indicator for the health of our schools is the health of our community. Local community health circumstances directly impacted Limestone schools last year and will continue to be the primary indicator of the pandemic's impact on schools moving into 2021-2022. As a community, as individuals and collectively, we must do our utmost to ensure schools remain safe and open. Schools provide much more than learning for the youngest members of the community. Students need to be in school to support their learning, but also to support their social development, community connections, and to provide a regular routine. We all must continue to do what we can to ensure schools remain open. Supporting and prioritizing children and youth mental health and well-being will be critical this fall because schools are part of an essential, wider circle of community of support for young people. Thankfully, based on statements from local Public Health authorities related to local vaccination rates and low case counts, we are well positioned to open schools safely.

Despite the challenges of the past 18 months, I thank students, families, staff and our broader school communities for their past and future efforts to help us support students as best we can through our evolving circumstances. We have overcome significant obstacles in the last two school years, and undoubtedly our collective efforts will be required to surmount any potential challenges that lie ahead. We appreciate your continued resilience and support.

That concludes my report Madame Chair."

11. REPORTS

11.1 FOR ACTION – None at this time

11.2 FOR INFORMATION

11.2.1 Interim Reporting – Third Quarter 2020-2021

Manager Baumann advised that the 2020-2021 Interim Financial Report for the third Quarter is being presented in a similar format as the 2020-2021 operating budget, indicating the amount spend by expenditure category. As at Quarter 3, \$196 million of the \$261 million operating budget has been spent, or 75 per cent. This amount aligns with the 75 per cent spending level

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reported last year. The Board expects to end the 2020-2021 fiscal year in a surplus budget position.

Chair Ruttan thanked Manager Baumann for her report and called upon Trustees for questions.

11.2.2 Ventilation and HVAC Improvements to Address COVID-19

Superintendent Young indicated, that as outlined at the Special Board Meeting of August 18, 2021, the Ministry invested to improve ventilation in schools, and for Limestone this included a delivery of 820 HEPA filtration units and \$49,000 in funding. These units will be installed in schools without mechanically supplied and filtered fresh air, as well as all Kindergarten rooms, regardless of the type of ventilation system servicing that room. Limestone has also ordered another 30 larger HEP units in order to meet the gymnasium ventilation guidelines, as set out by the Ministry and to be in compliance with the requirements set out in Memo 2021:B14.

On August 16, 2021, the Ministry of Education released Memo 2021:B16 Standard Ventilation Measures Report, which includes added reporting measures that will be required of school boards regarding the: board's ventilation strategy; ventilation investments; and school-level ventilation and filtration measures. Boards are required to make the information on their websites effective September 3, 2021.

Superintendent Young reviewed the operational changes with Trustees, and well as, the capital projects under taken for the school year. He did note that until the unit ventilator installation in classrooms is complete at The Prince Charles School, HEPA filter units will be used in all classrooms.

In compliance with 2021:B16, the board will post the standard Ventilation Measures Report on its website effective September 3, 2021. These reports will include the School Board Ventilation Strategy, School Board Investments and the School Dashboard.

Chair Ruttan thanked Superintendent Young for his report and called upon Trustees for questions.

11.2.3 September 2021 School Re-entry - Update

Director Burra indicated that changes have occurred since the last School Re-entry Report was provided last week, so Senior Staff will provide an update on virtual school, vaccination

protocol, school vaccination clinics, potential hybrid learning scenarios and anticipated further updates.

Associate Superintendent Sartor stated that Principal John Mooney and Vice-Principal Jamie McCullough are excited to be leading the Elementary Virtual School. Since the writing of this report, registration has increased slightly by approximately 10 students. The school currently remains at eight classes, all with split grades at this time. Once registration closes and classes are formed, families will receive communication related to pertinent next steps such as technology pick up, where required.

Associate Superintendent Hedderson noted that as of today there are 141 students registered in Secondary Virtual School, with a few additional students having expressed an interest this week. After registration closes, students will be placed on a wait list, and will be considered for entry for the next three quadmester dates. The job ads for Secondary Virtual School closes August 26 and interviews will follow shortly to ensure that staff are placed to help welcome students back to school on September 7, 2021. The Administrative team at the Katarokwi Learning Centre and Alternative Continuing Education will supervise Secondary Virtual School this year, under the leadership of Principal Bryan Lambert, Vice-Principal Steve Ward and Acting Vice-Principal Mike Payne. Principal Lambert and Vice-Principal Ward have been working collaboratively to plan next steps for Secondary Virtual School and to prepare communication for students and families to go out at the end of next week.

Superintendent McWilliams stated that the government announced on August 17, 2021 the implementation of an immunization disclosure protocol that applies to all publicly-funded school boards. All staff must submit a formal attestation by September 7, 2021, indicating whether they are fully vaccinated against COVID-19, including proof of vaccination, which would be the actual receipts that they received after each dose. Individuals who choose not to be vaccinated, must participate in a Ministry of Education session about COVID-19 vaccination. Additionally, these individuals will be required to complete regular COVID-19 testing, at least once per week as directed by the provincial guidance. So, this protocol not only applies to our staff, but it also applies to frequent school visitors including bus drivers, placement students, volunteers, trustees, third party contractors and other professionals who deliver services to our schools. Currently HR and ITS staff are working closely together to develop a seamless automated process to collect and store this information in a secure format and anticipate having that application finalized by Friday. Superintendent McWilliams advised that boards will

be required to share aggregated depersonalized statistical information regarding vaccinations with the Ministry by September 10, 2021 and post this same data on their websites on a monthly basis starting on September 15, 2021. As this continues to evolve, Trustees will be updated when information becomes available.

Associate Superintendent Gollogly noted that Limestone continues to work closely with KFL&A Public Health, and they indicate that 76 per cent of eligible students have received a first dose of the vaccine and 61 percent have received a second dose. KFL&A Public Health has very strategically planned for the mobile pop-up clinics, targeting areas that have had a low uptake of vaccinations. This has included Granite Ridge Education Centre, Napanee District Secondary School, Bayridge Public School, and there are clinics planned for Molly Brant and Odessa Public schools. Should vaccination clinics be required for the start of school the board will work with KFL&A Public Health to ensure the school day is not interrupted.

Director Burra wanted to highlight three potential hybrid learning scenarios where Limestone's purposeful delineation between in-person teaching and learning, and virtual teaching and learning may be challenged.

If Limestone experiences a significant surge in requests among families for virtual learning after school has started and elementary reorganization has been completed, we are unable to contemplate an additional reorganization of staffing in the system. Therefore, the only way we would be able to accommodate significant movement between learning models would be if hybrid learning was utilized.

Given outbreak protocol and management distinguishes between vaccinated and unvaccinated students and staff, when a positive case is identified in a Grade 7-12 class, unvaccinated students and staff will have to self-isolate for 10 days. The continuation of programming for those students during self-isolation would need to be effectively supported, and hybrid may be the best option under those circumstances.

Given the significantly lower number of secondary students currently enrolled in Secondary Virtual School, and the very small number of compulsory credits in Grades 11-12, hybrid learning may be required to support educational pathways for some students.

Director Burra noted that Limestone does anticipate that updates will be required during the

school year on the following:

- (i) Logistics for COVID testing for staff and other groups who are not vaccinated;
- (ii) Public Health parameters for some curricular and extracurricular activities;
- (iii) Provincial School Testing Pilot program focused on providing rapid tests to vaccinated students/staff who are symptomatic but have been in contact with a positive case;
- (iv) Community Use of Schools Guidelines; and,
- (v) Further information on whether LDSB can anticipate the other \$1.5 million of COVID funding.

Chair Ruttan thanked Senior Staff and Director Burra for their report and called upon Trustees for any questions.

11.2.4 Masking Information

Director Burra noted that the purpose of this report is to provide additional information on masking for Trustees. Masking has been identified as a key mitigating strategy to reduce the spread of COVID-19, trying to maximize the safety of the wearer, and as well, those around them. As Trustees are aware, for this year, the Ministry's operational guidance mandates masking indoors for all students from Grades 1-12 and for all staff as well. This also applies to any other visitors or groups entering the school. In terms of the August 2020 motion, Limestone has 'expected' and 'encouraged' masking for Kindergarten students as well. In all cases there are expectations that the Ministry does require masking exemptions with other potential accommodations for students or staff who are unable to wear a mask for medical reasons or special needs. He noted that students are to provide their own masks for school. All schools have been provided with additional masks to support students who are unable to provide a mask, lose a mask, or require a replacement during the day.

Medical masks (surgical/procedural) are provided by the school board for all employees. These masks are provided directly by the Ministry of Education to school boards.

Director Burra provided some additional information on the N95 respirator masks and other respirators. He indicated that one of the staff concerns around the adoption of the current motion before Trustees, is that it is something beyond the realm of expertise of senior staff, that could necessarily be managed and monitored effectively. Loosening or opening the

masking options, while very well intended in terms of what some people are saying about the efficacy of surgical masks versus other masks, would likely create other challenges and confusion, as we would be unable to verify or monitor that the purchases are products approved from Canada Health.

Chair Ruttan thanked Director Burra for the report and asked Trustees to hold their questions, unless these are clarifying questions. These questions can be brought forward when the motion related to masking is discussed, which will occur further in agenda.

11.3 OPSBA REPORT

Trustee French indicated that there was a release from the Student Trustees' Association on Student Representation across Canada, and this may be of interest to Trustees. The Board of Directors will be meeting on September 24-25, 2021, and she will be able to provide a full report following that.

11.4 STUDENT TRUSTEE REPORT – None at this time.

12. UNFINISHED BUSINESS

12.1 Delegation to the Board – Opening Schools Regionally

Director Burra confirmed that Chair Ruttan wrote to the delegations outlining the circumstances and this item is more of a housekeeping item so Trustees are aware that this matter had been followed up on.

13. NEW BUSINESS

- 13.1 Notice of Motion from the Special Board Meeting on August 18, 2021, brought forward by Trustee Elliott: "That LDSB educators and education staff be allowed to provide their own Health Canada approved respirator, if desired, when that respirator is listed on the Health Canada website. They must put on and take off all respirators as described by the CCOHS (see figure 2). Any educator or education staff who wishes to wear the Ministry-provided medical masks will continue to have masks provided to them."

Chair Ruttan asked Trustee Elliott to read his motion.

Chair Ruttan called upon Trustees for comments or questions.
The question was called.

MOTION: That LDSB educators and education staff be allowed to provide their own Health Canada approved respirator, if desired, when that respirator is listed on the Health Canada website. They must put on and take off all respirators as described by the CCOHS. Any educator or education staff who wishes to wear the Ministry-provided medical masks will continue to have masks provided to them.
MOVED BY: Trustee Elliott and seconded by Trustee Godkin.

The motion was defeated.

- 13.2 Notice of Motion from the Special Board Meeting on August 18, 2021, brought forward by Trustee Elliott: “That the Limestone District School Board write a letter endorsing the Ontario Public School Board’s Association’s statement of August 17, 2021, that the government act as quickly as possible to update the Immunization of School Pupils Act to determine whether COVID-19 should be added to the compulsory vaccination list.”

Chair Ruttan asked Trustee Elliott to read his motion.
Chair Ruttan called upon Trustees for comments or questions.
The question was called.

MOTION: That the Limestone District School Board write a letter endorsing the Ontario Public School Boards’ Association’s statement of August 17, 2021, that the government act as quickly as possible to update the Immunization of School Pupils Act to determine whether COVID-19 should be added to the compulsory vaccination list.
MOVED BY: Trustee Elliott and seconded by Trustee French. Carried.

14. CORRESPONDENCE

- 14.1 Letter from Shayla Bradley, École East Kingston Elementary School SAC Chair for information.

15. NOTICE OF MOTION

None at this time.

16. ANNOUNCEMENTS

Trustee Hutcheon stated that the Chair of the Parent Involvement Committee wanted to acknowledge the work of the Director and Superintendent Gillam around the Land Acknowledgement and the way in which we have approached that and displayed on our website.

17. COMMITTEE MINUTES FOR INFORMATION

18. FUTURE BOARD MEETING SCHEDULE

19. ADJOURNMENT

MOVED BY: Trustee McGregor and seconded by Trustee Gingrich that the meeting adjourn. Carried.

The meeting adjourned at 8:32 p.m.

EDUCATION, POLICY AND OPERATIONS COMMITTEE MEETING MINUTES – SEPTEMBER 8, 2021

PUBLIC MEETING

Roll call:

Trustees:	Staff:
J. Brown G. Elliott L. French T. Gingrich (Vice-Chair) B. Godkin R. Hutcheon (Regrets) K. McGregor J. Morning S. Ruttan (Chair) T. Duncan (Student Trustee) S. Johnson (Student Trustee) (Regrets) B. Roy (Student Trustee)	K. Burra, Director of Education J. Douglas, Communications Officer S. McWilliams, Superintendent of Human Resources A. McDonnell, Superintendent of Education E. Clost-Lambert, Research Analyst L. Gillam, Research Analyst
Guests:	Recorder:
None at this time.	W. Moore, Executive Assistant to the Director and Trustee Liaison

Chair Gingrich stated: “Good evening Trustees, Senior Staff and the viewing public. Welcome to the Limestone District School Board’s Education, Policy and Operations Committee Meeting. My name is Tom Gingrich. I am Vice-Chair of the Board, and act as Chair for this meeting.”

The meeting was conducted and to keep the meeting as efficient as possible, Chair Gingrich will call a speakers’ list for each item for discussion and decision throughout the meeting as required.

Chair Gingrich began the meeting by reading 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. I am honoured to call Kingston, formerly known as Cataraqui, my lifelong home. This was home to Huron Wendat and Haudenosaunee and Anishinaabe people. I am also thankful for all the Indigenous people that I have had the honour of meeting and have taught me about their culture, beliefs and traditions. With these teachings, I am now more educated, have a better understanding, and most of all a better person.”

1. Call to Order

Chair Gingrich called the meeting to order.

2. Adoption of Agenda

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

3. Declaration of Conflict of Interest

Trustee Elliott declared that his wife is an employee of LDSB, and member of ETFO. Trustee Godkin declared that his daughter is an occasional teacher with the LDSB.

4. Reports for Information

4.1 See Yourself in Limestone Student Census 2020

Preliminary Report: September 2021

Director Burra stated the report tonight is the first preliminary glimpse into the data that was collected in the student body census that occurred last fall. Trustees will see, not only in this meeting and in this report, but also at future meetings, that there is going to be a process around the release of the data, but then also further discussion about next steps to be taken with the data and working with the community moving forward. Staff is certainly very pleased that this work was able to be done through the pandemic and look forward to sharing more information in the coming months.

Superintendent McDonnell stated there are two presenters who will go through some key points in the descriptive report and then will provide Trustees with an opportunity to ask any questions at the end of this very brief overview. Superintendent introduced Ellyn Clost-Lambert and Laura Gillam both of whom have the role of Research Analyst.

The census was designed to include all students from Kindergarten to Grade 12 and so there were three versions of the survey: Grades 7 to 12, Grades 4 to 6, and Grades K to 3. Students in Grades 4 to 12 completed the survey in class with educators' support, while families of students in Kindergarten to Grades 3 completed the survey at home.

The overall response rate for Grades 4 to 12 was 76 per cent. The overall response rate for Grades 7 to 12 was 72 per cent. The overall response rate for the Board (K-12) was 55 per cent.

The Student Census team has spent a significant amount of time 'cleaning' the data, which means ensuring data is consistent, coding open responses and verifying the format is appropriate for upcoming analysis. A technical advisory group, comprised of LDSB community stakeholders and members of the Student Census team, will be established to support the analysis of the data.

A presentation of the Preliminary Report to Trustees will be conducted at the September Board Meeting.

Chair Gingrich thanked Superintendent McDonnell and presenters Ellyn Clost-Lambert and Laura Gillam, for their report and called upon Trustees for questions.

5. Reports for Action

None at this time.

6. Unfinished Business

None at this time.

7. New Business

None at this time.

8. Correspondence

None at this time.

Limestone District School Board

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

SEE YOURSELF IN LIMESTONE

9. Next Meeting Date

October 6, 2021

10. Resolve into Committee of the Whole – Private Session

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

The meeting adjourned at 6:10 p.m.



SCHOOL SAFETY & HUMAN RIGHTS REPORTING TOOL

REGULAR BOARD MEETING

September 22, 2021

Purpose

To provide the Board of Trustees with an update on changes to the board's Bullying/Safety Issue reporting tool.

Background

Limestone has had a Report Bullying/Safety Issue reporting tool, for several years. While reviewing the current process, it appears there is little awareness about the presence of the reporting button among students, and it is missing key indicators that could also be used to report human rights incidents, discrimination or harassment issues. These factors prompted a board motion on April 28, 2021: *"That the Limestone District School Board conducts a review of the human rights incident reporting process, including the anonymous reporting process, to ensure a human rights and equity lens. The review includes the tracking and monitoring procedures to ensure accountability and transparency, as well as exploring ways to increase awareness for all board students and staff."* Since that time, staff have been investigating the best way to support students and staff in finding ways to report incidents (including anonymously) and the board's ability to track incidents.

Current Status

As part of its research, staff have reviewed similar reporting tools at various school boards. The revised Limestone reporting tool is undergoing a name change and updated form. The reporting tool is being renamed the [Report Safety/Human Rights Incident reporting tool](#). In addition, the fillable online form clearly identifies the process for reporting all incidents that infringe on human rights such as discrimination, bullying/cyberbullying or school safety. Definitions for each category is provided to assist users in determining which type of incident they are reporting. Reports will be processed according to who is reporting the incident, as well as who the report identifies as a concern. All reports are centrally collected and collated for follow up, tracking, and reporting purposes. While users may remain anonymous, follow up to the reporter is only possible if contact information is provided.

To help support greater education and awareness about the updated reporting tool, LDSB Communications has created an awareness campaign to begin in late September 2021. The reporting tool will be promoted using a simple action-oriented tagline: “See it, Hear it, Report it.” This branding will help provide the reporting tool some recognition to support awareness. As was the case before, the reporting tool quick link will remain on the board and school websites. A standing menu item will be updated and included under the Board, Student, and Families menus of the Limestone website. Communications will also provide a notice on school and board website news areas (can also be used in school newsletters or other school-specific communications), social media posts, posters for schools that include an easily accessible QR codes (see attachment), a presentation to InterSchool Council, and presentation for administrators to use at grade forums in secondary, with School Councils, and with all school staff at staff meetings. Tools will be reviewed and amended as necessary throughout the school year.

Recommendations

That this report be received for information.

Prepared by: Patty Gollogly, Associate Superintendent of Education

Reviewed by: Krishna Burra, Director of Education

Attachments: Sample of Reporting Tool Poster

KEEP OUR SCHOOL SAFE & WELCOMING

The Limestone District School Board is committed to an equitable and inclusive school climate that ensures all students, staff and members of the broader school community feel safe, comfortable, and accepted.

Students, families and staff are encouraged to report incidents of school safety or those that infringe on human rights such as bullying or discrimination as soon as they happen.



See it

Hear it



Report it



Scan here to report incidents

We want everyone to
see themselves in Limestone



ADMINISTRATIVE REPORT: LIVE STREAMING AND CAPTIONING UPDATE REGULAR BOARD MEETING

September 22, 2021

Purpose

To provide the Board of Trustees with an update based on the May 19, 2021 Board Meeting request for additional information related to the live streaming of meetings and transcription of recorded meetings for public posting to comply with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), 2005/2016.

Background

The onset of the pandemic in February/March 2019 resulted in Limestone moving from in-person Board and Committee meetings to livestreamed virtual and hybrid meetings over the past 19 months. With the uncertainty of how the pandemic will continue to evolve, live streaming virtual and/or hybrid meetings will likely continue. Given the need for virtual attendance by Trustees, the Ministry has updated legislation to allow for virtual participation and, as of February 2021, required school boards to livestream board meetings moving forward.

Current Status

As part of the 2021-2022 budget process, shared in the spring of 2021, some funding was allocated to support improvements in audio/visual equipment in the board room. These upgrades will improve the experience of participants and viewers. In addition, the audio/visual equipment will be utilized to support virtual, professional learning in the system which will create efficiencies. It should be noted that the improvements noted below are one-time expenses.

Toward the end of August 2021, minor improvements (painting, carpet) were made to the board room. In the coming weeks, audio/visual equipment upgrades will be completed. The Poly G-85 Video Conferencing solution includes multiple EagleEye IV 12x cameras to provide automatic speaker tracking with lossless zoom, meaning the quality of the picture is not compromised as cameras zoom in or out automatically. It provides a more natural communications experience without requiring any control.

The new audio system will rely on ceiling microphones and speakers creating a digital microphone array which offers 360-degree coverage and Stereo Surround audio. This new audio system will capture active speakers without any physical intervention and includes the ability to block out background noise

from other parts of the room. Additional wireless microphones will be available to support other types of events that are hosted inside the board room outside of regular Board meetings.

Multiple new LCD displays will make it easier for people inside the board room to view presentation materials and remote speakers. The intent of this solution is to provide for the more natural feel of a face-to-face Board meeting for participants while also providing improved hybrid participation and a higher quality viewing experience for the viewing public. As noted earlier, this equipment will have dual use/purpose by also supporting virtual/hybrid professional learning which will create some efficiencies in terms of costs and time.

Within the MTeams platform, participants and viewers can choose a captioning option (including in different languages) to support greater accessibility. Because the option is supported by artificial intelligence, live captioning is not perfect. Should meetings be archived for future viewing, they must be captioned as per the Accessibility for Ontarians with Disabilities Act (AODA) which came into effect in January 2021. Under the Information and Communications Standards, organizations including school boards must make their websites and web-based apps accessible and compliant with Web Content Accessibility Guidelines (WCAG) 2.0, Level AA. This international standard requires that web-based pre-recorded video content is accessible to a variety of users and includes captioning. Organizations must provide captions for any audio content in pre-recorded videos. It is also considered best practice to include access to the visual elements of video by providing audio descriptions or creating text transcripts that include both audio and visual elements.

For LDSB to caption meetings (which are considered pre-recorded video content), and meet current AODA requirements, a significant amount of staff time is required. All LDSB videos are uploaded to YouTube for ease of access. The auto-generate caption in YouTube is helpful, however, it is not perfect. In some instances, the auto-generate will not populate in cases where audio quality is low and/or in some other cases for unexplained reasons. In these cases, staff would need to manually transcribe the meeting, upload the transcript, and set/sync timings. An audit by staff has determined, in a worst-case scenario, it could take up to 15-20 hours to complete this process per hour of meeting. In the case where auto-generation of captions does populate, staff must still review the transcript to ensure accurate transcription and timings. This would take less time but would still require a significant staff investment. Creating a specialized position for this role would likely create some efficiencies in terms of the amount of time required, but this position does not currently exist. We are currently stretched to provide ITS support, recorders (minute-takers), and meeting producers for the statutory meetings we are currently live streaming (Audit, Board, Budget, EPOC, & SEAC). Adding captioning, or additional meetings for livestreaming, would stretch us significantly, particularly given this load would need to be shared among a relatively small group of employees. However, sharing the load also increases the amount of time required because it is not a specialized position. Another option would be to engage with a third party to take on this responsibility, but obviously this would be an additional expense. It should also be noted that given the time required for captioning after the event, there would be a delay between the live meeting and the posting of a recording with required captioning.

Without additional funding to support captioning, provision of this service is not currently feasible. In the context of the current pandemic, staff would be reluctant to divert any additional resources when it will be important for us to maintain maximum flexibility to address pandemic-related needs.

Below is an overview of virtual attendance to LDSB meetings between November 2020 and August 2021. It should be noted that some numbers may be inflated because some participants may have attempted connections with more than one device during any specific meeting. In addition, time engaged in any given meeting varied widely.

Meeting and Date	Number of Viewers
August 25, 2021 Regular Board Meeting	34
August 18, 2021 Special Board Meeting	18
June 16, 2021 Regular Board Meeting	13
June 2, 2021, EPOC Meeting	3
May 19, 2021 Regular Board Meeting	15
April 28, 2021 Regular Board Meeting	11
April 7, 2021 EPOC and Special Board Meeting	4
March 24, 2021 Regular Board Meeting	13
March 3, 2021 EPOC and Special Board Meeting	5
February 10, 2021 Regular Board Meeting	5
January 27, 2021 EPOC	Inaccessible due to setup
January 13, 2021 Regular Board Meeting	14
December 9, 2020 Regular Board Meeting	Inaccessible due to setup
November 11, 2020 Regular Board Meeting	17

In 2019, the Provincial Council of Directors of Education completed a survey of member boards to gather data on how many boards were live streaming, what and how many personnel were involved, and viewership statistics. Given this was pre-pandemic, LDSB has reached out again to update this information and solicit additional information.

Recommendations

That this report be received for information.

Prepared by: Krishna Burra, Director of Education
 Karen Smith, Communications Officer
 Steve Hedderson, Associate Superintendent

Reviewed by: Krishna Burra, Director of Education



ADMINISTRATIVE REPORT: EMPLOYEE VACCINATION ATTESTATION

REGULAR BOARD MEETING

September 22, 2021

Purpose

The following is intended to provide Trustees with an update with respect to the status of Employee Vaccination Attestation completion.

Background

As announced on August 17, 2021, the Government implemented an immunization disclosure protocol that applies to all publicly funded school boards. As part of this protocol, all LDSB staff were required to complete the Vaccination Attestation by September 7, 2021, indicating whether they are “fully vaccinated” against COVID-19. As part of the Attestation process, proof of vaccination (receipts from each dose of vaccination) must be uploaded.

Individuals who choose not to be vaccinated, must participate in a Ministry of Education educational session about the COVID-19 vaccination. This does not apply to those who cannot be vaccinated for formal, documented medical reasons.

All staff members who are unvaccinated are required to complete regular COVID-19 testing, twice per week (Tuesdays and Fridays), as directed in the provincial guidance.

Current Status

To date, 2,781 employees have completed the attestation out of approximately 3,111, which represents 89.4% of staff. Of those who have completed the attestation, 138 (5%) are not fully vaccinated and 329 employees (10.6%) have not declared their vaccination status. As such, approximately 85% of LDSB employees are fully vaccinated. Several staff are still in the process of getting their second vaccine. Once these individuals receive their second dose and complete the fourteen-day waiting period, they will be deemed fully vaccinated.

Those employees who are not fully vaccinated are required to test twice per week and have been provided Rapid Antigen Testing kits. In addition, those who are not fully vaccinated and are required to participate in the Education Program, as provided by the Ministry, have now been provided the link with a completion deadline of September 30, 2021.

It should be noted that the statistical information as provided will continue to change as numbers of employees change, and as we continue to 'clean' the data.

Next Steps

Human Resources will continue to send reminders to employees who have not completed the attestation, testing and/or education program. Employees who continue to refuse to complete the attestation, complete weekly testing, and/or participate in the education program, will be managed through the progressive discipline process, as appropriate.

Recommendations

This report is provided for information purposes.

Prepared by: Susan McWilliams, Superintendent of Human Resources

Reviewed by: Krishna Burra, Director of Education

Attachments: N/A

AUDIT COMMITTEE MEETING MINUTES – SEPTEMBER 13, 2021

PUBLIC SESSION

Roll Call:

Administrative Staff Present:

Committee Members:	Staff:
G. Elliott, Trustee L. French, Trustee (Chair) S. Ruttan, Trustee R. Richard, External Member C. Innocente, External Member	K. Burra, Director of Education C. Young, Superintendent of Business Services M. Baumann, Manager of Financial Services
Invitees:	Recorder & Producer:
L. Huber, KPMG External Auditor P. L'Orfano, Internal Auditor G. Segu, Internal Auditor	D. Burns, Administrative Assistant K. Boulanger, Producer

Trustee French began the meeting with opening remarks. Due to COVID-19 protocols this meeting is only taking place virtually. Committee members are all joining us virtually and include myself Trustee French, Trustees Suzanne Ruttan and Garrett Elliott, external audit committee members Christine Innocente and Roger Richard, Limestone's external auditor Lori Huber from KPMG, Pasquale L'Orfano and Genevieve Segu, Regional Internal Audit Team, as well as Director of Education Burra, Superintendent of Business Young and Manager of Financial Services Baumann.

The meeting began with the Indigenous 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. And I would ask that we please

reflect on the consequences of our past action and consider how each of us in the full spirit of reconciliation and collaboration can learn about our neighbours and the treaties of these territories.”

1. ADOPTION OF THE AGENDA

Trustee French called for any additions to the agenda. No additions were made.

MOTION: *That the Agenda as presented be accepted.*

MOVED BY: *R. Richard. Carried.*

The meeting was called to order at 5:36 pm.

2. DECLARATION OF CONFLICTS OF INTEREST

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

3. ACTION ITEM

3.1. Election of Committee Chair

The Chair of the Audit Committee shall be a member of the Committee, elected by the members of the Audit Committee at the first meeting of the committee in each fiscal year – Board Policy 10 section 5.43.

Director Burra called for nominations for position of Chair of the Audit Committee for the 2021-2022 school year.

Trustee Ruttan nominated Trustee French.

Trustee French accepted the nomination.

Director Burra called a further two times for any other nominations for Chair of Audit Committee and after hearing no further nominations, Trustee French was elected as the chair for the 2021-2022 school year.

4. REPORTS

4.1 2020-21 Annual Report on internal audit activities

G. Segu briefly summarized the 2020-21 annual report on internal audit activities by stating that this report was very similar to the one presented in September 2020. It contains the “Charter”, formerly known as the “Mandate, ” the purpose of the Regional Internal Audit

Limestone District School Board

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

SEE YOURSELF IN LIMESTONE

Team (“RIAT”), a confirmation of RIAT’s independence, a description of the organizational structure, and staffing and professional development. As well as an update on RIAT’s quality assurance program and finally a summary of activities from 2020, both from a region wide perspective as we oversee the internal audits of nine district school boards in the Ontario East Region as well as for Limestone District School Board (LDSB) specifically.

4.2 Regional Internal Audit Charter

G. Segu stated that the changes in the Charter that RIAT is bringing forward tonight actually reflect the recommendations that were made by RIAT’s independent contractor for quality assurance review and LDSB. Globally the report notes that RIAT is generally in conformance with the standards from the Institute of Internal Auditors. The findings in the report are minor and mostly relate to a few back-office functions and processes, and so that means that RIAT’s operations, namely the way we conduct audits are in conformance. Going back to the Charter, in addition to the changes that are required under the quality assurance review, we are proposing a change in the title of the document, from Mandate to Charter. This word reflects the professional vocabulary used in the internal audit sector and that is why we are bringing it forward. There is a recommendation that RIAT offer audit committee chairs to have a short meeting prior to each audit committee meeting to go through RIAT items on the agenda or other issues. As well as communicate to the audit committee chairs the requirement to have a regular, private in-camera session at audit committee meetings without the presence of management between the audit committee members and the RIAT as an automatic, standard agenda item, and, we are in place, to exercise this. This has already been implemented at LDSB in 2020-21. The standing item is also in place at another 2/9 boards but is not exercised. RIAT is to reach out to each audit committee chair to seek input into the annual and multiyear plan. This has already been implemented in 2020-21 for the upcoming 2021-22 plan. Chair French asked for any questions on the report. Superintendent Young noted that at the end of the Private Session our audit committee members and internal and external auditors would have a chance to have a private conversation without management present.

MOTION: that the Limestone District School Board Audit Committee approves the 2021-22 Regional Internal Audit Team Charter.

MOVED BY: C. Innocente, seconded by Trustee Elliott. Carried.

4.3 Quality Assurance Report

G. Segu presented the quality assurance report and stated that RIAT was generally in conformance with the standard established. The independent reviewer observed the number of successful internal audit practices, such as training of audit committee members, and RIAT will continue to build on these as new members come aboard. RIAT was instrumental in helping the organization establish the foundation for a Strategic Risk Management framework thus contributing to the achievement of key strategic organizational objectives. Staff are viewed by Senior Management and audit committee members as very competent, professional, courteous, and good listeners. Surveys conducted by the Institute of Internal Audits (“IIA”) showed very positive results for 5 out of the 6 groups surveyed. Of mention was the fact that RIAT has a great follow-up process established, and a concerted effort to clear out old outstanding recommendations that were either obsolete or no longer relevant. Audit reports were noted to be concise, clear and of very good quality. The use of an audit software package for engagements and follow-up (Pentana); and good use of report templates, planning checklists, and Internal Audit Manual has been done very well by RIAT. When presenting the Risk Based Audit Plan (“RBAP”) to the audit committee, the Regional Internal Audit Manager (“RIAM”) must communicate the residual risks stemming from the gap between the high-risk auditable areas identified in the process and the actual engagements that can be done, based on the available resources. This is the distinction between a Risk-Based Audit Plan, and a Resource-Based Audit Plan. The gap represents a risk due to resource limitations and this must be communicated to the audit committee. Increase access and direct interactions between RIAM and all audit committees through a one-on-one sit-down or virtual meetings between audit committee chair and RIAM - prior to each audit committee meeting - to go through internal audit items on agenda or other issues. As well to have regular, private in-camera sessions at the audit committee meetings – without the presence of management - between the audit committee members and the RIAM i.e., automatic, standard agenda item – and this would occur, whether you have something to say, or not. The organizational chart must indicate functional reporting relationship of RIAT to the audit committee. RIAM will update the organizational chart to reflect the functional reporting relationship to the audit committee. RIAT will continue training the audit committee members on the regulations in emerging risk, and reference the frameworks that are used during audits, so that as the audits are completed, that will be brought forward. Attachment A presents the step-by-step standards where the internal auditors are generally compliant, partially compliant, and not compliant. G. Segu answered questions on the quality assurance report.

5. OTHER BUSINESS

None at this time.

Limestone District School Board

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6. FUTURE MEETING DATES

Monday November 8, 2021

Monday May 2, 2022

PRIVATE SESSION 6 PM

Roll Call:

Administrative Staff Present:

Committee Members:	Staff:
G. Elliott, Trustee L. French, Trustee (Chair) S. Ruttan, Trustee R. Richard, External Member C. Innocente, External Member	K. Burra, Director of Education C. Young, Superintendent of Business Services M. Baumann, Manager of Financial Services
Invitees:	Recorder & Producer:
L. Huber, KPMG External Auditor P. L'Orfano, Internal Auditor G. Segu, Internal Auditor	D. Burns, Administrative Assistant K. Boulanger, Producer

1. PRIVATE SESSION

MOTION: *To move into Private Session.*

MOVED BY: *Trustee Elliott, seconded by R. Richard. Carried.*

2. REPORTS FOR INFORMATION

2.1 Regional Internal Audit Update

G. Segu presented an update on the regional internal audit.

2.2 Cybersecurity Framework Final Report

P. L'Orfano briefly shared the cybersecurity final report.

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2.3 Cybersecurity Risk Report Ontario East School Boards

G. Segu gave an overview of the risk report.

2.4 Multi-Year internal audit plan

G. Segu presented the multi-year plan.

MOTION: *That the Limestone District School Board Audit Committee approves the Multi-Year 2021-2024 Internal Audit Plan.*

MOVED BY: *R. Richard, seconded by Trustee Elliott. Carried.*

2.5 Internal Audit Planning-COVID Cost & Funding Review

G. Segu presented the COVID cost and funding review.

2.6 2021-2022 Regional Internal Audit Plan

G. Segu presented the 2021-2022 regional internal audit plan.

MOTION: *That the Limestone District School Board Audit Committee approves the Regional Internal Audit Plan.*

MOVED BY: *Trustee Ruttan, seconded by R. Richard. Carried.*

2.7 Appendix 3 – 2021-2022 RIAT Plan

G. Segu gave a brief overview of the 2021-2022 RIAT plan.

2.8 Outstanding Recommendations for September 2021

P. L'Orfano gave a brief overview of the outstanding recommendations for September 2021.

3. KPMG – INTERIM YEAR END AUDIT (VERBAL UPDATE)

L. Huber, external auditor gave a verbal update on the progress of the interim audit for year ended August 31, 2021.

4. COMMITTEE TO RISE AND REPORT

The Committee will rise and report to the full Board of Trustees in Private Session and to the public at the next Board meeting.

5. ADJOURNMENT

MOTION: *To adjourn.*

MOVED BY: *Trustee Elliott . Carried.*

The meeting adjourned at 6:58 pm.