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We're Turning Innovation into Action



We're Committed to Collaboration

LIMESTONE DISTRICT SCHOOL BOARD

Agenda Regular Board Meeting Wednesday, February 12, 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 – January 15, 2020
- (b) Committee of the Whole (Education, Policy & Operations) – January 29, 2020

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: Kingston Secondary School – KCVI/QECVI Memorabilia

Section A – Matters Requiring Action at the Meeting

1. Consent Agenda

- (a) Board Minutes – January 15, 2020 (Pages 5-24)
- (b) Reports from All Committees:
 - i) Special Education Advisory Committee January 22, 2020 (Pages 25-29)
 - ii) Environmental Sustainability Advisory Committee – January 14, 2020 (Pages 30-34)
 - iii) Education, Policy & Operations Committee – January 29, 2020 (Pages 35-43)

2. Routine Matters

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

3. Reports For Information (Pages 44-53)

- a) Indigenous Education Program Update - Superintendent Burra
- b) Integrity Commissioner - Superintendent Young

4. Reports Requiring Decision (Pages 54-62)

- a) Selection Process for New Director of Education – Superintendent Young
- b) 2020 - 2021 School-Year Calendar - Associate Superintendent Gillam
- c) Appointment of Special Education Advisory Committee (SEAC) Member 2019-2022 – Associate Superintendent McDonnell

5. Notice of Motion

None at this time.

Section B – Information

1. Internal Reports and Other Communications

2. External Reports and Other Communications

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

- 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)

- 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

- 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)

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

January 15, 2020

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, January 15, 2020, 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

Guest: S. Duguay, Hicks Morley

Recorder: L. Strange, Records Management Coordinator

MOTION: To move into Private Session.

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

Declaration of Conflict of Interest

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

Trustee Godkin declared a conflict as his daughter is an occasional teacher with 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 – November 13, 2019
- (b) Audit Committee – November 11, 2019

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

For Information

- (a) Personnel Update (Item (a) on Agenda)
A personnel issue was discussed.
- (b) Safe Schools Update.
A Safe Schools update was provided.
- (c) Property Update (Item (c) on Agenda)
A property update was provided.
- (d) OPSBA Update (Item (d) on Agenda)
An OPSBA update was provided.
- (e) Labour Update (Item (e) on Agenda)
A labour update was provided.
- (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 Brown. Carried.

The Board moved into Public Session at 6:10 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
C. Downie, Planning Officer
D. Fowler, Manager of Facility Services
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: M. Boyd-Pupa, ABA Program Coordinator

Recorder: L. Strange, Records Management Coordinator

Chair Ruttan stated:

"Good evening Trustees and welcome to everyone who has joined us in the gallery. My name is Suzanne Ruttan, and I am Chair of the Limestone District School Board of Trustees.

I know that many of you are here for a single item that appears later in tonight's agenda. So, before we get the meeting underway, I would like to begin by reminding members of the gallery that this is a regular business meeting of the Limestone District School Board, and as such it is not a meeting designed for gallery public comments.

I would ask that members of the gallery be attentive, mindful and respectful of Trustees and staff who will be sharing reports and presentations.

As always, we welcome members of the public to attend and observe tonight's proceedings and remind the gallery to refrain from making comments while others are speaking as it is disruptive to the meeting."

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

MOVED BY: Trustee McGregor, seconded by Trustee Brown, that the agenda, as presented, 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 made the following statement:

"In private session earlier this evening, external legal counsel presented the following information:

- 1) Trustees were presented with legal risks which may exist where statements are made about staff or others based on unproven allegations prior to any proper and fulsome investigation of such allegations. In particular, Trustees were advised as follows:
 - a. Such statements, based on unproven allegations, can be construed as an "admission" of fault or liability by the Trustee, on behalf of the Board as a whole, and such admissions could attract financial or other liability for the Board and/or its Trustees and staff; AND
 - b. Such unproven allegations, once distributed, could be construed as slander, libel and/or defamation, by the person who is the object of the unproven allegations, where the statements are found to be untrue.
- 2) All policies, including the Code of Conduct, are in place to establish processes for how various matters should be dealt with. Such policies are for the protection of Trustees and the Board. Such policies must be followed. The Code of Conduct which is in compliance with Ministry standards, lays out a process for a Trustee to respond to censure decisions. In this case, as well as in the case of the former Trustee, neither censured Trustee responded to the censure decision despite that there was a process to do so. As a result, this matter should not be revisited."

The Board also received a property update and a labour update.

Chair's Update

Chair Ruttan stated:

"As we work together over the next few months our responsibility and challenge is to maintain and improve public education across our district in our important role as governors of the Board.

Some of the items immediately before us include the coming 2020-2021 school year calendar, and next year's operating and capital budgets.

As you know, members of the Elementary Teachers' Federation of Ontario and the Ontario Secondary School Teachers' Federation are currently in contract negotiations with the provincial government and the Ontario Public School Boards' Association. Unions have been taking part in selected withdrawal of services without any disruption to student learning at this time. Please be assured that while these central negotiations continue, we remain committed to working together with all employees to ensure that learning and safety are not compromised.

The Limestone District School Board believes in, and is committed to the collective bargaining process, and values all employees for their commitment to student achievement and well-being.

We remain hopeful that an agreement can be reached soon at the central bargaining table between the province, the unions, and the Ontario Public School Boards' Association (OPSBA), which represents public school boards at the provincial table.

Next week is the OPSBA Public Education Symposium, and I understand many of us will attend. This professional learning offers sessions on topics directly affecting the role of trustee, and the broader environment within which school boards operate. I am confident you will find it valuable learning.

I would like to wish our secondary students good luck on their upcoming exams, and for the successful completion of semester one.

And that concludes my report."

Director's Update

Director Rantz stated:

"While it's a new calendar year, our secondary students are getting ready to wrap up the first half of the school year with exams. We wish our students the best of luck as they prepare for these exams, which begin next week, and as they begin their second semester, perhaps enrolled in one of our Specialist High Skills Major programs. These programs are the best start a student can get for a career in the skilled trades highlighted by graduates of Limestone in a new video featured on the LDSB website.

Planning has started on next year's School Year Calendar. Consultation has begun with our co-terminous school boards and employee representatives. As Trustees are aware, every year much consideration goes into the development of the school year calendar: balancing the required number of school days, reporting and exam schedules, school breaks, professional learning and shared transportation. As Labour Day is later in 2020, there are some unique challenges this year to be worked through. Families will have an opportunity to provide feedback as they always do through online surveys coming soon.

The Director's Annual Report for the last school year, 2018-2019 is now live, and available on the See Yourself in Limestone website. You will hear a bit more about this later in the Board meeting.

We are excited to open registration for Kindergarten in Limestone shortly. Online registration will open at the end of this month.

There are two significant achievements I would like to mention tonight, that were awarded last month.

I would like to congratulate Elginburg & District Public School Choir for its top 10 finish in the 2019 Canadian Music Class Challenge. The Elginburg choir, under the direction of teacher Jennifer Guild, was selected as one of 10 finalists in the Primary (Kindergarten to Grade 3) Vocal category.

I would also like to extend special recognition to Kelly Hawley, an educational assistant with the Limestone District School Board, on being named one of seven recipients of the City of Kingston's 2019 Celebrating Accessibility Award, recognizing her work with students at Winston Churchill Public School.

I welcome education partners and community members who are here to see the presentation to Trustees about Limestone's After School Applied Behaviour Analysis or ABA Program, to hear more about the Director's Annual Report and other updates that directly support student achievement and well-being like the Student Identity project.

And that concludes my report, Madame Chair."

Presentation: After School Applied behaviour Analysis (ABA) Program

Superintendent McDonnell introduced Melissa Boyd-Rupa, stating that she has worked in the field of Applied Behaviour Analysis for seven years. Prior to her role as Coordinator of the After-school ABA Program in LDSB she worked in the role of Instructor Therapist and Autism Services Therapist for the Southeast Region Autism Program.

M. Boyd-Rupa has also been a part-time faculty member at St. Lawrence College in the Behavioural Science Program for the past several years, supervising student clinical work during their ABA field placements. M. Boyd-Rupa holds an advance diploma in Behavioural Science technology from St. Lawrence College and is currently pursuing a Bachelor of Arts in Applied Behaviour Analysis-Autism. She is a member of the Ontario Association for Behaviour Analysis and the South East Region ABA Community of Practice Committee.

M. Boyd-Rupa shared a presentation about the After-School Skills Development Program (ASSDP).

In 2016, the Ministry of Education invited school boards to submit applications to support ASSDPs to help enhance the skills of students with Autism Spectrum Disorder (ASD). During the 2016-17 & 2018-19 school years, 22 school boards received funding to implement the pilot project in their boards. LDSB was 1 of 22 school boards who received this funding. ASSDPs demonstrated measurable benefits for students with ASD in the areas of social skills, communication, self-regulation & life-planning. These are areas which help students to succeed both in the classroom and beyond.

In March 2019, the government announced the expansion of the program to all 72 school boards in the province, beginning in the 2019-20 school year.

ASSDP focuses on skills that will benefit students with ASD (e.g. social, communication, self-regulation, etc.) to help them succeed in school. Skills are to be taught using the principles of Applied Behaviour Analysis (ABA). ASSDPs are implemented outside of the instructional day (e.g. before and after school and/or during lunch breaks). ABA training opportunities can be available for educators to support students who are participating in ASSDPs.

Communication with parents/caregivers and other community service providers is maintained in order to promote generalization and maintenance of skills being taught.

Eighty-nine % of program participants have showed an increase in 1 or more skill area. 70% of students who participated in the generalization pilot project brought their generalized skills to school.

A Trustee asked what follow-up there is for students who showed no increase in skills. All participants in the program are provided with a closing report, which is also shared with families and school teams. This includes strategies to continue the work on the skills. Materials from group sessions are also provided to participants.

An inquiry was made about the robot used in Algonquin for ASD support. Director Rantz stated that LDSB is aware of the robot, and has reviewed a possible purchase for LDSB.

It was confirmed that this year the program is reaching Greater Napanee and other areas outside of Kingston.

It was asked if Maltby Centre and St. Lawrence students will continue to assist the program. LDSB will have 1 student from the Behavioural Sciences Bachelor program. LDSB does collaborate with the Maltby Centre in terms of referrals.

Associate Superintendent McDonnell stated that LDSB has a strong relationship with Maltby.

Section A – Matters Requiring Action at the Meeting

1. Consent Agenda

(a) Board Minutes – November 13, 2019 & December 11, 2019

(b) Reports from All Committees:

- i) Special Education Advisory Committee – November 20, 2019 & December 10, 2019
- iii) Parent Involvement Committee – November 28, 2019
- iv) Audit Committee – November 11, 2019

MOTION: That the Consent Agenda of January 15, 2020, as presented, be approved.

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

2. Routine Matters

(a) OPSBA Report – Trustee French

Trustee French stated that at the Board of Directors meeting on November 24, 2019 the members received updates on the following items:

- Finance update - GSN consultation is being prepared broadly with input from boards
- Ontario Autism Advisory Council recommendations have been released
- Part 2 of the governance review of OPSBA has established membership
- OESC is updating its online modules for Trustee education. It is also developing a certification process
- A CSBA report was shared
- The Copyright issue was discussed
- The BOD engaged in an Advocacy Day at legislature

(b) Report from Student Trustee(s)

Trustee Crook:

"During our most recent InterSchool Council meeting in December, the council members discussed how other school boards run their elections for Indigenous Student Trustees and how we could possibly implement their processes into our Board. For example, in Hastings and Prince Edward DSB, its election for Indigenous Student Trustee is held prior to its other Student Trustee elections. This is to allow Indigenous students who were unsuccessful a second chance to run for a Student Trustee role. There was a consensus that the election process should be similar to that of our existing Urban and Rural Student Trustees in Limestone. The goal is to ensure we have a strong leader to represent the Indigenous students across Limestone.

On Sunday, January 12 I held my first Advocacy Working Group meeting for OSTA-AECO. We brainstormed some ideas for the IEP handbook so students who would need/have an IEP know how to access it and use it, as well as creating a timeline and assigning jobs. We are hoping to have a rough draft of the handbook started in the next few weeks and we are very excited to hear from students to see how we can best advocate for their education. Another initiative we have decided to take on is writing reports for OSTA-AECO on days of importance to advocate for groups of marginalized students in Ontario. For example, the day for the Elimination of Racial Discrimination is held on March 21. We felt that it was important to make sure we do smaller projects that advocate for students, so everyone's voices are heard.

Overall, the past month has been filled with amazing efforts from our InterSchool Council and LDSB students and we can't wait for what 2020 has to bring!"

Trustee Putnam:

"In mid-December Trustee Crook and I chaired the last InterSchool Council meeting of 2019. The majority of this meeting consisted of a discussion among council members to brainstorm ideas for an event to promote socialising amongst students in all LDSB secondary schools. Although the council has not nailed down an idea yet, the members have many great ideas and we plan to make a decision prior to our next meeting in February. All members have

taken this topic to their own school's councils to be discussed to ensure the event is as inclusive as possible and will spark the interest of all types of students. As always there was an opportunity for students to share the great initiatives they are completing within their own schools, and even ask each other for advice on how to make a certain event as successful as possible. From auctioning off lockers of goodies, to collecting non-perishable items from the food bank, I can assure you that there are great things occurring all throughout Limestone."

3. Reports for Information

a) Student Identity Project Update

Superintendent Babcock provided an update of the Identity-based Student Data Collection planned for Spring 2020.

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.

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:

- 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, PIC – Nov. 28, Dec. 10
- Indigenous Advisory – Dec. 10, Jan. 30

Next steps will be:

January – March 2020:

- 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:

- Survey Administration

Summer 2020:

- Data analysis
- Report(s) drafted

Fall 2020:

- Sharing of initial findings with key stakeholders
- Action Items

Superintendent Babcock thanked Suche James, Melissa Baker-Cox, Laura Gillam, and Karen Smith for all their hard work on the project.

It was clarified that 'Count Me In' is a document related to the survey.

It was clarified that an organization outside of Board was contracted to process the data due to the large volume that would be collected. It would be beyond the Board's resources to handle the scope of the project.

b) Director's Annual Report

Director Rantz stated that 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.

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.
Shared story of podcast.

Trustees were walked through the 'Seeyourselfinlimestone' site, and were shown one of many stories collected.

4. Reports Requiring Decision

a) Facility Improvement & Capital Plan

Superintendent Young provided an update to the Board with the Multi-Year Capital and School Renewal Project Plan for the current school year.

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
- Electrical/Lighting
- Energy/Controls
- Communication Systems
- Site Improvements
- Accessibility
- Code/Regulatory
- Small Capital
- Security
- Building Envelope (e.g. Roofing, Windows, Doors, Structure)

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	\$14,771,925
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.

Manager Fowler stated that 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.

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.

MOTION: 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.*

MOVED BY: Trustee French, seconded by Trustee McGregor.

A Trustee asked if the funding adequately supports all needs. Superintendent Young stated that there is a backlog in board facilities. The Board does have a contingency fund for emergency situations, and always strives to ensure that all buildings are safe and functional.

It was clarified that the Board has not been made aware of changes regarding School Condition funding allocation. LDSB would always advocate that School Condition funding continue to address the backlog in schools.

It was clarified that VFA is the software that the Ministry uses to collect data on board buildings.

The Building envelope is the structure itself, while site refers to components outside the facility.

It was confirmed that elevators are not covered under separate funding. The Ministry used to offer accessibility funding, but that is no longer in place. The Board must plan for accessibility improvements within regular funding envelopes.

It was confirmed that the \$400,000 for LCVI roadworks refers to improvements to the site's bus loop.

The Motion Carried.

b) Municipal Election: Trustee Candidates' Financial Statements

Trustee McGregor stated:

"The Municipal Elections Act requires that all candidate finances must be reported by Monday, March 29, 2019, a full 5 months after the October 22, 2018 election. After the deadline, Municipalities still have time after this to evaluate the financial reports, and extensions may also be possible. During this 5-7 month period there is an assumption by the Board that all rules were followed regarding expenses, that Municipalities will review the reports to ensure compliance, and that any funders for candidate expenses have been declared as Conflict of Interest by an elected Trustee if their names/organizations come forward to the Board for any reason. This assumption is problematic. 5-7 months of business of the Board has already been conducted by the time the finance reporting occurs. At this time the finances become public and the Board is in a vulnerable position if irregularities are reported.

Secondly, the Board is unaware of campaign contributors and are unable to determine if Conflict of Interest was breached by any Trustees. While I am no expert on the Elections Act, I have quickly identified election over-spending and breach of Conflict of Interest incidents by at least one Trustee.

At every meeting, both Trustees Godkin and Elliott openly declare that people they are affiliated with put them at risk of Conflict of Interest. At a meeting before Christmas a form was given to each Trustee to write a list of the names of people or Organizations where Conflict of Interest may occur. Trustee Hutcheon was not at the meeting, but the form was provided to her. May I ask if the completed form has been returned? For the reasons I have cited I am seeking to have Election Audit Reports provided for the Board to ensure transparency of any conflict of interest and to reassure the Board and constituents that there have been no breaches of the Municipal Election Act."

A Point of Privilege was raised, as it was felt the motion was out of order, in that it is directing the province or municipalities on their work. School Boards have no authority over the Municipal Act.

A Trustee stated that they had recorded numbers on a wrong line on their form. As such they had filed a new form.

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.

MOVED BY: Trustee McGregor, seconded by Trustee French.

A Trustee noted they were glad the matter was brought up as it brought to light an error they had made. The Trustee agreed that they felt the motion was outside the scope of the Trustee role. The Trustee asked if LDSB has engaged in a Compliance Audit Committee regarding Trustee campaign expenses, and if so who is on the committee.

It was clarified that school boards enter into agreements for Audit Compliance Committees with municipalities. The municipalities generally put this team together.

It was questioned that if this is the case then does LDSB participate in seven separate committees for all related municipalities. Superintendent Young responded that he would have to review the situation and report back.

It was stated that the motion seems to be asking for a duplication of work.

A Trustee stated that the motion seems to be asking to take advantage of an ability that already exists.

A Trustee noted that LDSB has repeatedly called for transparency. Further, the motion relates directly to transparency. School boards are guided by the Municipal Act for elections.

A Trustee stated they did not see why the members of the Board would not want to share the information. It is an opportunity to show where conflicts may be, and that Trustees have met the requirements within the election process.

A Trustee asked for clarity that the intent of the motion is to share audit reports.

In essence the motion is asking that when audits are completed that the results be sent to the Board to share publicly for transparency. It will make sure that Trustees are compliant.

A Trustee stated they are not opposed to transparency, they are opposed to one level of government directing another level of government.

A Trustee noted that there is an advantage to see the statements as filed, before any audit is conducted. This is a way to catch problems.

A Student Trustee stated that they interpreted the motion as the Board not asking municipalities to do any extra work, but that it is an additional step on Board's side to review the documents. It would be another point of assurance that everything is properly completed.

A Trustee stated it sounds like the Board is asking municipalities to do more work.

It was clarified that the motion is not asking or directing municipalities to do any work.

A Trustee asked for the removal of the word audited from the motion:

MOTION: That the Board, after each municipal election, request that elected Trustees submit their financial statements before the expiration of the appeal date.

The amendment to the motion was accepted.

The Trustees voted on the acceptance of the amendment:

The binding recorded vote was as follows:

YEAS: Trustee Brown, Trustee Elliott, Trustee French, Trustee Gingrich, Trustee Godkin, Trustee Hutcheon, Trustee McGregor, Trustee Morning, Trustee Ruttan (9)

NAYS:

ABSENT:

The motion was called and carried (9:0).

The motion was called.

The binding recorded vote was as follows:

YEAS: Trustee Brown, Trustee Elliott, Trustee French, Trustee Gingrich, Trustee Godkin, Trustee Hutcheon, Trustee McGregor, Trustee Morning, Trustee Ruttan (9)

NAYS:

ABSENT:

The motion was called and carried (9:0).

It was clarified that Audit Compliance Committees are not convened unless requested.

5. Notice of Motion

None at this time.

Section B - Information

1. Internal Reports and Other Communications

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

2. External Reports and Other Communications

- 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

Chair Ruttan made the following Statement:

"First, I will deal with queries around the closure of Yarker Family School. The Board of Trustees voted in June 2017 to close Yarker Family School following an extensive Program and Accommodation Review Process that included consultation over eight months. The Board received notice of the application for an Administrative Review from two community groups and Eric DePoe citing improper process. The Ministry of Education determined in September 2017 that the Board followed process and procedure during the Pupil Accommodation Review and dismissed the request for an Administrative Review. The school was closed in June 2018 and students were relocated to Odessa P.S. in September 2018. This decision will obviously not be revisited. In fact, the former school building was sold to the municipality in 2019.

Next, I will deal with the censure of Trustee Hutcheon and calls for a review. Some of the letter writers call for a review of the recent censure of Trustee Hutcheon, citing that the matter was not discussed in public session, that she was censured for representing a constituent via an email to the Director, and that the censure has removed Trustee Hutcheon's ability to represent her constituents. These statements are all untrue. Also, it's important to note that the Board has sought an independent opinion of this issue and the review finds that the Board followed the Education Act, Ministry of Education regulations and Board policy with respect to governance matters.

Discussion around the censure of Trustee Hutcheon initially took place in private session because the issue at hand involved a school matter and subsequent personnel issue. As you know, Trustees, we discuss items in private session when they deal with personnel, property or legal matters. The results of the discussion, however, to censure Trustee Hutcheon, was discussed in public session. At the regular Board meeting on November 13, 2019, Trustees approved the censure of Trustee Hutcheon for violations of Policy 3: Director of Education Job Description by overstepping her governance role and becoming involved in the organization and operation of the district, which is the role of the Director of Education, and violations of Policy 5: Trustee Code of Conduct where Trustee Hutcheon was found to have: criticized fellow Board members, the Board, or employees, in or out of the board room; disrespected the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board; exerted individual authority over the organization; and failed to discharge her duties in accordance with the Education Act and the Municipal Freedom of Information and Protection of Privacy Act.

Several members of the public believe, incorrectly, that Trustee Hutcheon was censured for her interaction with a constituent regarding a school matter. This is, absolutely, not the case. In addition to their governance role, Trustees are indeed responsible for helping facilitate constituent concerns. Constituents can always contact their area trustee regarding a concern, just as trustees can absolutely email or call the Director regarding a concern as outlined in our resolution process. The Trustee was not censured for emailing the Director, but for weighing in on a school matter without having all of the information thereby breaching the Trustee Code of Conduct.

Trustees voted unanimously to impose two consequences on Trustee Hutcheon: that she write a letter of apology to the principal involved, and that she review the OPSBA Good Governance Guide. As you heard earlier this evening, Trustee Hutcheon did complete her letter of apology to the principal where she wrote that she handled the situation in question very

poorly, and was too quick to judge. Further, she wrote that she hoped to learn from this experience, and believed strongly in trust as an integral part of being a trustee. Trustee Hutcheon was not removed from her role as Trustee, and was, and is, able to represent her constituents as she always has. In fact, over the holiday break, Trustee Hutcheon forwarded at least one constituent concern to the Director via email for response as is outlined in both Limestone policy and the OPSBA Good Governance Guide.

Also, as is our process, Trustee Hutcheon was provided with several opportunities to address the Board following the vote on her censure and consequences. This could have been done verbally at the November 13 Board meeting where the censure was approved, or the December 11 Board meeting. As was outlined in her letter of censure, Trustee Hutcheon also had the opportunity to address the Board in writing before November 29, 2019 in accordance with Bill 177, Section 218.3.6 of the Education Act. She was given four weeks to respond in lieu of the usual two weeks. 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. The Board has received no reply from Trustee Hutcheon regarding her censure, indicating she disagreed with the determination, or that she wished to appeal the decision. In fact, it would appear from her apology letter to the principal that she acknowledges her error and is committed to moving forward in a positive and productive matter. Furthermore, in a subsequent interview with Global Kingston, following her censure, Trustee Hutcheon indicated that she accepted the censure and how the Board dealt with her actions. And, in a social media post on her own Facebook page dated November 18, 2019, Trustee Hutcheon stated that she was not censured just to be censured, and that she respected the decision of her colleagues. It appears quite clearly that Trustee Hutcheon accepts her censure and subsequent consequences.

Moving on to those calling for a further independent review of former censured Trustee Tom Mahoney. The former Board dealt with this issue at length. To recap, for those of you who were not on the Board at the time, Mr. Mahoney received multiple censures for inappropriate behaviour in contravention of multiple policies, and his repeated disrespectful behaviour to staff, and to the integrity of the role of Trustee. The most serious of these was the harassment of a frontline unionized staff member.

He was directed to write a letter of apology and complete a sensitivity course. Mr. Mahoney initially did neither and was further sanctioned for his lack of action. He, too, had an opportunity to address the Board regarding his censure but chose not to do so. He did, however, appear on local media several times to refute the censure with incorrect information. At the time, and at dozens of times since then, Mr. Mahoney and others have incorrectly reported that he was censured for passing on a constituent concern. This is not the case. There is a full record of discipline on file which was handed out to you in advance of the meeting. Following Mr. Mahoney's third censure in a six-month period, the Board voted to sanction him. Mr. Mahoney also admitted his guilt in the media. Furthermore, the Board did engage an independent, third-party review of Mr. Mahoney's actions following a Board motion requesting a formal inquiry by an outside consultant.

Finally, it is important for Trustees to remember, and the public to know, that all Limestone District School Board policies are aligned with the Education Act and Ministry of Education regulations. When dealing with code of conduct violations, the Board employs a progressive discipline model for all members including trustees, employees and students. The Board expects all of its members, including elected trustees, to demonstrate ethical, respectful and professional conduct. You can be assured that the censure of trustees only occurs after numerous cautions for similar infractions."

The Chair questioned Trustee Hutcheon if she was in agreement that she had accepted the censure and wanted to move past the issue.

Trustee Hutcheon replied that would like to move forward. She noted that she felt some statements made in the media are true. She also stated that she felt many issues outside of censure are what caused the letter writings.

Chair Ruttan stated:

"Given Trustee Hutcheon's desire to move on, I recommend no further action on these letters or subsequent letters dealing with the same issues. Thank you, Trustees. Given the current political landscape and the very serious challenges facing public education today, I am pleased we have agreed to move forward in a positive, productive and collaborative way. As I outlined in my inaugural address a few weeks ago, and as outlined in Board policy "...Trustees serve large constituencies, and fulfilling the representational role is challenging. 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."

I know that together the 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."

A Point of Order was raised that the motion to censure Trustee Hutcheon was not unanimous.

Trustee Godkin wanted it noted that he did not vote to censure.

A Point of Order was raised that when the matter was presented in public there were no objections. This means that the decision to censure was unanimous.

Trustee Morning wanted it noted that she did not vote for the censure, but did vote for the consequences.

It was clarified that when minutes are accepted in public session without objection the matter has passed unanimously and is considered closed.

The order of passing a motion to censure is to make the motion in committee, to bring it to the board, and to accept the minutes.

MOTION: That the Board undertake an independent review of governance practice and procedures.

MOVED BY: Trustee Morning, seconded by Trustee Godkin.

Chair Ruttan noted that the Board has only heard from family members of Trustee Hutcheon, unsuccessful Trustee candidates, and constituents who are unhappy with the Yarker Family School closure. This is not a representative sample of constituents from across the Board.

A Trustee stated that he met with Christine Innocente, one of the letter writers, at the Chair's suggestion. A Trustee stated Ms. Innocente feels that the point of her letter was missed. It is not just about the Trustee censure, but about a public perception that there is a climate of fear.

It was stated that a review is not a witch hunt. It is about restoring public confidence in elected officials. Even though the Trustee was in agreement that the Board is following its policies they still called for a review.

A Trustee was asked what the review would be of. The answer was that they were unsure exactly the review would be about.

It was asked what a review looks like and costs. Superintendent Labrie answered that it depends on who is asked to conduct the review. The Ministry may simply dismiss a request. A governance review would check to see that a Board it is following its policies. The costs would vary.

The Director noted it would be highly unusual for a Board to ask for a review of itself. There is no requirement of the Ministry to conduct a review just because it is asked. By asking, it can open the door for the Ministry to take over the Board.

The Director suggested the Board undertake a cyclical review of its policies. Trustees can decide where to begin in that process.

A Trustee stated there is no need for an independent review. The Board follows its policies and refers to them all the time. The Board should be putting its attention toward supporting students, not on these issues.

A Trustee agreed that the Board is doing things correctly. It is clear that the Board is following policies.

A Trustee noted that the Ministry has been copied on a number of the letters sent to the Board. If the Ministry wished to conduct a review based on these letters they would have. Trustees received a legal overview this evening on the matter that showed a review is not warranted.

A Trustee further stated that they would not be supporting a Ministry or independent review. The letters have asked for a non-governmental review.

A Trustee suggested looking into an Integrity Commissioner, as is used in TDSB. They further stated that many Boards use Integrity officers.

A Point of Order was raised that there are only 3 boards of 72 in the province that use Integrity Commissioners.

The Director stated she can look into the matter and bring the cost back to the Board.

A Trustee stated that even if the Board is following procedure a review is needed to look into Board of Trustee culture. A suggestion was made to ask OPSBA for their opinion.

A Trustee noted that OPSBA is aware of the letters, and does not understand the reasoning behind them. As far as OPSBA is concerned LDSB is in compliance.

Superintendent Labrie stated that he is unsure what the request for a review is asking for.

The motion was withdrawn.

A Student Trustee asked that their non-binding votes be recorded if there were to be any further motions.

MOTION: That any further censures of Trustees be investigated by an independent Integrity Commissioner

MOVED BY: Trustee Morning, seconded by Trustee Godkin.

MOTION: To defer the motion.

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

A Trustee asked that staff establish the costs and details of having an Integrity Commissioner.

A Student Trustee stated that the Board needs to consider that they are already doing things properly, and that asking for a report takes staff time and resources. The focus needs to be returned to the students.

A Student Trustee stated they do not think the Board needs a report. They agreed that preparing a report takes time and resources from staff that should be dedicated to students.

At many conferences that the Student Trustee has attended people have spoken highly of LDSB. Student success should be number one priority.

The request for a report on the cost of an Integrity Commissioner was voted on:

The non-binding recorded vote was as follows:

YEAS: Trustee Elliott, Trustee Gingrich, Trustee Godkin, Trustee Hutcheon, Trustee Morning (5)

NAYS: Trustee Brown, Trustee French, Trustee McGregor, Trustee Ruttan, Student Trustee Crook, Student Trustee Putnam (6)

ABSENT: (0)

The binding recorded vote was as follows:

YEAS: Trustee Elliott, Trustee Gingrich, Trustee Godkin, Trustee Hutcheon, Trustee Morning (5)

NAYS: Trustee Brown, Trustee French, Trustee McGregor, Trustee Ruttan (4)

ABSENT: (0)

The question was called and carried (5:4).

A Trustee asked for feedback from OPSBA on LDSB culture.

A Trustee reminded the Board that there was a session planned for Monday that will deal with Board of Trustee culture. It was suggested the Board sees how that goes first.

3. Communications Referred to Committee

None at this time.

4. Requests for Reports and/or Information

A Trustee asked about a report on the cost for developing a logo from a local business. It was clarified that this was not an official request, d been discussed as part of a previous staff report. A subsequent report on board branding is coming.

A Trustee requested a report on Indigenous Education funding and what it is about.

The Director stated that Indigenous Education is part of the annual reporting cycle from the Strategic Plan and has been reported on several times in recent months. It was suggested that further information could be shared as part of the budget process.

Trustees were reminded that they can always approach Senior Staff for information that they may require.

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 February 12, 2020 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 Gingrich, that the meeting adjourn.

The meeting adjourned at 8:50 p.m.

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

January 22, 2020

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, January 22, 2020 at 6:00 p.m.

Present:

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

Members: N. Carson, Epilepsy South Eastern Ontario
P. Dendy, Member-at-Large
S. Henderson-Todd, Lennox and Addington Resources for Children
D. Jalovcic, Learning Disabilities Association of Kingston
A. Martin, Member-at-Large (Queen's University)
E. Sheldon, Community Living 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
L. Rousseau, Educational Services and Safe Schools Coordinator
D. Scarlett, Principal of Educational Services

Guests:

Regrets: H. Box, Special Education Program Coordinator
S. Burnett, Special Education Program Coordinator
J. Murphy, Special Education Program Coordinator
C. Tooley, Down Syndrome Association 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: N. Carson, that the agenda, as presented, be approved. Carried.

3. Election of Chair and Vice Chair

Associate Superintendent McDonnell called for nominations for Chair of SEAC.

E. Sheldon nominated K. McGregor. K. McGregor accepted the nomination.

Associate Superintendent called for the nominations two more times. Hearing none, the nominations were closed.

K. McGregor was acclaimed as Chair of SEAC.

Trustee McGregor called for nominations for Vice Chair of SEAC.

N. Carson nominated E. Sheldon. E. Sheldon declined the nomination.

E. Sheldon nominated N. Carson for Vice Chair. N. Carson declined the nomination.

B. Godkin nominated P. Dendy for Vice Chair.

Trustee McGregor called for nominations one more time. Hearing none, the nominations were closed.

P. Dendy was acclaimed as Vice Chair of SEAC.

4. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

5. Business Arising From the Minutes

a) Goal Setting

The members discussed the SEAC Goals document as circulated. Suggestions for edits were shared.

Associate Superintendent McDonnell will take the suggestions and revise the document for final approval.

Trustee McGregor suggested that SEAC look at each individual bullet in the goals to brainstorm ideas of how to put the goals into action. One bullet could be reviewed at each meeting.

There was a suggestion to look at the bullet regarding outreach to school councils first.

6. Educational Services Update - Supporting Safe and Respectful Learning Environments-Behaviour Management Systems Training/Intensive Skills Training-Lynne Rousseau, Educational Services and Safe Schools Liaison

L. Rousseau provided a presentation on Behaviour Management Systems Training (B.M.S.) and Intensive Skills Training.

Behaviour Management Systems (B.M.S.) was developed by the Ontario Educational Service Corporation with the support of the Ministry of Education. B.M.S. is consistent with relevant legislation and integrates fully with educational documents and strategies.

The training covers:

- Theoretical Perspectives
- Educational context
- Legislation
- The 4 Phases of Behaviour Management

Understanding the Ecological System Theory helps staff better understand student behaviour and how the environment affects a child's development. The participants also learn more about a child's risk and protective factors. Educational Context looks at the value of Functional Behaviour Assessments, Clinical Assessments, IEPs, Behaviour Logs, Student Safety Plans. Under Legislation staff review parts of the Education Act, Ontario Human Rights Code, Occupational Health & Safety Act, Child, Youth & Family Services Act and the Criminal Code of Canada.

The Four Phases of Behaviour reviewed are: Information Gathering, Planning, Action and Review & Debrief.

The training covers non-verbal and verbal de-escalation strategies, such as limit setting, understanding body language, sensory factors and triggers, and early warning signs which could lead to high-level behaviours.

Staff also develop an understanding of personal safety techniques, including use of Personal Protective Equipment, safe supportive stance and proximity.

Staff are also trained for physical interventions, with the philosophy that staff need to use the least intrusive intervention possible when non-physical interventions are not enough. Staff learn to consider the level of immediate risk, their physical ability and the physical environment.

Permanent Educational Assistants within LDBS are currently trained, as are Casual Educational Assistants within LDSB. Other staff who have attended the training

include: administrators, secretaries, teachers, occasional teachers, Early Childhood Educators. The training recommendation is 8 hours in-class, with recertification required every 2 years in a 4 hour in-class session.

Intensive Skills Training increases the level of skill in managing high-level or escalating behaviours, and increases professional confidence in dealing with high-level and escalating behaviours. The Intensive Skills Training was created in accordance with Bill 168 of the Ontario Health and Safety Amendment Act, to increase staff safety.

Since 2010, 223 Educational Assistants have participated in this training. The training is offered once yearly, in August. As part of this 3 day skill based training package participants will also complete Behaviour Management Systems (B.M.S.) certification.

7. Correspondence

None at this time.

8. Association Updates

As circulated with the meeting package.

10. Other Business

- i) Ministry Updates – Associate Superintendent McDonnell

PPM 163: School Board Policies on Service Animals

Associate Superintendent McDonnell reviewed the changes to be made to LDSB's AP 302 (Service Animals for Students with Special Needs) as per the directions in Policy/Program Memorandum (PPM)163: School Board Policies on Service Animals.

Notable changes include reference to: specific accredited training; AODA and Accessibility Standards for Customer Service; appropriate accommodation being the decision of the school board based on information provided; not allowing training of service or guide dogs in the school setting; student as handler; approval of use of service animals only in exceptional circumstances; and requirement to collect data as per PPM 163. The finalized AP will be shared with SEAC and posted on the LDSB website.

- ii) SEAC Membership

Easter Seals has reached out to participate on the committee.

Associate Superintendent McDonnell is waiting for a letter of nomination from Easter Seals to take to the Board for approval.

- iii) The Provincial Parent Association Advisory Committee on Special Education Advisory Committees (PAAC on SEAC) Survey

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Computers were provided to allow the SEAC members in attendance to complete the survey.

11. Next Meeting Date

February 19, 2020 at 6 p.m.

12. Adjournment

MOVED BY: N. Carson, that the meeting adjourn.

The meeting adjourned at 7:30 p.m.

Environmental Sustainability Advisory Committee January 14, 2020
Meeting Minutes
Limestone District School Board

A meeting of the Environmental Sustainability Advisory Committee was held in the Barry C. O'Connor Board Room at the Limestone Education Centre, 220 Portsmouth Avenue, Kingston, Ontario on Tuesday, January 14, 2020 at 4:00 p.m.

Present

Members: Brooke Gilmour, St. Lawrence College
Jim Barber, Cataraqui Conservation
Roger Healey, KCAT
Sarah Keyes, Loving Spoonful
Linda Malcolm, KFL&A Public Health

Staff: Michele Babcock, Superintendent
Dave Fowler, Manager of Facility Services
Dan Hendry, Sustainable Initiatives Coordinator
Robin Hutcheon, Trustee
Joy Morning, Trustee
Cedric Pepelea, Energy/Environmental Technologist

Regrets: Kristin Mullin, Sustainable Kingston
Zabe MacEachren, Faculty of Education, Queen's University

Guests: Matt Kussin, City of Kingston

Recorder: Liz Strange, Records Management Coordinator

1. Welcome

Trustee Hutcheon read the Indigenous Greeting:

"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: R. Healy, that the agenda of January 14, 2020, as presented, be approved.

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3. Business Arising From the Minutes

None at this time.

4. Community Presentation – Matt Kussin, City of Kingston

Matt Kussin, City of Kingston, provided a presentation on 'Safe Routes to School', which is part of the City's Active Transportation Master Plan. This is a 20-year plan, adopted in 2018, to develop a comprehensive City-wide AT network, create neighbourhood transportation plans, and support programs, partnerships, and initiatives to create an AT culture.

This initiative is about making it easier for students to walk or bike to and from school. The program is based on the Green Communities model, which is a best-practice model for School Travel Planning that has been implemented across Canada.

Reducing vehicular traffic volumes creates safer school zones. Improving walking and cycling routes to school also enhances the safety and quality of life for the community as a whole.

Active school travel helps children meet the recommended 60 minutes per day of moderate to vigorous physical activity, which is linked with improved physical health. Active school travel is associated with mental health benefits including reduced stress, depression and anxiety, as well as increased happiness.

Reducing the number of children being driven to school reduces greenhouse gas emissions and particulate air pollution around the school; this improves air quality and reduces associated risks of lung and cardiovascular disease.

M. Kussin spoke about the area related to Mother Teresa Catholic School and Lancaster Drive Public School, which is one of three 'neighbourhood improvement' areas that the City will focus on during their capital improvement work. The City will work with the schools to develop 2-3 preferred routes to school, develop wayfinding signage, and maps. The City will also review needed improvements to crossings/intersections, sidewalks, cycling lanes, etc.

It was asked if the schools have a person who walks to school with students. L. Malcolm, KFLA Public Health, explained that they have a program called the Walking School Bus that trains senior students to walk with younger students. It is difficult to keep running year to year, but with the new focus on active transportation it could be picked up again.

L. Malcolm explained that KFLA Public Health is working with Patricia Collins around 'School Streets', a program to close streets to thru traffic at school drop-off and pick-up times. There has been success with this in other provinces and countries. In addition to supporting active transportation for students, it also lowers pollution levels in front of schools from idling cars.

It was confirmed that some monies associated with neighbourhood improvement will be dedicated to active travel routes.

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It was asked what is happening with crossing guards. A report went to council in 2019 about this issue. Some areas have been prioritized for upgrades and the City is working to identify ways for school crossings to be safe during hours without crossing guards, as well as installing or upgrading pedestrian crossing equipment.

5. Community Presentation – Sarah Keyes, Loving Spoonful

Sarah Keyes, Food Education Manager at Loving Spoonful, provided a presentation on the GROW project.

The GROW project provides hands-on learning about good food, community, collaboration, and the environment. It provides 7 classroom and garden workshops to Limestone students and meets several curriculum expectations for grades 4-8 students. It also provides several field trips for students, to locations such as local farms and Little Cataraqui Creek Conservations Area.

The program has worked with LDSB Facility services staff to create accessible beds for students, staff and volunteers.

At present GROW gardens have been established in 19 LDSB schools, across both urban and rural sites.

6. Community Organization Updates

Queens University, Faculty of Education

Not present at meeting.

KFL&A Public Health

L. Malcolm reported that Patricia Collins is trying to get a grant for a 'School Streets' program in Kingston.

June 3-4 is the Easter Ontario Active Transportation Summit. D. Hendry will be a presenter. The event is limited to 80 participants. There will be a rural component.

KFLA Public health had an internal working group on road design and have developed recommendations to support active transportation.

KCAT

R. Healy reported that he is a member of the City of Kingston's Environmental Advisory Committee. This group will be developing a report card for the city on various topics, which should be ready for next fall.

The City is considering a 'Play Street' project, which involves closing off certain streets to encourage children to be outside playing.

Environmental Sustainability Advisory Committee January 14, 2020
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Traffic cameras have been approved and will be installed in the next year. These will record cars that enter intersections when the light is red and will issue a \$350 ticket. Speed cameras will also be coming in the near future.

Sustainable Kingston

Not present at meeting.

Cataraqi Conservation

J. Barber reported that Cataraqi Conversation will be participating at the upcoming Sustainable Kingston summit.

Recent funding cuts have eliminated 2 full-time positions.

Cataraqi Conservation will still be doing a tree planting program, but it will be different than in past years.

The organization has a new General Manager.

Cataraqi Conservation has rebranded, including a name change. It will also be replacing signage for all properties.

Loving Spoonful

As per presentation.

St. Lawrence College

B. Gilmour reported that Ontario Commute app is free for community organizations until 2020. It includes active transportation, carpooling, emergency rides, etc.

The college will be participating in a WWF recycling mania, which aligns with current initiatives.

LDSB

C. Pepelea and D. Hendry shared information about a number of initiatives happening in the Board:

- Eco Schools – 20 schools have registered for this year
- Collaboration with St. Lawrence College – working with students to track energy consumption at LDSB sites
- Lighting Update – 4 new schools have been upgraded to 100% LED lighting
- Green Bin Program – Green Bins will be allowed at City Schools. Logistics are still being worked out.

It was asked if any LDSB schools are bullfrog powered. It was confirmed they are not. It was clarified that LDSB is part of a consortium for purchasing.

Environmental Sustainability Advisory Committee January 14, 2020
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7. Brainstorm Potential New Members

Members were asked to reflect and send in recommendations to L. Strange. A list will be created for the next meeting.

8. Other Business

None at this time.

9. Next Meeting Date

March 10, 2020 at 4:00 p.m.

10. Adjournment

MOVED BY: R. Healy, that the meeting adjourn.

The meeting adjourned at 5:55 p.m.

Committee of the Whole (Education, Policy & Operations) January 29, 2020
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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
M. Baumann, Manager of Financial Services
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 & Assessment
J. Silver, Superintendent of Education
C. Young, Superintendent of Business Services

Recorder: L. Strange, Records Management Coordinator

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 Agenda

The following Items were added to the agenda:

- GSN Consultation
- OPSBA Strategic Priorities
- Private Session

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

**Committee of the Whole (Education, Policy & Operations) January 29, 2020
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Declaration of Conflict of Interest

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

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

Section A – Matters Requiring Action at the Meeting

1. Reports for Information

a) Kingston Secondary School – KCVI/QECVI Memorabilia

Superintendent Burra advised the Trustees that his wife is a teacher and his son is a student at KCVI.

Trustees were reminded that the cohort of former QECVI and KCVI students have been in school together for four school years.

KCVI and the former Queen Elizabeth Collegiate and Vocational Institute (QECVI) have both played important roles in the history of education in Kingston, some of which is represented by a plethora of physical objects and archival documents. With the closure of KCVI approaching, members of the KCVI/QECVI school community are working to assess, document, and safeguard these historical objects.

A committee has been created to oversee the ongoing Legacy Project work which will assess each holding in the collection and consider its future. Some objects will be retained and accessioned into a historical and archival collection at the new Kingston Secondary School (KSS), while others will be offered to local and provincial museums and archives. Some written records may have to be destroyed due to privacy and legislative requirements, while some items may also be considered for sale.

Members of the Legacy Project Committee include KCVI teacher-librarian Joanne Whitfield, and retired teachers Kevin Reed, Tim Orpin and Chris VanLuven, with support from Principal Talya McKenna and Superintendent of Education Krishna Burra.

To proceed with a preliminary assessment during this school year, the KCVI Bicentennial Fund and a grant obtained through the Government of Canada's Young Canada Work Building Careers in Heritage Internship Program allowed the Legacy Project to hire two staff: i) Jessa Brown, a recent graduate of the Library Technician program from Confederation College; and ii) Emily Welsh, a recent graduate from the Master of Museum Studies program at the University of Toronto. In addition, the project also received a City of Kingston Heritage Grant to support Jessa and Emily's work. The work of these two staff initially focused on developing a preliminary inventory of KCVI's archive holdings, as well as an initial organization of items within the school, the cataloguing of all the KCVI and QECVI yearbooks present, and the digitization of some yearbooks to be added to the Legacy website. These archivist positions, with support from KCVI staff and the Legacy Project Committee, have contributed almost 500 hours of work to the project to date.

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To date, over 1,000 entries have been made in the inventory spreadsheet. This represents a much larger number of objects, as many entries are made for an object that consists of multiple pieces or copies (e.g. multiple copies of a commencement programme; a file folder of related documents; a set of photographs; or a collection of newspaper clippings). The collection contains a diverse array of objects and archival documents spanning from the 1850s to the present. In addition, the collection also contains a wide array of school documents and ledgers dating back to the 1860s.

Strong opinions exist in the community about which items, if any, should transition to Kingston Secondary School. A fine balance exists between honouring the important history of both KCVI and QECVI, while also providing the opportunity for KSS to create its own history. In addition, storage space is very limited at KSS which prevents the movement of all historical items to the new school. A historical document cabinet and four 'legacy' panels have been purchased to display the history of both predecessor buildings at KSS. In addition, some display cabinets and spaces will be made available to showcase a limited number of items.

A Trustee inquired about the board's integration committee for the QECVI/KCVI school closures, and questioned if the legacy project committee replaces this committee. It was explained that the integration committee has changed throughout the process, based on the area of focus during the closure and transition (i.e. naming, mascot selection, etc.). The intention is that once the archival assessment has been completed the integration committee will be reconvened for input.

An inquiry was made about where the valuable items of art have ended up, specifically the Group of Seven paintings. It was clarified that 7-8 pieces of valuable art were removed two years ago for safe keeping.

In regards to who will make the final decision about which archival items are to be kept, the process is to have a report with recommendation(s) come forward to the Trustees. It was clarified that it is important to hear all voices, but to honour the staff and students who will be occupying the new building.

It was clarified that Board policy outlines the makeup of an integration committee. The committee consists of parents of the school(s) impacted, students, staff, school administration, community members, and area Trustees. The committee is supported by Senior Staff.

An inquiry was made about if there would be public showcase of items before they are disbursed. There will definitely be a robust digital archival record. Due to the delicate nature and value of some items there would be protection concerns if displayed publicly. An inquiry will be made to see if some items could be brought to the Board for review.

b) Q1 Interim Financial Report

Manager Baumann provided an update on the 2019-2020 revised estimates and interim financial operating expenditures for the period ending November 30, 2019 (Quarter 1).

The Ministry requires school boards to submit revised estimates by December 15th of each year reflecting updated enrolment, revenue and expenditures.

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Average daily enrolment (ADE) is the basis on which most Ministry grants are calculated and is based upon the average of enrolment at two established counts in the school year.

The revised estimates include updated enrolment projections based upon actual enrolment levels at the October 31st count date and projected enrolments for the upcoming March 31st count date.

Overall enrolment is expected to be 199 ADE higher in the 2019-2020 school year than originally forecast in the budget, with the elementary panel increasing by 208 students and the secondary panel decreasing by 9 students.

There was an increase of 41.3 FTE staffing overall. An additional 15.1 (FTE) teaching staff, 7.8 (FTE) consultants, 10.7 (FTE) educational assistants, 1.0 (FTE) early childhood educator, .2 (FTE) VP, 2.7 (FTE) para-professionals and 5.0 (FTE) facility services offset by a decrease of .2 (FTE) school clerical and 1.0 (FTE) secondment. No other staffing changes were made.

12.6 (FTE) of the increase was a result of increased enrolment, 10.4 (FTE) increase as a result of PPF funding announcements, 14.0 (FTE) increase as a result of CUPE contract system priorities funding and 4.3 (FTE) increase to meet unique system needs.

Grant for Student Needs (GSN) operating allocation increased overall by \$1.3M. An increase of \$3.0M in various grants such as the pupil foundation, special education, language, learning opportunities, continuing education, school operations and indigenous education which is offset by a decrease of \$1.0M in the teacher and ECE qualification and experience grant, \$347K in the transportation grant and \$384K in the declining enrolment adjustment grant.

Other Government Grants increased by \$2.2M primarily due to new PPF grant announcements. It is important to note that PPF grants are for specific government initiatives and are supported by detailed agreements, accountability and reporting criteria. These agreements normally indicate that any underspending is to be returned.

Overall operating revenues at the 2019-2020 Revised estimates has increased from \$244,727,374 to \$248,930,823 or a net increase of \$4,203,449. Over-all operating expenditures have increased by \$4,203,449 to \$248,930,823 which is equal to the total operating revenues.

The additional \$4.2M in expenditures is a result of: increased salary and benefits expenditures due to staffing changes, expenditures pertaining to new PPF grants received from the Ministry and planned use of the accumulated surplus internally appropriated funds.

As at Quarter 1, \$63,706,730 of the \$248,930,822 operating budget or 26% has been spent. There was one additional payroll processed in November 2019 compared to November 2018. This resulted in an increase in expenses to November 30, 2019 of 3% compared to the 23% results from the same quarter last year.

A Trustee asked about the increased staff levels, specifically if it meant that staff who did not have positions at the beginning of the year have been recalled. It was confirmed that

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all staff that were declared surplus have been recalled. Moving into the second semester there will also be some new hires.

It was confirmed that the International Baccalaureate students are charged for their programs.

A Trustee asked if there could be more details provided on the budget. It was confirmed that this will occur during the budget process.

An inquiry was made about whether any of the monies in the budget could be considered soft funding. It was clarified that funding is guaranteed until the end of August. Each year a new budget is built based on what the Board is informed they will receive. The outstanding issue at this point is labour, as it relates to teacher salaries. Boards will receive direction on this matter when budget time comes.

It was clarified that CUPE memorandum of settlement that was signed stated that monies for new positions would be flowed once ratified locally.

It was clarified that the additional staff are enrolment driven.

In response to a question it was explained that positions tied to PPF funding were affected by the changes from the previous school year. In the spring The Board was informed that LDSB was being conservative and didn't commit to any hires until funding amounts were communicated.

It was clarified that even though the Board lost positions, no staff were laid off in CUPE. There were no former employees waiting to be hired back, as they had been moved to other positions within their union. The recent announcement about funding is for new positions.

It was stated that the Community Use of Schools not having funding this year has produced negative feedback, with the most effect on rural areas. It was stated that GREC was unique as it was identified as priority school and had Community Use of Schools costs reduced to zero. There is no indication that there will be new funding in this area.

2. Reports Requiring Decision

a) 2020-2021 School-Year Calendar

Associate Superintendent Gillam provided a brief update on his discussions with Hastings & Prince Edward and Algonquin Lakeshore Catholic District School Boards. The Co-terminous Boards are in agreement that the priorities in planning next year's calendar are student achievement, no Monday PA days, semester 2 starting on a Friday or Monday, and avoiding holidays. With this in mind the three Boards came up with two calendars that meet all the criteria and contain 194 instructional days.

It was noted that the Board has had a school year start before the labour day in the past.

The parent input survey has opened, and at present there is no clear preference between the two options. Approximately 2000 responses have been collected to date.

It was noted that the three Boards have been meeting since mid-December and have tried many different scenarios for the school calendar.

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Boards just received the Ministry Memo regarding school-year calendars this past Monday.

Provincial Regulation 304 School Year Calendar, Professional Activity Days requires that the school year shall start on or after September 1 and end on or before June 30. Every school year shall include a minimum of 194 school days.

In Limestone District School Board, the 194 school days are made up of seven PA days and 187 instructional days. Examination days for secondary schools fall under instructional days.

Regulation 304 requires the following school holidays:

- Every Saturday and Sunday
- Labour Day
- Thanksgiving Day
- Fourteen (14) consecutive days for Christmas vacation
- Family Day, the third Monday of February
- Five (5) consecutive days for March Break
- Good Friday
- Easter Monday
- Victoria Day

The Board must submit an approved school year calendar to the Ministry of Education for approval by May 1, unless the Board submits a calendar outside of the parameters established above, or deviates from the Ministry template for the winter or March Breaks, in which case the Board must submit a calendar for approval to the Ministry by March 1.

In order to meet the required 194 days from September 1 to June 30, school must begin prior to Labour Day.

The three boards in the Tri-board Consortium (LDSB, HPEDSB and ALCDSB) have traditionally agreed upon a common calendar in order to share transportation costs. The Consortium agreement and practice is that should a board decide not to conform to the common calendar that board must continue to pay for the transportation as arranged in the common calendar and is also required to assume 100% of the transportation costs for any additional days of transport. In Limestone District School Board, each day of independent transportation costs approximately \$100,000.

For the 2020/2021 School Year Calendar, the same process will be used as in the previous nine years. This will include consultation with internal stakeholders, community partners, and a survey. The survey will be conducted using an electronic medium. Other Boards are starting on August 31 or September 1.

The two options being presented to Trustees are:

Option 1:

School Year will start on Monday August 31st, 2020. This will be a PA Day. Students will attend Tuesday September 1st – Friday, September 4th. Starting on Monday, August 31st

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allows us to begin Semester 2 on Friday, January 29th which would be a PA Day. School would be completed for students on Thursday, June 24th and Friday, June 25th would be a PA Day.

Option 2: Ministry Calendar

School Year will start on Tuesday, September 1st, 2020. This will be a PA Day. Students will attend Wednesday, September 2nd – Friday, September 4th. Semester 2 would begin on Monday, Feb 1st, with a Friday, January 29th PA Day. School would be completed for students on Friday, June 25th and Monday, June 28th would be a PA Day.

Option 1 is the preferred option of both the Hastings and Prince Edward and Algonquin School Boards. At this point, it appears that the calendar decision will go to the ALCDSB and HPEDSB Board of Trustees during the Month of February 2020 so that the calendar can be provided to the Ministry of Education by the March 1st deadline

Notable details of the proposed 2019-2020 School Year Calendar Option 1 are:

- The school year starts on Monday August 31st for staff only (PA Day). Students begin Tuesday, September 1st.
- There are seven (7) PA days in total (August 31st, September 25th, November 20th, January 29th, April 30th, June 4th and, and June 25th).
- Two (2) PA days are required for Elementary reporting: January 29th, and June 4th.
- Semester 1 runs from August 31st to January 29th inclusive. Semester 2 runs from February 1 to June 25th.
- Each semester consists of 97 school days.

It was noted that if the school year starts on Tuesday graduations would be on a Friday night, which is not a preferred option.

Senior Staff are presenting Trustees with a compliant calendar, with semesters balanced. The preferred option follows the Ministry guidelines and maximizes cost effectiveness.

It was suggested that the motion should be deferred until Board meeting.

It was clarified that the final approval on the calendar would come at the February Board meeting, after the survey closes. Senior Staff needs to know the Board's preference in ongoing talks with co-terminous boards, and to make the final decision with a tight turnaround.

It was confirmed that the other boards are doing something similar, with final approval in February.

A question was asked on how the Board is reaching parents who can't respond electronically. A suggestion was made to add 'in principle' to the motion.

It was confirmed that there is no hard copy for this survey due to the tight turnaround, but that parents can submit opinions through Trustees or staff.

It was stated that students are receptive to the suggested start date once they understand the reasons why.

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MOTION: That the Trustees of the Limestone District School Board receive and approve Option 1, pending parental survey results, for the School Year Calendar for the 2020/2021 school year as presented with Appendix A.

MOVED BY: Trustee Hutcheon. Carried.

Section B- Information Items

1. Internal Reports and Other Communication

None at this time.

2. External Reports and Other Information

None at this time.

Other Business

GSN Consultation

Trustees were asked if there were areas of concern that they would like to go forward for Ministry consideration during the next budget planning time. Community Use of Schools and top-up monies were flagged.

Trustees were reminded that this is an opportunity to express what the priorities are before funding is announced and boards begin budget planning.

It was clarified that the Temporary Accommodation funding (i.e portables) works on the previous three-year average. Superintendents of Business/Finance have flagged this as an issue.

With the previous year's late announcements, timing of funding communications is also a concern.

Boards are connecting with the Ministry to request a lift on moratorium on school closures. Many boards are having financial trouble running schools that are half empty. If the moratorium can not be lifted, then the Temporary Accommodation funding needs to be revisited.

OPSBA Strategic Priorities

The kick-off to setting the strategic priorities for the next year has started, and a survey has been shared with OPSBA members.

It was suggested that the priorities should include more emphasis on climate change issues.

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Private Session

MOTION: To move into Private Session.

MOVED BY: Trustee Morning. Carried.

A labour matter was discussed.

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

MOVED BY: Trustee Godkin.

Next Meeting Date

The next Committee of the Whole (Education, Policy & Operations) meeting is March 4, 2020.

Adjournment

Chair French called for a motion to adjourn the meeting.

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

The meeting adjourned at 6:45 p.m.



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ADMINISTRATIVE REPORT: INDIGENOUS EDUCATION PROGRAM UPDATE

FEBRUARY 12, 2020

Purpose:

To provide Trustees with an update related to Indigenous Education funding in Limestone District School Board based on the request for further information related to budget at the January 15, 2020 Board Meeting.

Background:

Initiatives related to Indigenous Education are reported to Trustees through the Strategic Plan twice per year, and at different times during the term of the Board. During the past year, the following reports were provided:

- Strategic Plan Updates: 2018-19 Mid-Year on May 29, 2019 at EPOC; and 2018-19 End-of-Year at the November 13, 2019 Board Meeting.
- Indigenous Education Budgetary Information: 2019-20 Preliminary Operating Budget/Revenue on June 12, 2019; and Quarter One Interim Financial Report on January 29, 2020 at EPOC.
- Indigenous Representation on School Boards: May 29, 2019 at EPOC; and August 28, 2019 at EPOC.
- Indigenous Voice at the Board Level: September 25, 2019 at EPOC
- Strengthening Indigenous Voice at the Board Level: October 30, 2019 at EPOC (Policy)

On an annual basis, Trustees receive financial information regarding Ministry funding to the board, including those funds to support Indigenous Education. Both Financial Services and staff responsible for supporting Indigenous Education programming submit reports to the Ministry at several points during the year.

Annually in the fall, staff responsible for Indigenous Education programming in Limestone seek feedback and input from the Indigenous Education Advisory Council. Using the feedback and input, staff operationalize initiatives within the required parameters provided by the Ministry of Education. The Ministry requires funding to be utilized in four areas: i) Supporting Students, ii) Supporting Educators, iii) Engagement and Awareness Building, and iv) Using Data to Support Student Achievement.

Funding from the Ministry for Limestone comes from three primary sources: i) First Nations, Metis, and Inuit Studies Courses at the secondary level generate funding based on the number of students granted credits; ii) GSN grants focused on Indigenous Education which are protected funds; and iii) if applicable, depending on the

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

year and provincial initiatives, Priority/Partnership Funding (PPF).

Funding for the first source supports teacher salaries and resources to support these secondary courses. Funding for the second for 2019-20, consists of the following: Per Pupil Amount (PPA) of \$552,490, Board Action Plan (BAP) of \$87,017, carryover from last year (PPA) of \$160,504.95. Consequently, there is \$800,011.95 available to support Indigenous Education in the system for 2019-20. Of this amount approximately \$350,000 supports salaries for staff focused on Indigenous Education in Limestone, leaving approximately \$450,000 to support initiatives in the board. As indicated earlier, this money must be utilized to support the four funding areas outlined by the Ministry of Education. And finally, for 2019-20, LDSB received PPF funding in the amount of \$35,600 to support implementation of the revised *First Nations, Metis, and Inuit Studies* Curriculum (Secondary, Grades 9-12).

It should be noted that PPF funding of \$100,000 to support the Indigenous Student Success and Re-engagement position in Limestone was eliminated by the Ministry of Education for 2019-20. The carryover PPA from 2018-19 will be used to offset the loss of this funding so this critical position can be maintained. For 2020-21, short of reinstatement of the PPF, this position will need to be absorbed as part of the PPA.

Financial information related to Ministry funding is shared with the Indigenous Advisory Education Committee (IEAC) in the fall. For 2019-20, this information was shared at the last IEAC meeting on November 28, 2019.

Current Status and Next Steps:

Board staff continue to support a wide range of initiatives as outlined in the September 25, 2019 EPOC report, including the following: support and coordination for Indigenous Family Network (IFN) events, supporting an Indigenous Language pilot in a handful of schools, Indigenous Student Leadership/Cultural activities, professional learning for teachers (K-12), supporting community Indigenous Language revitalization projects for families, the Graduating Indigenous Student Leadership Award, support for Elders or Knowledge Keepers to work with schools or classes across Limestone, land-based programs including Gould Lake Outdoor Centre, tutoring support for students, and collection of student and family voice, among others.

A sub-group from the Indigenous Education Advisory Council continues to work on draft Terms of Reference to transition the Council into a formal Board Committee. In addition, a process is being developed to ensure an Indigenous Student Trustee will be selected simultaneously as part of the student trustee selection process this spring. Policy edits will be provided upon completion of both processes.

It should be noted that we face some current constraints as it relates to labour action which may impact our ability to support professional learning for staff over the course of the 2019-20 school year.

Recommendation(s):

That this report be received for information purposes.

Report Prepared By: Krishna Burra, Superintendent of Education: Schools, Program, and ITS
Reviewed By: Debra Rantz, Director of Education

Attachments:
N/A



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ADMINISTRATIVE REPORT – INTEGRITY COMMISSIONER

FEBRUARY 12, 2020

Purpose:

To investigate the cost to the Limestone District School Board on hiring an Integrity Commissioner.

Background:

Although the practice of employing Integrity Commissioners in the Municipal sector is long standing, the introduction of Integrity Commissioners in the education sector is relatively new. There are currently five Boards in the province that utilize the services of an Integrity Commissioner. Four of the boards retain the same Integrity Commissioner as a consultant and one board shares the services of an Integrity Commissioner with a neighbouring municipality.

The Integrity Commissioner is usually accountable to and reports directly to the Board of Trustees. An Integrity Commissioner's primary responsibility is usually to investigate and assess complaints regarding possible breaches of the Trustee's code of conduct. The Integrity Commissioner's responsibilities may also include:

- opinions on board policy
- educational programs on ethics and integrity issues
- maintain files on inquiries and complaints

Integrity Commissioners often have a legal designation and extensive experience in arbitration, mediation, labour relations and Human Rights. The fees for this type of experience and expertise is typical to that of senior lawyers in a large law practice.

For an Integrity Commissioner retained as a consultant, the fee may include a retainer with fees for billable hours for work completed.

Observation/Analysis:

It is difficult to estimate the exact cost to Limestone DSB for the services of an Integrity Commissioner as it is the number of complaints and the complexity of the investigations that will be the cost drivers in the equation. For a cost comparison, York Region DSB released an information report on October 22, 2019 detailing the 2018/2019 costs of their Integrity Commissioner at approximately \$121,000. Should Limestone DSB wish to engage the services of an Integrity Commissioner, the expected hourly rate could vary between \$275 - \$500 per hour.

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

Recommendations:

That this report be received for information.

Report By:

Craig Young, Superintendent of Business Services

Reviewed and Approved By:

Debra Rantz, Director of Education



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ADMINISTRATIVE REPORT – SELECTION PROCESS FOR THE NEW DIRECTOR OF EDUCATION

FEBRUARY 12, 2019

Purpose:

The purpose of this report is to provide information about the selection process for the new Director of Education.

Background:

Selection of the Director of Education is outlined in Policy No. 17 (see attached) and as part of the process, the Board will select a Consultant to assist in organizing the screening and selection process. The Consultant should have a proven track record in hiring senior management in the education sector.

The Director's Selection Committee shall review, rank and short-list candidates to be interviewed by the Board. The Selection Committee shall consist of the Committee of the Whole and the Consultant.

The Consultant will be responsible for:

- The in-service training of the selection committee in all aspects of the selection process;
- Assisting the selection committee on the most appropriate form of advertising;
- Preparing the advertisement and initiating the advertisement process;
- Assisting the selection committee with ranking and short-listing candidates;
- Contacting and arranging the interview schedule for short-listed candidates;
- Preparing interview questions that can be used to determine the skills, knowledge and personal characteristics of candidates;
- Assisting the selection committee in determining the successful candidate.

The Consultant may also be asked by the Selection Committee to conduct reference checks of short-listed candidates, assist the Superintendent of Business in contract development and provide debriefing sessions for unsuccessful candidates.

Observation/Analysis:

There are a number of executive search firms in the province that specialize in recruitment of school board senior staff, including a Director of Education. The scope of the services provided by these firms includes the responsibilities listed under the Consultant above, together with a guarantee that the placed candidate will perform as expected. If the placed candidate's performance is unsatisfactory, usually within the first year, the executive search firm will replace the candidate at no additional cost.

Proposed Timeline

February 2020	Staff to issue Request for Proposal
March 2020	Board to select Consultant
March 2020	Consultant to draft Advertisement
March/April 2020	Advertisement posting period
April/May 2020	Rank and short-list candidates
May 2020	Conduct candidate interviews & reference checks
June 17, 2020	Recommendation of successful candidate to Board
August 2020	New Director of Education to start

In keeping with Broader Public Sector procurement directives, a formal Request for Proposal process should be initiated to obtain proposals from executive search firms.

Recommendations:

That staff begin the Request for Proposal process for selection of an executive search firm.

Report By:

Craig Young, Superintendent of Business Services

Reviewed and Approved By:

Debra Rantz, Director of Education

Attachments:

Policy No.17 Selection of the Director



LIMESTONE DISTRICT SCHOOL BOARD POLICY NO. 17

SELECTION OF THE DIRECTOR

Limestone District School Board recognizes the importance of appointing a highly effective system leader to implement the work of the Board. When selecting a Director of Education, the Board will seek a chief executive officer who will consider the needs of students as the key mission of the organization. The Board needs a Director to provide educational leadership, fiscal responsibility, organizational and personnel management, and strategic planning. The Director must uphold the Board's key outcomes of a focus on students, respect for staff members, a belief in partnerships and accountability.

Limestone District School Board is committed to the establishment of selection procedures for the Director's position which capture the complexity of the workplace and provide practical multi-criteria assessments of the degree to which the candidates possess the knowledge, skills and attributes of a successful system leader.

1.0.0 Preparation for the Selection Process

- 1.1.0 Limestone District School Board will select a consultant to assist in organizing the screening and selection process. The consultant may be a local individual in whom the Board has confidence, or a member of a consulting firm that has experience in hiring senior management.
- 1.2.0 The Board will establish a Director's Selection Committee to short-list the candidates to be interviewed by the Board. The Selection Committee shall consist of the Board and the consultant.
- 1.3.0 The consultant is responsible for the in-service training of the selection committee and the Board in all aspects of the selection procedures.
- 1.4.0 The Selection Committee shall decide on the most appropriate form of advertising for this position.
- 1.5.0 The consultant will prepare an advertisement including as many of the most desirable factors aligned with Policy 3 Director of Education Job Description as is reasonable to place in the advertisement.

- 1.6.0 The consultant will assume the responsibility for initiating the advertising process. The consultant will post the vacancy within the Board, and will make every reasonable effort to ensure that all qualified current Limestone District School Board employees are made aware of the vacancy.
- 1.7.0 The Board will, at its discretion, also advertise externally.
- 2.0.0 Multi-Criteria Assessment
- 2.1.0 Applications shall be submitted by letter with an attached résumé indicating experience, education and references with the appropriate releases under the Freedom of Information and Protection of Privacy Act. In addition, candidates will be requested to submit a paper of not more than two typewritten pages indicating their concept of the role of a Director of Education.
- 2.2.0 As determined by the Selection Committee, members of the committee will conduct an on-site visit to observe the internal candidates during their working day.
- 2.3.0 The Selection Committee will study all submissions from external candidates, contact references and select an appropriate number of candidates for further consideration. Selected external applicants will receive an on-site visit by members of the Selection Committee, if the distances involved make this feasible. The most appropriate candidates will be included with the short-listed internal candidates for further consideration.
- 3.0.0 Candidates Selected for an Interview
- 3.1.0 Once the Selection Committee has ranked all applicants, both internal and external, it shall recommend an appropriate number of candidates for final consideration in an interview with the full Board. Normally, not more than four candidates would be involved in the final interview.
- 3.2.0 In preparation for the interview, the Selection Committee will review the achievements of each of the candidates to be interviewed as well as the skills, knowledge and personal characteristics of the candidates as determined by the on-site visits and submissions.
- 3.3.0 The consultant will prepare interview questions that can be used to determine the skills, knowledge and personal characteristics of the candidate. The promotion criteria are as follows:

4.0.0 Promotion Criteria for the Director's Position

4.1.0 The Director of Education is expected to display above-average competence in the following areas:

- i. student welfare;
- ii. educational leadership;
- iii. fiscal responsibility;
- iv. organizational management;
- v. strategic planning;
- vi. personnel matters;
- vii. policy/procedures;
- viii. Director/Board relations;
- ix. communications and community relations;
- x. student, staff and district recognition/public relations; and
- xi. system leadership.

4.2.0 The following skills, areas of knowledge, and personal characteristics/attitudes will also be considered:

<u>Skills</u>	<u>Knowledge</u>	<u>Attitudes</u>
Negotiation	Student Programs	Dependability
Decision Making	Policies and Procedures	Sincerity
Organization	Community Needs	Consistency
Communication	Teaching Methodologies	Flexibility
Conflict Management	Change Strategies	Enthusiasm
Judgement	Ontario Legislation	Humour
Personnel Evaluation	Learning Theory	Confidence
Problem Solving	Finance	Initiative
Program Evaluation	School District Resources	Energy
Planning	Current Trends in Education	Self-Worth
	Elementary Schools	Honesty
	Secondary Schools	
	Special Education	
	French	

5.0.0 Selection Committee Decision

5.1.0 Final consideration will include an interview of all short-listed candidates and a review of all information gathered to date. The Selection Committee will select one of the candidates for the Director's position if that candidate is supported by a clear majority of the Selection Committee.

5.2.0 The Selection Committee will make a recommendation to Limestone District School Board in open session that the Board hire the successful candidate.

Legal References:

Education Act S. 171 Powers of Boards; S. 283 Chief Executive Officer; S. 285 Responsibility of Supervisory Officer

Revised: January 2015



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ADMINISTRATIVE REPORT: SCHOOL YEAR CALENDAR 2020/2021

FEBRUARY 12, 2020

Purpose:

To review the 2020/2021 School Year Calendar process and provide an update on the stakeholder survey. To provide information on other Eastern Ontario Boards which have also opted to begin the school year prior to Labour Day. Finally, to seek Board approval for Option 1.

Background:

Provincial Regulation 304 School Year Calendar, Professional Activity Days requires that the school year shall start on or after September 1 and end on or before June 30. Every school year shall include a minimum of 194 school days.

In Limestone District School Board, the 194 school days are made up of seven PA days and 187 instructional days. Examination days for secondary schools fall under instructional days.

Regulation 304 requires the following school holidays:

- Every Saturday and Sunday
- Labour Day
- Thanksgiving Day
- Fourteen (14) consecutive days for Christmas vacation
- Family Day, the third Monday of February
- Five (5) consecutive days for March Break
- Good Friday
- Easter Monday
- Victoria Day

The Board shall submit an approved school year calendar to the Ministry of Education for approval by May 1, unless the Board submits a calendar outside of the parameters established above, or deviates from the Ministry template for the winter or March Breaks, in which case the Board must submit a calendar for approval to the Ministry by March 1. For the 2020/2021 School Year Calendar, I am recommending that the Limestone District School Board submit its calendar by March 1, 2020 due to the recommended start date of Monday, August 31, 2020.

In order to meet the required 194 days from September 1 to June 30, and maintain the integrity of Professional Development days, school must begin prior to Labour Day. Options related to this requirement will be shared

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

below.

The three boards in the Tri-board Consortium (LDSB, HPEDSB and ALCDSB) have traditionally agreed upon a common calendar in order to share transportation costs. The Consortium agreement and practice is that should a board decide not to conform to the common calendar that board must continue to pay for the transportation as arranged in the common calendar and is also required to assume 100% of the transportation costs for any additional days of transport. In Limestone District School Board, each day of independent transportation costs approximately \$100,000.

For the 2020/2021 School Year Calendar, the same process will be used as in the previous nine years. This will include consultation with internal stakeholders, community partners, and a survey. The survey will be conducted using an electronic medium.

Current Status:

The Ministry template for the 2020/2021 calendar was received by LDSB in the middle of January 2020.

In January and February of 2020, LDSB parents and community partners (day cares, municipalities, Public Health, business associations, etc.) will be invited to provide survey input to the Associate Superintendent on the 2020/2021 School Year Calendar options.

The following information is used by the three boards in the Tri-Board Consortium prior to bringing possible calendar options to stakeholders for feedback:

- Student achievement is the primary consideration for all calendar decisions and options.
- Adding holidays to a calendar after this year of labour unrest was not an option for any of the three Boards.
- Using the three Professional Development Days that are previously unassigned for teacher development and the improvement of practice. This directly correlates to student achievement.
- Avoiding Professional Development Days on Mondays.
- Ensuring that Second Semester starts on either a Friday or Monday.

Information from other Boards around Eastern Ontario was also used in the formation of the available options for Limestone, Hastings and Prince Edward and Algonquin.

- Ottawa Carleton and Catholic – PA Day on August 31, students start September 1.
- Renfrew Public and Catholic – PA Day on September 1, students start on September 2.
- Upper Canada District School Board – PA Day on September 1, students start on September 2.

One calendar was discussed where a Board is looking at starting on September 8. They will be using 2 Professional Development Days and a Holiday prior to the school year starting. They will also have a Wednesday Professional Development day in February as the Semester turn around date. As previously mentioned, using two Professional Development days prior to school starting is not something that our three Boards are willing to explore, due to the impact on student achievement.

Based on these factors and the Board's geographically close to the Tri-Board consortium Boards, the following options were presented for further exploration by both the School Year Calendar Committee and the Stakeholder Survey.

Option 1:

School Year will start on Monday August 31, 2020. **This will be a PA Day.** Students will attend Tuesday September 1 – Friday, September 4. Starting on Monday, August 31 allows us to begin Semester 2 on Friday, January 29 which would be a PA Day. School would be completed for students on Thursday, June 24 and Friday, June 25 would be a PA Day.

Option 2: - Ministry Calendar

School Year will start on Tuesday, September 1, 2020. **This will be a PA Day.** Students will attend Wednesday, September 2 – Friday, September 4. Semester 2 would begin on Monday, Feb 1, with a Friday, January 29 PA Day. School would be completed for students on Friday, June 25 and Monday, June 28 would be a PA Day.

While Option 1 requires Ministry approval, it allows for the PA to take place on the Friday, June 25. Having a PA Day on a Monday, which is the case for Option 2 – Ministry Calendar, provides multiple challenges for staff. This option also allows us to continue our tradition of having Secondary Graduation Ceremonies on the night before the PA Day. In this case, graduations could take place on the Thursday, June 24.

Facilitated by the Associate Superintendent of Safe and Caring Schools, Limestone stakeholders met on January 22, 2020, to provide input. Stakeholders represented Trustees (Trustee Ruttan), parents (PIC chair), unions, federations, non-union groups, Human Resources, and administrators. For those stakeholders unable to attend the meeting in person, they were able to submit their information electronically.

Option 1 is the preferred option of both the Hastings and Prince Edward and Algonquin School Boards. At this point, it appears that the calendar decision will go to the ALCDSB and HPEDSB Board of Trustees during the Month of February 2020 so that the calendar can be provided to the Ministry of Education by the March 1 deadline.

Notable details of the proposed 2019-2020 School Year Calendar Option 1 are:

- The school year starts on Monday August 31 for staff only (PA Day). Students begin Tuesday, September 1.
- There are seven (7) PA days in total (August 31, September 25, November 20, January 29, April 30, June 4 and, and June 25).
- Two (2) PA days are required for Elementary reporting: January 29, and June 4.
- Semester 1 runs from August 31 to January 29 inclusive. Semester 2 runs from February 1 to June 25.
- Each semester consists of 97 school days.

Recommendation(s):

That the Trustees of the Limestone District School Board receive and approve Option 1 for the School Year Calendar for the 2020/2021 school year, as presented with Appendix A.

Report Prepared By: Scot Gillam, Associate Superintendent of Safe and Caring Schools
Reviewed By: Debra Rantz, Director of Education

[Attachments](#)
Appendix A

Board Name Limestone DSB (B66206)			
Calendar Title [2020-357968] Limestone District School Board	Panel Elementary	Calendar Type Modified	Date Created Feb 03, 2020
Start of School Year Aug 31, 2020	End of School Year Jun 25, 2021	First Day Students Sep 01, 2020	Last Day Students Jun 24, 2021
Status Draft	Description Modified Calendar for Limestone District School Board		

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31 P					1	0	0
September		1	2	3	4	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25 P*	28	29	30			1	20	0
October				1	2	5	6	7	8	9	12 H	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	21	0
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20 P*	23	24	25	26	27	30					1	20	0
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21 B	22 B	23 B	24 B	25 H	28 B	29 B	30 B	31 B		0	14	0
January					1 H	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P	1	19	0
February	1	2	3	4	5	8	9	10	11	12	15 H	16	17	18	19	22	23	24	25	26						0	19	0
March	1	2	3	4	5	8	9	10	11	12	15 B	16 B	17 B	18 B	19 B	22	23	24	25	26	29	30	31			0	18	0
April				1	2 H	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30 P*	1	19	0
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 H	25	26	27	28	31					0	20	0
June		1	2	3	4 P	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25 P	28	29	30			2	17	0
July				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	0	0
Total																										7	187	0

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Schools which will use this calendar :

School	Town or City	School	Town or City
Amherst Island Public School	Stella	AmherstView Public School	AmherstView
Bath Public School	Bath	Bayridge Public School	Kingston
Calvin Park Public School	Kingston	Cataraqui Woods Elementary School	Kingston
Centennial Public School	Kingston	Central Public School	Kingston
Centreville Public School	Centreville	Clarendon Central Public School	Plevna
Collins Bay Public School	Kingston	Ecole Sir John A. Macdonald Public School	Kingston
Elginburg & District Public School	Elginburg	Enterprise Public School	Enterprise
Fairfield Elementary School	Amherstview	Glenburnie Public School	Glenburnie
Granite Ridge Education Centre Public School	Sharbot Lake	Harrowsmith Public School	Harrowsmith
James R Henderson Public School	Kingston	John Graves Simcoe Public School	Kingston
Joyceville Public School	Joyceville	Lancaster Drive Public School	Kingston
Land O Lakes Public School	Mountain Grove	LaSalle Intermediate School Intermediate School	Kingston
Lord Strathcona Public School	Kingston	Loughborough Public School	Sydenham
Maltby Centre Elementary School	Kingston	Marysville Public School	Wolfe Island
Module de l'Acadie	Kingston	Module Vanier	Kingston
Molly Brant Elementary School	Kingston	Newburgh Public School	Newburgh
North Addington Education Centre Public School	Cloyne	Odessa Public School	Odessa
Perth Road Public School	Perth Road	Polson Park Public School	Kingston
Prince Charles Public School	Verona	R Gordon Sinclair Public School	Kingston
Rideau Heights Public School	Kingston	Rideau Public School	Kingston
Selby Public School	Selby	SOAR	Kingston
Southview Public School	Napanee	St Lawrence Youth Association	Kingston
Storrington Public School	Battersea	Sydenham Public School	Kingston
Tamworth Elementary School	Tamworth	The Prince Charles School	Napanee
Truedell Public School	Kingston	W.J. Holsgrove Public School	Westbrook
Welborne Avenue Public School	Kingston	Winston Churchill Public School	Kingston

Board Name																													
Limestone DSB (B66206)																													
Calendar Title							Panel							Calendar Type							Date Created								
[2020-358104] Limestone District School Board							Secondary							Modified							Feb 03, 2020								
Start of School Year							End of School Year							First Day Students							Last Day Students								
Aug 31, 2020							Jun 25, 2021							Sep 01, 2020							Jun 24, 2021								
Status							Description																						
Draft							Modified Calendar for Limestone District School Board																						
Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days	
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
August	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31 P						1	0	0
September		1	2	3	4	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25 P*	28	29	30				1	20	0
October				1	2	5	6	7	8	9	12 H	13	14	15	16	19	20	21	22	23	26	27	28	29	30		0	21	0
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20 P*	23	24	25	26	27	30						1	20	0
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21 B	22 B	23 B	24 B	25 H	28 B	29 B	30 B	31 B			0	14	0
January					1 H	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 E	26 E	27 E	28 E	29 P		1	14	5
February	1	2	3	4	5	8	9	10	11	12	15 H	16	17	18	19	22	23	24	25	26							0	19	0
March	1	2	3	4	5	8	9	10	11	12	15 B	16 B	17 B	18 B	19 B	22	23	24	25	26	29	30	31				0	18	0
April				1	2 H	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30 P*		1	19	0
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 H	25	26	27	28	31						0	20	0
June		1	2	3	4 P	7	8	9	10	11	14	15	16	17	18	21 E	22 E	23 E	24 E	25 P	28	29	30				2	12	5
July				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		0	0	0
Total																									7	177	10		

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Schools which will use this calendar :

School	Town or City	School	Town or City
Bayridge Secondary School	Kingston	Ernestown Secondary School	Odessa
Frontenac Learning Centre	Kingston	Frontenac Secondary School	Kingston
Granite Ridge Education Centre Secondary School	Sharbot Lake	Kingston Secondary School	Kingston
La Salle Secondary School	Kingston	Limestone School of Community Education	Kingston
Loyalist Collegiate and Vocational Institute	Kingston	Maltby Centre Secondary School	Kingston
Napanee District Secondary School	Napanee	North Addington Education Centre	Cloyne
Quinte Detention Centre (CTCF)	Napanee	St Lawrence Youth Association	Kingston
Sydenham High School	Sydenham		



We're Putting Wellness First



We're Turning Innovation into Action



We're Committed to Collaboration

Board Meeting

ADMINISTRATIVE REPORT - APPOINTMENT OF SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) MEMBER: 2019-2022

FEBRUARY 12, 2020

Purpose:

To inform trustee decision-making regarding their appointment of local association representation on SEAC.

Background:

Statutory Membership Requirements:

Ontario Regulation 464/97 2 (1) states that "Every district school board shall establish a special education advisory committee that shall consist of (a) one representative from each of the local associations that operates locally with the area of jurisdiction of the board, as nominated by the local association and **appointed by the board**"; and 2 (2) "The board shall not appoint more than 12 representatives under clause (1)" and 5 (3) "A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board."

Current Status:

The following organizations are currently represented:

1. Family and Children's Services, Frontenac Lennox and Addington
2. Community Living Kingston and District
3. Autism Ontario Kingston
4. Down Syndrome Association of Kingston
5. Lennox and Addington Resources for Children
6. Learning Disabilities Association of Kingston
7. Epilepsy South Eastern Ontario
8. Association for Bright Children of Ontario

Easter Seals Ontario has sent a letter of nomination for Candice Roberts for representation on the LDSB SEAC. Easter Seals has been represented in past terms on the LDSB SEAC.

Recommendation(s):

That the Board appoint Candice Roberts as the SEAC member representative for Easter Seals.

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

Report Prepared By:
Reviewed By:

Alison McDonnell, Associate Superintendent, Learning for All
Debra Rantz, Director of Education