

## REGULAR BOARD MEETING MINUTES – JANUARY 13, 2021

### PRIVATE SESSION

#### Roll Call:

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

#### 1. MOTION TO MOVE INTO PRIVATE SESSION

*MOTION: To move into Private Session.*

*MOVED BY: Trustee Brown and seconded by Trustee Morning. Carried.*

#### 2. Declaration of Conflict of Interest

Trustee Godkin declared a conflict as his daughter is an occasional teacher with two other public boards and with LDSB. Trustee Elliott declared a conflict as his wife is a teacher with the LDSB and is a member of ETFO. Trustee French stated that her partner continues casual admin work with Facility Services, so she will recuse herself from any decision-making associated with that.

### 3. Action Items

#### 3.1 Board Minutes:

3.1.1 Regular Board Meeting – November 11, 2020

3.1.2 Committee of the Whole Board (Initial) Meeting – December 9, 2020

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

### 4. For Information

4.1 Safe Schools Update – Associate Superintendent Gillam provided a safe schools update.

4.2 Property Update – None at this time.

4.3 OPSBA Update – Trustee French provided a brief OPSBA update.

4.4 Labour Update – Director Burra provided a brief labour update.

4.5 Legal Matter – Superintendent Young provided a legal update.

4.6 Personnel Update – None at this time.

### 5. REPORT TO PUBLIC SESSION

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

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

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

## PUBLIC MEETING

### Roll call:

<b>Trustees:</b>	<b>Staff:</b>
J. Brown G. Elliott L. French T. Gingrich (Vice-Chair) B. Godkin R. Hutcheon K. McGregor J. Morning S. Ruttan (Chair) A. Putnam (Student Trustee) N. Quadir (Student Trustee) Q. Traviss (Student Trustee)	M. Babcock, Superintendent of Education K. Burra, Director of Education J. Decker, Mathematics Lead Teacher, Program Team J. Douglas, Communications Officer C. Downie, Capital Planning Supervisor P. Evans, Mathematics Lead Teacher, Program Team S. Gillam, Associate Superintendent S. Hedderson, Associate Superintendent A. McDonnell, Superintendent of Education S. McWilliams, Superintendent of Human Resources S. Sartor, Associate Superintendent J. Silver, Superintendent of Education K. Smith, Communications Officer C. Young, Superintendent of Business Services
<b>Guests:</b>	<b>Recorder:</b>
None at this time.	W. Moore, Executive Assistant to the Director and Trustee Liaison

Chair Ruttan welcomed everyone to the Regular Board Meeting of the Limestone District School Board of Trustees, which was held virtually.

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

### 1. Adoption of Agenda

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

## 2. Declaration of Conflict of Interest

Trustee Godkin declared a conflict as his daughter is an occasional teacher with two other public boards and with LDSB. Trustee Elliott declared a conflict as his wife is a teacher with the LDSB and a member of ETFO. Trustee French stated that her partner continues casual admin work with Facility Services, so she will recuse herself from any decision-making associated with that.

## 3. Private Session Report

Vice-Chair Gingrich made the following statement: “In Private Session earlier this evening, the Private Session Minutes from the Regular Board Meeting of November 11, 2020 and the Committee of the Whole Board (Initial) Meeting of December 9, 2020 were approved.”

Vice-Chair Gingrich indicated that there was a safe schools update and a brief OPSBA update. He noted that Director Burra updated Trustees on a labour matter and Superintendent Young provided a legal update. There was no other business, or motions arising.

## 4. Chair’s Update

Chair Ruttan stated: ‘I hope that staff, students, and Limestone families found some time to relax and rejuvenate over the scheduled break. Despite having to start the new year with all students learning virtually, I am confident we can continue to adjust and adapt in an effort to keep students, staff, and the larger community safe and healthy.

Trustees acknowledge that families are dealing with a lot right now. Many Limestone staff are also balancing work while supporting their own children learning from home. I know it has not been easy.

Trustees cannot recognize and thank staff enough for their extraordinary efforts as they continue to provide essential supports for students in new and different ways during the pandemic. For example, the complex work undertaken by Educational Services to transition elementary students with special education needs and those accessing School to Community services back to face-to-face learning this week. This is a staggering swing in the service delivery model. Thank you.

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 before us include the upcoming 2021-2022 school year calendar, and next year's operating and capital budgets. The Multi-Year Capital Plan and School Renewal Project Plan is before Trustees tonight. And that concludes my report."

## 5. Director's Update

Director Burra stated: "Good evening Trustees and members of the virtual gallery. Happy New Year. I hope everyone was able to have some good holiday time, even if it meant only spending time with family and staying close to home.

As everyone knows, 2021 has started with staff and students moving to a remote format due to provincial direction. As the pandemic evolves and government direction changes, we must remain agile in continuing to serve students, families, and staff.

At the start of last week, over 17,000 students and their educators moved from in-person instruction to virtual/remote learning. This transition is never simple, but it was much smoother given our experience last spring. To help support students, over the past week we have distributed additional devices and hotspots for internet connectivity. Consequently, since the start of the 2020-2021 school year, we have provided over 3,300 devices and 165 hotspots for internet.

I am pleased to say that teaching and learning are continuing. For those students and educators that were in person leading up to the break, remote learning looks and feels different. I have been greatly impressed by the resilience and innovation of staff in transitioning to remote learning, and the support provided to students by educators and support staff. This includes enduring some internet outages that limited connectivity for many educators and students across the province. Given we have discussed virtual learning several times this past fall, and the vast majority of Limestone District School Board students and educators are now part of remote learning, we do have a presentation tonight to share what virtual school looks like.

During this current closure, the Ministry directed school boards to provide an in-person learning option to a limited population of learners: those students with significant special education needs who cannot be accommodated in remote learning. Consequently, we have a small number of learners in schools with educators: about 220 students with significant

special needs currently attending, spread across about half of our schools. While the intention of the provincial state of emergency is to ensure people stay at home to reduce contacts outside of households, the direction we have received regarding provision of programming for students with significant special education needs remains in place.

We are currently planning for a full return to classrooms for in-person learners and staff on Monday, January 25, 2021. However, based on changing health circumstances and data, this date may change. While our region unfortunately had its first COVID-related death this week, the KFL&A region continues to see significantly lower case numbers compared to other regions. The province has indicated that we will receive further direction by January 20, 2021 regarding local school closures. Other areas of the province are now scheduled to reopen on February 10, 2021.

I should highlight that the government announcement yesterday did implement some changes once in-person learning resumes: masking will now be mandatory in all schools for students in Grades 1-3, and it will also be mandatory outdoors when students/staff cannot maintain spacing. In Limestone, mandatory masking for Grades 1-3 has already been in place so this will not significantly impact our schools. For masking outdoors, the provincial announcement mirrors the KFL&A Public Health guidance delivered to schools earlier this fall. We await further information related to the other announcements impacting schools when they resume, full in-person learning. Specifically, enhanced screening and expanded, targeted testing.

I know staff continue to do the best they can and adapt to changing circumstances. Our service to students and communities requires a system to support the work, and I am extremely proud of the efforts of all LDSB employees. Thank you.”

## 6. Presentation – Virtual School

Superintendent Silver indicated that staff have been sharing information with Trustees about the LDSB virtual school since the beginning of the year, and given that approximately 10 per cent of our students are attending virtual school, staff wanted to provide Trustees with a glimpse into what that looks like. Superintendent Silver stated that Jackie Decker, a program team member, is currently teaching a student success period and has been supporting

educators in virtual school. She will share what the platforms look like, a sample lesson, what student success looks like, and what support are available for students in the area of mental health.

J. Decker provided some data on the virtual school numbers. In the Elementary Virtual School (K-8) there are 1,305 students; 2 administrators; 83 teachers; 1 student support teacher, 6 educational assistants and 9 early childhood educators. The Secondary Virtual School has 612 students; 1 administrator; 23 teachers and a Success Team. There are 2 office administrators that support the virtual schools.

J. Decker noted that the virtual schools have worked hard to build community - Twitter samples include morning announcements and sharing of student work. Although startup was very busy, now the focus is building community.

J. Decker wanted to let Trustees see what the learning platform looks like for virtual school. She shared a couple of screen shots of the D2L platform - Secondary Virtual School uses Minds Online/D2L to house its course work and provided a sample of what her class looks like.

Some elementary classes also use Minds Online and D2L. All teachers are able to customize their course to meet their needs and student needs. This platform is used for students to get their work from teachers, to hand in their work to teachers, get feedback, and can also include announcements, videos, and links to other resources.

The other main platform used in elementary and secondary virtual school is MS Teams, the platform we are currently using for this meeting. MS Teams is used mostly for synchronous learning, but also as a class platform to assign work, have students hand in work - very similar to D2L. The benefit of MS Teams is that it has the synchronous component that teachers use regularly.

Learning at secondary virtual school includes many of the high yield strategies used in the classroom, like opportunities for students to collaborate with each other in large and small groups and with the teacher. She showed examples of a small group in an elementary math class; a secondary English class participating in a teacher led lesson; a secondary math class with a small group and an art class having a discussion.

Learning at elementary is a lot of live lessons with the teacher working directly with students. J. Decker shared a screen for Trustees of resources and supports for the system related to virtual learning, which the program team have provided for teachers to use online. The program team is offering professional learning and coaching with virtual school teachers. The focus at the beginning was with IT supports and trying to understand where students were at, by developing and supporting with diagnostics. At elementary, we are starting to focus on learning in literacy and math with virtual school teachers. In secondary, support for educators is mostly individual or small group coaching.

In conclusion, J. Decker indicated that ‘A Student Success Team,’ including a lead student success teacher, three program team members supporting student success, and a part-time re-engagement teacher, support the secondary students. They make plans for at-risk and in-risk students. They strategically create courses to help fill gaps and recover credits. They connect students with supports within the Limestone and broader community.

Superintendent McDonnell indicated that all Educational Services’ supports and programming are provided virtually, excluding speech language and psycho-educational assessments. She noted that Individual Education Plans (IEPs) continue to be developed and implemented. Superintendent McDonnell advised that supports for virtual learners remain connected to home-schools when possible, for example, student support teacher, learning program support teacher, educational assistant, and elementary school to community support teacher. Chair Ruttan thanked staff for the excellent presentation and called upon Trustees for questions or comments.

## **7. Consent Agenda**

### **7.1 Board Minutes**

- 7.1.1 Regular Board Meeting – November 11, 2020
- 7.1.2 Committee of the Whole Board (Caucus) Meeting – December 9, 2020
- 7.1.3 Committee of the Whole Board (Initial) Meeting – December 9, 2020

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

- 7.2.1 Special Education Advisory Committee – November 18, 2020 and December 16, 2020



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

## **8. Routine Matters**

### **8.1 OPSBA Report**

Trustee French stated that she had nothing further to report since her full report last month, as the Board of Directors do not meet until February 2, 2021. She did want to flag however, that registration is now open for the Public Education Symposium, limited to virtual delivery. The symposium will be from 10 a.m. to 3 p.m. on Thursday, January 28. Trustee French noted that the cost is free and some great sessions including Indigenous education, human rights and anti-racism and student panels on racism and a global pandemic.

Trustee French also wanted to advise that work is proceeding with project Compass, a process of reviewing the OPSBA constitution. She chairs the Strategic Planning Committee and will update Trustees as more information becomes available on the planning process.

### **8.2 Report from Student Trustees**

Student Trustee Putnam stated: “Good evening everyone, I hope you are all doing well. Despite all of the continued setbacks Limestone students continue to preserve and support one another online. Students' use of social media to connect with each other to share information, and to run events like virtual spirit weeks; virtual announcements; cooking contests; and school clubs, is so amazing to see. Students are also getting excited for the very first Limestone wide GSA meeting which will occur virtually on Tuesday, January 19, 2020 at 4 p.m. for all LGBTQ2S+ students and allies. It is great to see Limestone’s students make the best of a far from ideal situation.”

Student Trustee Quadir stated: “Good evening everyone and Happy New Year! On behalf of the students of the Limestone District School Board, Student Trustees Putnam, Traviss and myself, we would like to thank all of our incredible staff, educators, and families for their ongoing and tremendous support of student success and mental health. The three of us have spoken at length with various students about the transition to online learning, including our InterSchool Council student leaders, and although the online environment cannot compare to in-class learning, we truly appreciate that our teachers, support staff, and administration are striving to make it as engaging and inclusive as possible for all students. In all honesty, online

school is draining and very difficult, especially for students who seek joy and fulfillment in extracurricular activities and face-to-face interaction. However, all the students with which we have consulted have expressed their immense gratitude for how much more clarity and sympathy there is with remote learning this time around. We are still in a pandemic, but we are better-equipped now than we were last year to learn together, and even more importantly, to support one another.”

Student Trustee Traviss stated: “Hello everyone, it has been a pretty quiet month for me and the Indigenous Student Advisory Committee, but that does not mean gears are not turning. I, along with some of my peers in our school board’s Indigenous community are working to compile a list of opportunities, scholarships, and resources aimed at Indigenous students who plan on going to post-secondary next year. As the new year brings new things for us all, Student Trustees Quadir, Putnam and I are excited to start preparing for the upcoming Student Trustee elections in April, something the three of us are very excited to promote and support in the next couple of months. Thank you for listening and thank you again to the Board, our educators, our community stakeholders, and families for your continued support of students during this time.”

## 9. Reports for Information

None at this time.

## 10. Reports Requiring Decision

### 10.1 Policy Review

Director Burra stated that as part of the October 28, 2020 Committee of the Whole Board (EPOC) Meeting, Trustees reviewed several policies and made some revisions. At that same meeting, Trustees passed a motion to obtain a quote by a parliamentarian to review and provide possible recommendations with regards to format and content and/or alignment of policies, and in particular Policies Nos. 3, 7, 9, and 17.

Director Burra indicated that given the Board’s previous work with Lori Lukinuk regarding parliamentary procedures and distinguishing between policies and bylaws, a quote was sought from her regarding follow-up services focused on LDSB policies. Director Burra has since contacted Ms. Lukinuk and she has indicated she would be pleased to work with

Limestone Trustees to review and revise some of the policies that tie to Board Operations, specifically, Policy 7: *Role of the Board Chair*; Policy 8: *Role of the Vice-Chair*; Policy 9: *Board Operations*; Policy 10: *Committees of the Board*; Policy 11: *Board Representatives*; and Policy 12: *Policy Making*.

Director Burra stated Ms. Lukinuk indicated that bundling these policies for potential revisions and division of bylaws would be appropriate given the interrelationship between them. Policy 3: *Director of Education Job Description*; and Policy 17: *Selection of the Director* fall outside of a policy or bylaw review tied to the operational nature of Policies 7-12 and would not require bylaws. The recommendation was for the Board to review Policy 3 and Policy 17 with a lens to the most recent hiring for any potential updates.

Director Burra advised that for a review of Policies No. 7-12, Ms. Lukinuk's quoted \$3,500 and proposed a process that would include two to four meetings which could be concluded within three to four months. The first meeting would focus on reviewing existing policies to determine areas for revision; the second would be a review of draft revisions and look at further amendments or potentially Board approval, if necessary; the third meeting would be a review of additional amendments and the revisions in their entirety for Board approval; and, if not previously completed, the fourth meeting would be for Board approval. Final Board meeting approval could potentially be a special board meeting attached to an EPOC meeting with the sole purpose of approving the bylaws/policies with a clause-by-clause review for final approval.

The Board will need a separate review process for Policies 3 and 17.

*MOTION: That (1) The Director, Chair, and Vice-Chair engage with Ms. Lukinuk and schedule the review process outlined in this report to revise Policies 7-12, and agree to the terms of Ms. Lukinuk's fee for her services; and, (2) The Board agenda setting committee discuss next steps for revision of policies 3 and 17 separately from policy work with Ms. Lukinuk, and bring a plan and/or draft revisions back to Trustees at a later date.*

*MOVED BY Trustee Gingrich and seconded by Trustee French.*

Chair Ruttan called the question.

Roll call vote.

The non-binding recorded vote was as follows:

YEAS: Trustee Brown, Trustee Elliott, Trustee French, Trustee Gingrich, Trustee Godkin, Trustee Hutcheon, Trustee McGregor, Trustee Morning, Student Trustee Putnam, Student Trustee Quadir, Trustee Ruttan, Student Trustee Traviss (12)

NAYS: (0)

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: (0)

*The motion was carried.*

## **10.2 Multi-Year Capital and School Renewal Project Plan**

Superintendent Young stated that starting in 2011-2012 the Board prepared a 10-Year Capital - School Renewal Project Plan (the Plan) that is updated each year.

Facility Services Manager Dave Fowler and Capital Planning Supervisor Charlyn Downie reviewed details to the plan. They have developed the Capital and School Renewal Project Plan based upon the VFA Building Condition reports for all schools; assessing local needs with school staff, analysis from maintenance work orders; knowledge from facilities trades and maintenance staff, and expertise from engineering and other consultants.

The Multi-Year Capital plan includes an updated 2020-2021 listing of \$21,098,019 projects by school or various schools, which was outlined in Appendix A. Project work estimates are based upon the best available project scope and costing information at the time of evaluation.

If the COVID-19 Resilience Infrastructure Stream of funding is approved, the projects listed in appendix B will be implemented in the 2020-2021 school year.

For the 2021-2022 to 2030-2031 school years, the 10-year plan included an estimated \$4,500,000 in proposed annual school renewal project activity (e.g., interiors, electrical,

lighting, plumbing, to name a few) per year based upon prior year Ministry funding levels. This plan may or will change to reflect actual Ministry school renewal funding levels when announced.

*MOVED BY Trustee Brown and seconded by Trustee McGregor that the Board approve the Multi-Year Capital and School Renewal Project Plan; and further that a revised copy of the 10-Year Capital and School Renewal Project Plan be posted on the Board's website. Carried.*

#### **11. Notice of Motion**

None at this time.

### **SECTION B – Information**

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

Chair Ruttan stated that the internal reports and other communications were brought forward for information. Vice-Chair Gingrich stated the 2019-2020 Food Sharing Project Annual Report, this year has been a different year. As the report shows 650 families received food boxes or grocery gift cards once schools closed, representing over 2,000 people. He also expressed appreciation, as the representative on the Food Sharing Project, for the generous donation of \$100,000 from the Limestone Learning Foundation. Trustee French noted that it is important for Trustees to understand that not only was this the Limestone Learning Foundation's largest donation, but this was also possible due to the LLF's expanded mandate to support well-being as one of its strategic goals.

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

None at this time.

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

None at this time.

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

None at this time.

**16. OTHER BUSINESS**

None at this time.

**17. OTHER SPECIAL MEETINGS/EVENTS**

The OPSBA Public Education Symposium (virtual delivery) will be from 10 a.m. to 3 p.m. on Thursday, January 28, 2021.

**18. ADJOURNMENT**

*MOVED BY: Trustee Morning and seconded by Trustee Elliott that the meeting adjourn.*

The meeting adjourned at 7:56 p.m.