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We're Turning Innovation into Action



We're Committed to Collaboration

## LIMESTONE DISTRICT SCHOOL BOARD

### **Agenda** **Regular Board Meeting** **Wednesday, May 20, 2020** **(Virtual Meeting due to COVID-19)** **Meeting link: <https://bit.ly/LDSBMay2020>** **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 – April 29, 2020
- (b) Audit Committee – May 4, 2020
- (c) Committee of the Whole (Director Selection) – May 6, 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**

### **Section A – Matters Requiring Action at the Meeting**

#### **1. Consent Agenda**

- (a) Board Minutes – April 29, 2020 (Pages 4-18)
- (b) Reports from All Committees:
  - i) Special Education Advisory Committee April 22, 2020 (Pages 19-25)
  - ii) Environmental Sustainability Advisory Committee – May 12, 2020 (Pages 26-29)
  - iii) Parent Involvement Committee – March 11, 2020 (Pages 30-35)
  - iv) Audit Committee – May 4, 2020 (Pages 36-39)

#### **2. Routine Matters**

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

#### **3. Reports for Information**

- a) Kingston Secondary School Update – Verbal - Superintendent Young
- b) Board COVID-19 Response Update (Pages 40-42) Director Rantz

**4. Reports Requiring Decision**

- a) OPSBA Representative Election – Chair Ruttan

**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**

Board Meetings

- June 17, 2020 6:00 p.m.

Special Education Advisory Committee

- May 27, 2020 6:00 p.m.
- June 10, 2020 6:00 p.m.

Budget Committee

- June 10, 2020 4:30 p.m.
- June 15, 2020 4:30 p.m. (Tentative)

**7. Other Special Meetings/Events**

None at this time.

**8. Adjournment**

*To help slow the spread of COVID-19, the Ontario government has extended the Declaration of Emergency to May 31, 2020. This extension will enable the government to continue protecting the health and safety of the people in Ontario. As such, for the time being, the Board will be conducting its business via virtual meetings.*

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

**Guest:**

**Recorder:** L. Strange, Records Management Coordinator

Chair Ruttan called the roll.

*MOTION: To move into Private Session.*

*MOVED BY: Trustee Hutcheon, seconded by Trustee French. Carried.*

**Declaration of Conflict of Interest**

Trustee Elliott declared a conflict as his wife is a teacher with the LDSB and a member of ETFO.

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 – February 12, March 25, April 8 and April 22, 2020

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

**For Information**

- (a) Personnel Update (Item (a) on Agenda)  
No update at this time.
- (b) Safe Schools Update.  
No update at this time.
- (c) Property Update (Item (c) on Agenda)  
No update was at this time.
- (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)  
No update 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 McGregor, seconded by Trustee Godkin. Carried.*

The Board moved into Public Session at 5:50 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  
M. Baumann, Manager of Business Services  
K. Burra, Superintendent of Education  
J. Douglas, Communications Officer  
S. Gillam, Associate Superintendent, Safe and Caring Schools  
A. Labrie, Superintendent of Education and Human Resources  
A. McDonnell, Associate Superintendent, Learning for All  
W. Moore, Executive Assistant to the Director and Trustee Liaison  
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

**Recorder:** L. Strange, Records Management Coordinator

Chair Ruttan stated:

"Good evening Trustees, Senior Staff and the viewing public. Welcome to the Committee of the Whole Board Meeting.

My name is Suzanne Ruttan. I am Chair of the Board, and the Trustee representing South Frontenac.

As we continue to trial virtual Board meetings, I ask for everyone's patience as we learn and adapt to this new platform.

As we are broadcasting from across the district, there may be Internet conductivity issues that arise. We do not anticipate any interruption, but if this does happen and we lose the connection, we will get back up as quickly as we can.

Gallery guests you will hear all discussion during tonight's meeting as Trustees' mics are turned on, as you would expect, and you will see presentations and reports shared to your

screen. You will only see the video of whomever is speaking. So, only one person at a time will appear on your screen.

I will call an alphabetical roll call for Trustees' questions and comments during and after presentations and reports. Trustees will appear on screen when they have a question. Gallery guests there will be a slight delay as the meeting's producer cues up the video for the next speaker.

It has been a steep learning curve for everyone as we pivot to virtual meetings. My sincere thanks to staff for making this possible with such short turnaround.

And with that I call this meeting to order."

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 Gingrich, seconded by Trustee Hutcheon, 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 and is a member of ETFO.

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 the following minutes and motions were approved:

February 12, 2020 – Safe Schools, OPSBA, Labour and Legal update.

March 25, 2020 – Director Search Firm Selection discussion

*MOTION: That the Board defer the hiring process for the Director until such time as the COVID-19 situation is under control.*

*MOVED BY: Trustee Hutcheon, seconded by Trustee Morning. Failed.*

*MOTION: It is recommended that the Board of Trustees select OESC and award the contract for recruitment services for the position of Director of Education.*

*MOVED BY: Trustee French, seconded by Trustee Godkin. Carried.*

April 8, 2020 – Director Search Committee

*MOVED BY: Trustee Brown, that the draft LDSB Director Search Proposed Workplan, be accepted in principle, with the proposed completion dates for Action Steps 1-5, as noted, to be used as a guideline, and that for Action Steps 6 – 11, the dates are to be determined. Carried.*

*MOVED BY: Trustee Hutcheon, that during the execution of the consultation phase, public consultation be included, using Survey Monkey, incorporating the six questions identified by the consultants. Failed.*

April 22, 2020 – Labour Update.

*MOTION: To support ratification of the ETFO agreement.*

*MOVED BY: Trustee French, seconded by Trustee Morning. Carried.*

April 29, 2020 – Personnel, OPSBA and Labour update.

### **Chair's Update**

Chair Ruttan stated:

"The Premier of Ontario and Minister of Education have announced school closures will continue until at least May 31. We remain committed to supporting our students and staff in every way we can, until it is safe to be together again.

Over the past several weeks, we have seen examples of tremendous leadership, creativity, innovation, dedication, and compassion.

I cannot begin to describe how proud I am as a Trustee, as a Limestone parent, and as a taxpayer, of the innovative approaches being developed and delivered by Limestone staff during these unprecedented times.

Director Rantz and the entire Senior Leadership Team set to work developing plans to ensure that our students and staff were safe. Our strategic pillars of wellness, innovation and collaboration are serving us well, guiding us through this crisis.

Limestone will continue to put people first – with our focus on student and staff safety and well-being.

As plans continue to evolve and we respond to feedback, we know staff are providing the very best they can for our students and families.

On behalf of the Board of Trustees, our sincere thanks to all staff for their dedication and diligence in preparing for Limestone's virtual teaching and learning environment, as well as, central administrative staff for their incredible efforts in maintaining regular business operations. Truly staggering efforts by all.

Our sincere gratitude also to our students and families for their flexibility, patience and understanding as we support the continuity of learning for students. We are all in this together.



Trustees, too, are pushing through new ways of doing business. During the extended closure, the Board of Trustees has continued its work requiring decisions virtually via telephone, email, and video conference.

We continue to trial virtual Board meetings. I would like to again recognize the hard work of Information Technology and Senior Staff for launching this online platform so quickly. Despite the operational challenges of negotiating collective agreements during the COVID-19 pandemic, the Ontario Public School Boards' Association, the Council of Trustees' Association, and the provincial government have now reached deals or tentative central agreements with all education unions. Yesterday, OPSBA ratified settlements reached in March with the Elementary Teachers' Federation of Ontario for both teachers and education workers, and last week a tentative agreement was reached with secondary teachers and education workers. These fully funded agreements ensure a stable learning environment for students and staff.

My heartfelt thanks to Limestone staff for their professionalism and patience as we navigate our way through this extraordinary time in public education, and in the world."

### **Director's Update**

Director Rantz stated:

"Good evening Trustees and those watching remotely.

We are now in week four of emergency remote learning and you will hear more about that in an information report later in the agenda.

Much of our communication outreach has been to our families, but we also want to ensure that students, in particular, are engaged during this time. That is why one of my video messages last week directly addressed students of the Limestone District School Board. Student well-being and safety continue to be paramount, and learning is an important part of that safety plan. We know remote learning is not ideal, and all homes do not have equal access to the Internet and devices, but we continue to develop a range of options that are both reasonable and practical to support students' learning.

Remote learning is not business as usual. Emergency remote learning is an interim measure. It does not compare to the learning that happens in our classrooms where students are face-to-face with their teachers, other students, and school support staff. Staff are making the best of an unfortunate situation, and we hope students are, too.

We also want to reassure our Grade 12 students and their families that students who are on track for graduating this June will not have their graduation impacted by COVID-19. Guidance Counsellors and Lead Student Success teachers with the Limestone District School Board have created a dedicated website to help Grade 12 students navigate any changes. This was communicated to families and students last week.

Our Educational Services team has been reaching out to at-risk and special needs students and this work will continue. We are here to support students through these uncertain times. We have been present at Community Partnership Tables and are grateful for our guidance from Dr. Moore and his team at KFL&A Public Health. We will continue to do everything we can to support the well-being of our entire Limestone community.

We are so proud of our partners at the Food Sharing Project who are providing hundreds of food hampers per week to our most vulnerable families in need with the support of some staff and dedicated volunteers in our community. Almost 500 families are being supported by this initiative.

Central office staff in human resources, financial, facilities and information technology services, our program team and communications are pulling out all the stops to keep the district humming. All their hard work, resilience and compassion have not gone unnoticed.

In closing, I wish to add how inspired I am with the dedication and creativity of Limestone educators, and all they are doing to remain connected with their students and each other such as heart-warming video messages of 'miss you ' and 'stay well' from teachers, daily health tips from Limestone's Student Support Counsellors, and multi-media morning announcements featuring students, teachers and special guests.

I am so proud of our staff, and all that they have done and all that they will continue to do to put our students first."

### **Section A – Matters Requiring Action at the Meeting**

#### **1. Consent Agenda**

(a) Board Minutes – February 12, 2020

(b) Reports from All Committees:

- i) Special Education Advisory Committee - February 19 & March 11, 2020
- ii) Environmental Sustainability Advisory Committee – March 10, 2020
- iii) Education, Policy & Operations Committee – March 4, 2020
- iv) Budget Committee – April 22, 2020

*MOTION: That the Consent Agenda of April 29, 2020, as presented, be approved.*

*MOVED BY: Trustee Morning, seconded by Trustee Elliott. Carried.*

#### **2. Routine Matters**

(a) OPSBA Report – Trustee French

Trustee French stated that the last Board of Directors meeting was in February, and that the minutes were shared with Trustees. OPSBA continues to share examples of great work at Boards across the province.

There was an update from Provincial Indigenous Trustee Council, offering advice for Boards who are electing an Indigenous Student Trustee.

A Best Practice Handbook for Student Trustees is in development, through a partnership with OSTA/AECO.

A scholarship in partnership with OPSBA has been established for students who excel in leadership.

All OPSBA events have been cancelled to the end of the year, including Take a Member of Provincial Parliament to work, the May Board of Directors, and the AGM.

(b) Report from Student Trustee(s)

Trustee Crook:

"Hello everyone. I hope you all are staying well during these difficult times. For InterSchool Council our event unfortunately had to be cancelled due to COVID-19, but on behalf of Trustee Putnam and I, I would like to say a huge thank you to all of the council members who put in the time and dedication to the event during our planning phase. I do not have a doubt that it would have been an amazing event for Limestone students! On the other hand, the Student Trustee elections are coming up on May 4, and it is with great joy that I get to say that LDSB will be electing their first Indigenous Student Trustee to represent both the Urban and Rural High Schools. Overall, these are incredibly difficult times, but the LDSB community has shown nothing but incredible efforts and I congratulate everyone on their accomplishments. I wish you all the best and hope that everyone stays well during these unprecedented times."

Trustee Putnam:

"Good evening, I hope everyone is staying safe in these uncertain times. Both Trustee Crook and I would like to take a moment to thank Limestone's amazing teachers, administrators and Board office staff for their support during these trying times. We are grateful for everyone's patience, flexibility, understanding and hard work. We would also like to recognize students and their families who are doing their best to adapt to distance learning despite various barriers. Limestone has done an exceptional job making distance learning more accessible to all students by providing over 2,000 devices to students throughout the Board. Hopefully we can continue to work together, and I look forward to one day being able to see you all in person again. Thank you!"

A question was raised around the process for electing the new Indigenous Student Trustee. Superintendent Burra stated that due to the COVID-19 situation there was no time for another policy meeting before moving forward. He did meet with the Indigenous Education Advisory Council, and the Board will be mirroring the process used by Inter-school Council for Urban and Rural Student Trustees.

Superintendent Burra further stated that each school is selecting a group of Indigenous peers to nominate a candidate for the position.

**3. Reports for Information**

a) Quarter 2 Financial Report

Manager Baumann provided an update on the Interim Financial Operating expenditures for the period September 1, 2019 to February 29, 2020 (Quarter 2).

A 2019-2020 Interim Financial Report was presented to the Board on January 29, 2020 and provided updated revenue and expenditure information from the budget to the revised estimates, as well as operating expenditures for the period ending November 30, 2019 (Quarter 1).

As at Quarter 2, \$121,423,445 of the \$248,930,822 operating budget or 49% has been spent. The expenditures are based upon items paid within the stated period. Certain expenditures may be non-cyclical in nature, which may lead to higher or lower expenditures within a given period. An example would be Continuing Education in which 30% of the operating budget was spent in Quarter 2. (See Appendix 1 for more information.)

The 2019-2020 interim financial report for Quarter 2 indicates a spending level of 49%, which is 1% less than the 50% spending level reported for the same period last year. The 1% reduction in spending is related to savings as a result of strike days. There will be an offsetting funding reduction due back to the Ministry.

The Board is on target to end the 2019-2020 fiscal year in a balanced-budget position.

With the recent announcement from the Minister around iPads, it was questioned whether or not there was additional money for this. Superintendent Young answered that this report is until January 29, so any additional expenditures for electronics due to remote learning are not reflected in this reporting period.

In a question for further clarity on the savings due to strike days, Superintendent Young answered that Financial Services had budgeted amounts for classroom teachers during the strike times, but because of the strike days taken less salary was paid out. Boards must show strike savings, and then this money is returned to the Ministry. In the end it is a zero sum.

It was questioned if there was anything saved on busing fees during the school closure. Superintendent Young stated that LDSB has continued to pay Tri-Board, and that operators have continued to pay drivers. There has been a fuel offset, which means that funds have been reduced. Again, these savings will be returned to the Ministry for a net zero amount.

When asked about the donations made to health care partners, and how Boards are to account for those expenditures, Superintendent Young answered that the donations were approximately a one-month supply for cleaning supplies or PPE, which were not being used in LDSB sites during the same four-week period. At this point it is not an expense to LDSB.

#### **b) Emergency Remote Learning**

Director Rantz stated that as a result of the extended school closure due to the COVID-19 pandemic, school boards across Ontario were directed by the Ministry of Education to draft a continuity of learning plan to begin April 6, 2020. Prior to April 6, students and families were encouraged to take advantage of the Ministry's Learn at Home suite of online resources. Limestone supplemented this portal with its own list of curated online learning resources organized by grade and curriculum area.

Like every other school board in Ontario, Limestone used the time after March Break to develop the first draft of our Emergency Remote Learning Plan. Our priority, in these extraordinary times, has been to ensure our students' basic physical, mental and emotional needs are met (food, security, health care, mental health), especially for our most vulnerable students and families. We also focused on the mental wellness needs of our staff, who were also catapulted into a remote working environment while balancing their own personal responsibilities.

One of the first stages of Limestone's plan included connecting with all administrators and educators as well as support staff to establish protocols for working from home, including an inventory of staff technology needs and access to the Internet. This was followed by a needs assessment of students' access to technology, the Internet and other considerations to support their remote learning and well-being.

Given the range of circumstances of students, families, and staff, we knew any plan would require a range of delivery options that are both reasonable and practical. Teaching and learning in this evolving context would not look the same as the customary in-class experience. The Board's goal is to ensure the successful completion of the school year for all students, and to support students to advance to the next school year, earn credits and graduate.

Current Status:

Learning Model: The Ministry of Education released the following model for remote learning:

- K-Grade 3: 5 hours of work per student per week with a focus on literacy and math
- Grades 4-6: 5 hours of work per student per week with a focus on literacy, math, science and social studies
- Grades 7-8: 10 hours of work per student per week with a focus on core math, literacy, science and social studies
- Grades 9-12: 3 hours of work per course per week for with a focus on achieving credits/completion/graduation

Important considerations in distance learning is that it remain flexible to student and family needs including ability to: complete work at any point of the day/week; allow for student voice and choice; not always require online access; and be done with minimal or no adult support.

Every student should have, by now, received outreach from their school and/or teacher(s) to determine their ability to engage with remote learning. It is important to note that contacting families has not been straightforward due to outdated contact information and the inability to reach parents/guardians who are essential workers, among other issues, some of which are tied back to technology and Internet access.

Device Distribution: Schools opened briefly during controlled periods to allow staff to retrieve needed learning materials from their work sites. Schools began distributing devices the week of April 6. Both processes were managed by administrators according to approved protocols developed in consultation with KFL&A Public Health. This work is ongoing. To date, more than 2,000 devices have been provided to students in need while another 200 devices have been distributed to Board staff (who did not already have access to devices). Staff devices required a more intensive authentication and distribution process to ensure privacy protocols and security are met.

On April 17, the Ministry announced a collaboration with Apple and Rogers to provide data-enabled iPads to families struggling with Internet access. This is one option among several, to best try to meet Internet access needs across the district. We know, however, some geographical areas in our district will still experience low connectivity despite the option for data. We continue to investigate and implement sensible device and connection options for families based on needs and geography. Depending on device availability from providers and viable geographic options, this work will continue for a couple of more weeks.

**Approved Learning Platforms:**

Central Board staff developed online learning etiquette guidelines and additional guides on: how to connect devices to Wi-Fi; how to work offline; and how to conduct/participate in video conferencing classrooms/meetings for students, families and staff with a focus on privacy and security issues. Current virtual learning platforms include Desire2Learn (Minds Online), Google Classrooms/Meet and MS Teams applications, all of which are supported centrally, and maximize student and teacher privacy and safety.

Many students and teachers, particularly those in the secondary panel, are already familiar with the use of some of these platforms which were used by teachers prior to the school closure. For others, this is new learning and central staff are working diligently to support everyone through the transition. For students who cannot participate virtually, for whatever reason, teachers are supporting remote learning through other means. This might include calls and/or e-mails to parents/guardians providing opportunities for more traditional learning such as print packages, for example. The Board continues to explore opportunities for the engagement of secondary students enrolled in more technical/hands-on learning (skilled trades, the arts etc.) to determine how to best meet the learning needs as set out in the curriculum.

**Assessment:**

All school boards are following directions provided by the Ministry of Education with respect to assessment and evaluation. All students will receive a final report card in June. As always, families are encouraged to communicate with their student's teacher(s) regarding their progress through the school closure.

- Elementary: For elementary students (Kindergarten to Grade 8), the marks will be based on student's learning prior to the school closures in March. In the weeks ahead, teachers will be providing feedback only based on students' learning at home.
- Secondary: For graduating students, mid-term marks will be provided based on learning prior to the March school closures. These marks will be available to colleges and universities to meet post-secondary application deadlines. Secondary students will not receive mid-term report cards. Teachers will use remote learning tasks, projects, and culminating activities for evaluation purposes to support the student's final marks.

**Support for Students with Special Needs:**

Delivering remote programming, instruction, and support to students with individualized learning needs in creative ways that help the student continue to move forward during remote learning is a challenge. Educational Services has developed a document to support teachers with resources and guidelines. As of April 20, Student Support Counsellors, Adolescent Care Workers, School Attendance Counsellors, Clinical Staff, Speech Language Pathologists, Social Workers, Educational Assistants and Educational Services Teachers have connected with many of the students prioritized by school administrators, as well as other students on their existing caseloads. They will remain in contact with many of these students to provide supports for emerging student needs. We are grateful to all of our community partners for collaborating with us in order to meet our students' needs.

Director Rantz drew attention to the Information Graphic included in the report, which was shared with Ministry. LDSB has been recognized as a leader in the province during this difficult situation.

Director Rantz shared how proud she is of the work of the Food Sharing project, and their support of families in the LDSB area. She also recognized the work of staff in providing cleaning supplies and PPE to the local health care organizations.

Director Rantz noted that the biggest need in rural areas continues to be reliable access to Wi-Fi.

Superintendent Burra stated that LDSB has deployed over 2000 devices to students, and that there are only a very small number of families that still require devices. Arrangements for deliveries and pickups have been made to help meet the situations of LDSB families. The ITS department is working on gauging Internet access needs, and providing a number of solutions. Over the course of the next 1-2 week(s) the work on all remaining access issues will continue.

Director Rantz stated that in the coming weeks we will have to remain patient and be supportive of teachers and students. Plans are dynamic, and will continue to change as needed. She stated that there are lots of opportunities for learning beyond being on a computer, and staff will continue work to meet the physical, emotional and mental well-being needs of students.

Senior Staff are now undertaking a survey for staff and families to gauge how things are going, and this will inform service delivery until June 1, and possibly beyond if there are further closure extensions.

When asked if Senior Staff are taking the opportunity to prepare for a potential second wave of COVID-19, Director Rantz answered that contingency planning is ongoing, noting it is difficult to plan for unknowns.

It was questioned whether there has been criticisms from people who work from home regarding having students using remote learning, and are there any students that the Board hasn't connected with? Also, how many students do not want to go online; are we providing hard copies of student work and are there plans for bringing students back to class?

Director Rantz answered that Senior Staff are gathering feedback regarding remote learning, and that staff are grateful to families for doing the best they can. Principals were reporting it was difficult to reach students at first, but this has improved. There is only a small amount of students that cannot be reached.

Staff have developed a protocol for office staff to access school sites to produce student work packages. Staff also continues to encourage students/families to access some digital resources if they require hard copy work. Senior Staff are working with courier staff on plans to get packages to families, and establish possible pick-up sites.

The classroom situation when students return is being reviewed, and staff are preparing for every contingency. LDSB continues to work with the direction from the Ministry and to learn from other systems across the world.

It was noted that in the Toronto area some families have expressed feelings that the sharing of devices was charity, not equity. Director Rantz replied that families in LDSB have not reported anything similar. The response has been overwhelmingly positive and families are only taking what they need.

It was asked what the options are for families with no internet access. Director Rantz answered that there are very few families in this situation at this point. One solution is to deploy unused cell phones to enable them to hotspot to the internet. LDSB also continues to advocate because not all families have access.

It was questioned how the Board is supporting special education students. Associate Superintendent McDonnell answered that for mental health and wellness issues Social Workers were mobilized to make contact with the most vulnerable students and provide tele-counselling. A referral service is also now open for new connections. Student Support Counsellors and Adolescent Care workers have connected with all students on their caseload, and are able to take on new students as needed. Educational Services teams, such as the Autism team, have connected with all families who were under care of an LDSB program/support. Staff are working hard to tailor supports for students based on feedback. Staff are also available to assist families with behaviour supports. Programming and services remain in place, and are being provided virtually.

It was asked if there is a plan to deal with damaged or lost devices and Superintendent Burra stated that there is an expectation that there will be some loss, and some replacement costs involved. ITS does have some funds to cover these costs.

Student Trustee Crook asked if there have been any decisions made about exams for high school students. Director Rantz stated that there is going to be a Ministry memo to describe what cancellation of exams will look like. No decisions will be made until that information is received.

**c) Kingston Secondary School Update**

Superintendent Young reported that work continued through March with special conditions in place to address COVID 19. This resulted in slower progress due to physical distancing and less workforce. The contractor started shutting down and demobilizing at the start of April. Sub-trades have moved to other projects.

It will take approximately 4 weeks to mobilize again when the contractor is allowed on site. This means the school will not be ready for September. The Board does not know what the restrictions will be when the site is operational again. If the Contractor is allowed to enter the facility by the end of May, the Board has been advised that we could expect a completion in November.

It was asked if classes are being reorganized for September, and if the Board has space to accommodate physical distancing requirements. Superintendent Young answered that there has been no direction regarding physical distancing in the classroom. He noted this would be an issue for all boards across the province, not just LDSB.

It was questioned if there are any considerations about a possible student transition in November. Superintendent Burra answered that Senior Staff cannot make decisions about start dates yet, as site completion timelines are uncertain.

It was asked what percentage of completion the site is at and what the plan is for communication about the delay. Superintendent Young stated that he expects most people will



be understanding about the delay because of the situation with COVID-19. Superintendent Burra answered that the site is at approximately 93% completion.

Director Rantz stated that there is a letter ready to go for families and staff.

**4. Reports Requiring Decision**

None at this time.

**5. Notice of Motion**

Trustee Elliott stated that is withdrawing his former Notice of Motion.

**Section B - Information**

**1. Internal Reports and Other Communications**

None at this time.

**2. External Reports and Other Communications**

- a) Letter to Minister Elliott from Waterloo Region DSB re Vaping – January 10, 2020
- b) Letter to LDSB Board Chair from J. Heaton re support of the Board – February 19, 2020
- c) Letter to LDSB Board Chair from K. Stewart re: support of the Board – February 19, 2020
- d) Letter to LDSB Chair from L. Huffman and S. Notman re: support of the Board – February 26, 2020
- e) Letter to LDSB Board Chair from P. Dendy re: support of the Board – February 26, 2020
- f) Letter to LDSB Board Chair from S. Cond re: support of the Board – March 5, 2020
- g) Letter to LDSB Board Chair from M. Tarasick re: support of the Board – February 2020

**3. Communications Referred to Committee**

None at this time.

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

None at this time.

**5. Other Business**

None at this time.

**6. Future Meetings**

The next meeting of the Limestone District School Board of Trustees will take place on May 20, 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 Brown, seconded by Trustee Gingrich, that the meeting adjourn.*

The meeting adjourned at 7:30 p.m.

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

**April 22, 2020**

A meeting of the Special Education Advisory Committee was held via Microsoft Teams through a virtual meeting on Wednesday, April 22, 2020 at 6:00 p.m.

**Present:**

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

**Members:** P. Dendy, Member-at-Large  
D. Jalovcic, Learning Disabilities Association of Kingston  
A. Martin, Member-at-Large (Queen's University)  
E. Sheldon, Community Living Kingston  
C. Tooley, Down Syndrome Association Kingston  
J. Castell, Family & Children's Services, Frontenac, Lennox & Addington

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

**Regrets:** N. Carson, Epilepsy South Eastern Ontario  
S. Henderson-Todd, Lennox and Addington Resources for Children  
C. Roberts, Easter Seals 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: Trustee Godkin, that the agenda, as presented, be approved.  
Carried.*

**3. Declaration of Conflict of Interest**

There were no declarations of conflict of interest.

**4. Business Arising From the Minutes**

None at this time.

**5. Educational Services Update: Changes to Special Education Service Delivery Models and Roles and Responsibilities during Emergency Remote Learning**

Associate Superintendent McDonnell spoke to the recent Ministry Memo regarding service delivery to students with special needs during emergency remote learning. She noted that the expectations align with the work already being done in the Board.

There are expectations that boards will:

- In some capacity, continue with the IPRC process.
- Have IEPs remain in effect for continuity of learning.
- Provide SEA technology and equipment to students as appropriate. The Ministry is pleased with how boards have gotten technology and other equipment to students/families.
- Continue SEAC meetings through online platforms.

**Social Workers**

Service delivery for Social Workers will focus on: Well-being check-ins, telephone counselling, crisis response and online PD opportunities

**Well-being check-ins:**

- Maintain connection with vulnerable students
- Inform students about service disruption for both school and community-based services
- Assess immediate needs and set a plan

**Adolescent Care Workers (ACW), Student Support Counsellors (SSC), Attendance Counsellors (AC)**

Service delivery for SSCs, ACWs and ACs will focus on: check and connect, crisis response and online PD opportunities

Check and Connect:

- maintain relationships
- provide self care strategies
- ensure family and student have an awareness of resources and engage resources where necessary

Educational Assistants

Support Educators:

- creation of lessons/activities for students with special education needs
- identify specific times to provide small group or 1:1 direct support via phone or virtual platform
- create social stories for students based on programming and needs of caregivers at home
- in secondary, connect with subject based teachers/LPS to assist students with completing work
- support distribution of devices from schools as per Board/Public Health protocols,
- collaborate with other professionals to support programming

Support and connect with students and families:

- with use of technology and SEA equipment
- provide ideas for body breaks, DPA, sensory activities
- with daily physio routines, fine motor activity
- sharing tips on how EA works with student and helpful strategies related to troubleshooting issues
- personal phone check ins/virtual connections with identified students/families
- create routine boards for students, visuals, task analysis activities, first-then charts etc.

Professional Development:

- participate in professional development opportunities offered by the board
- participate in online staff collaboration meetings when invited

Student Support Teachers (SST) and Learning Program Support Teachers (LPS)

- Connecting with students, families, and educators
- Connecting with the in-school team to discuss next steps for the continuation and communication about essential special education processes such as transition meetings
- Collaboration with educators to support programming for individual students based on the Individual Education Plan

- Supporting students and providing direct instruction including learning skills study skills, and self advocacy

Autism Team, School to Community Services Team, Behaviour Action Team

- Existing Referrals - Team Members with active referral/consent will reach out and connect with students and families
- New Referrals-Team Members will support emerging student needs with new referrals determined by school teams in consultation with the appropriate Educational Services contact
- Transition Planning Support-On-going for our students moving from Grades 6-7, Grades 8-9 or to post-secondary & entering Kindergarten
- Programming Support-Available for educator consultation regarding student programming and resources

Behaviour Specialist

- Supporting staff to complete online training through the Geneva Centre (Sonderly)
- Virtual ABA professional development opportunities for EA's
- Collaborating with Melissa Boyd-Rupa (After School ABA) to create resources for staff to access through the Minds Online platform
- Collaborating with the Autism Team to provide PD opportunities and develop resources for staff

After School Skills Development Program

- Offering virtual skills groups to students with autism who had been referred to the ASSDP
- Offering parent webinars on topics related to skills their child would learn in group

Specialized Programs

District Learning Centres, District Autism Classrooms, Learning Disabilities Programs, School to Community Classrooms and Care, Treatment, Custody and Corrections programs all continue to operate remotely throughout the district.

Our teachers are working hard to develop remote emergency learning opportunities to support the individualized learning plans for our students who are attending these specialized programs across the district.

Collaboration between Teachers, Educational Assistants, Educational Services Staff and Community Partners continues to be a priority in the emergency remote learning environment.

Transitions

Board's established transition processes are proceeding:

- Information-sharing between families, school teams, Educational Services
- Community partners involved in information-sharing as appropriate (e.g., SEA equipment recommendations, student profiles)
- Schools connecting with families to work through action items (e.g., registration, transportation applications)
- Document developed by Educational Services provides information to our schools about who to contact for student transition planning support.
- In consultation with school teams and community partners, prioritizing meetings that will take place as soon as we are back in schools again.

Associate Superintendent McDonnell noted that the work continues. Some areas, such as Clinical and Speech-Language Pathology service delivery models are still being revised.

P. Dendy asked if there will be planning for transitions back to the system when school resumes. Associate Superintendent McDonnell answered that there should be, and that she hopes there will be more information to share in May or June.

J. Castell thanked the team for all the hard work.

C. Tooley asked if there is a plan for virtual meetings for school to community students. Associate Superintendent McDonnell stated that there are a variety of ways that educators are connecting with students: Minds Online, google classroom, videos, phone calls, and 'no tech' packages etc.

**6. Correspondence**

As circulated with the meeting package.

**7. Association Updates**

J. Castell stated that the Family Support Program in Napanee is providing phone and virtual counselling. Staff are helping clients navigate community resources, such as groceries and meal deliveries, and are helping with applications for government supports. The staff are providing wellness check-ins and coaching parents.

Some front-line workers are still conducting in-person appointments with families. Staff are finding ways for children in care to have access to biological family members.

C. Tooley stated the Down Syndrome Association has had to stop programming. The team hasn't been able to engage in other ways, as they are a small group.

A. Martin stated that candidates have been anxious about what will happen to their year, but have been guaranteed they will complete the year. There are challenges in sustaining a classroom community. There are also lots of logistic issues, as well as technical issues. Many students are reporting online learning fatigue.

The practicum that was supposed to happen in May will be handled remotely. Candidates starting in May will not have an opportunity to be in classrooms, but will receive simulated classroom experiences through videos.

E. Sheldon expressed concerns for families supporting educational needs at home, especially those with children that normally have 1-to-1 support in school. She stated she would like to see a review process to hear from families once we are past the emergency home learning phase so that Boards can figure out a service delivery model for students with the complex intellectual and communication needs.

D. Jalovcic stated that Learning Disability services are on hold for now. She asked if there is financial support for families without technology or internet access. And how accessible online learning is. Associate Superintendent McDonnell answered that there is no additional funding at this point, though options are being explored. There are other options for service delivery, as online learning is not appropriate for all learners. The Board is working to reach all families, but especially those that need additional supports.

## **8. Other Business**

- Tri Board SEAC – This meeting has been cancelled. There will be an LDSB meeting instead, on the same date.
- Grants for Student Needs (2020-2021) – This information has not been released yet. It is expected in early May. SEAC members will be able to provide input at the May and June meetings related to the budget and special education.

Trustee McGregor stated that Director Rantz is retiring at the end of the year. The hiring firm has created a job description and is asking for feedback. SEAC members can provide ideas to Trustee McGregor via email.

The May meeting will start at 5 p.m.



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

**April 22, 2020**

**9. Next Meeting Date**

May 27, 2020 at 5 p.m.

**10. Adjournment**

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

The meeting adjourned at 7:20 p.m.

**Environmental Sustainability Advisory Committee    May 12, 2020**  
**Meeting Minutes**  
**Limestone District School Board**

A meeting of the Environmental Sustainability Advisory Committee was held via Microsoft Teams through a virtual meeting on Tuesday, May 12, 2020 at 4:00 p.m.

**Present**

**Members:** Brooke Gilmour, St. Lawrence College  
Roger Healey, KCAT  
Sarah Keyes, Loving Spoonful  
Zabe MacEachren, Faculty of Education, Queen's University  
Jennifer Ruddy, Loving Spoonful

**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  
Linda Malcolm, KFL&A Public Health  
Stana Luxford-Oddie, Cataraqui Conservation

**Recorder:** Liz Strange, Records Management Coordinator

**1.    Welcome**

Superintendent Babcock 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:    Trustee Morning, that the agenda of May 12, 2020, as presented, be approved.*

**3.    Business Arising from the Minutes**

Superintendent Babcock reported that the outreach to possible new ESAC members has been deferred to the fall due to the COVI-19 situation.

Suggestions for new members can be sent to Superintendent Babcock or D. Hendry.

**Environmental Sustainability Advisory Committee    May 12, 2020**  
**Meeting Minutes**  
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**4.     Community Organization Updates**

Queens University, Faculty of Education

Z. MacEachren stated that she is delivering her spring courses through remote teaching. The Environmental Education course will be taught twice because of the large number of students. She is working to make the virtual learning as engaging and experiential as possible.

Gardens at Faculty of Education will be maintained this summer by university staff.

Z. MacEachren has been applying for grants for studying the effectiveness of environmental education learning by secondary students.

The 72-hour concentration Environmental Education course will be running next year. A new teacher will lead that course.

KFL&A Public Health

Not present at meeting.

KCAT

R. Healy shared that KCAT has been working for last six weeks on assisting the City with the drastic reduction in transit riders. KCAT is looking at the process for adding more space for walking and cycling while car use is down.

Public Health has been promoting exercise for physical and mental health, which is not possible for many with the current situation.

Sustainable Kingston

Not present at meeting.

Cataraqui Conservation

Not present at meeting.

Loving Spoonful

S. Keyes reported that Loving Spoonful has been working with LDSB and KFLA Public Health on a process to grow food at school gardens for donation. Staff has also made an online version of Grow Garden workshops.

The Garden for Good campaign has started, with the intention to entice people to grow food for donations, which would then be shared with community partners and Fresh Food stands.

**Environmental Sustainability Advisory Committee    May 12, 2020**  
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Loving spoonful has partnered with the Kingston Community Health Centres and the Good Food Box program to get food out to people in need.

Loving Spoonful has advocated to open community gardens, and they have now Public Health and provincial approval to be open.

St. Lawrence College

B. Gilmour reported that Cycle Week is still going forward.

St. Lawrence donated a large amount of cleaning and PPE equipment to local organizations.

Construction has been delayed, but just recently got the approval to start up again.

B. Gilmour is working with academics to build sustainability in teaching.

Staff is working on plans for future renovation, which will include the organization's first net zero building.

LDSB

D. Hendry's article in Green Teacher magazine is called 'Youth Transforming Transit.' He will be doing a webinar for them as well.

D. Hendry prepared a report for the Board of Trustees on the LDSB transportation, which will be presented tomorrow.

C. Pepelea shared that he has been in contact with EcoSchools, who is still engaging with students through online content. LDSB still has the potential to certify this year.

Many lighting projects are still moving forward. A solar system upgrade for the two portable classrooms at the Gould Lake Outdoor Education site is going ahead.

On April 17, 2020 C. Pepelea finished working with the four St. Lawrence College placement students.

Superintendent Babcock spoke to the outstanding work of educators who continue to encourage environmental lessons with students. Superintendent Babcock shared the example of an educator at LaSalle Secondary School who has produced a 'How to start a garden' video for his students in the School to Community program in lieu of the class being unable to do this at school during closure.

**5.    Other Business**

None at this time.

**Environmental Sustainability Advisory Committee    May 12, 2020**  
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**6.     Next Meeting Date**

October 13, 2020 at 4:00 p.m.

**7.     Adjournment**

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

The meeting adjourned at 4:55 p.m.

Limestone District School Board  
**Parent Involvement Committee**

Approved Minutes  
Wednesday, March 11, 2020  
LCVI Resource Centre

**In Attendance:** Scot Gillam (Assoc Superintendent), Trustee Garrett Elliott (PIC Representative), Trustee Bob Godkin, Trustee Robin Hutcheon, Trustee Joy Morning

**PIC Members:** Sabena Islam - LCVI (Co-Chair), Crystal Bevins-Leblanc - FSS/Welborne (Co-Chair), Jennifer Kehoe - Molly Brant ES, Virginia Venditti - Polson Park, Shayla Bradey - Sir John A, Nick Kriaris - Cat Woods, Rena Petrick – Module Vanier, Krystle Holton -Loughborough/Calvin Park, Jen Foster - Henderson and FSS

No	Item	Action
	<b>Opening and Land Acknowledgement (Scot Gillam) 6:05 pm</b> Associate Superintendent Gillam acknowledged Trustee Representative Garrett Elliott, as well as Trustees Morning, Hutcheon, and Godkin Gillam reminded those present that the meeting was being livestreamed on the <a href="#">LDSB PIC</a> FaceBook page. Only the speaker and the screen would be visible on the stream. Meeting set up was modified from tables to a circle as a suggestion by Janza G. Thank you to Mr. Goldring for setting up.	
1	<b>Approval of Draft Agenda</b> Approved by consensus	
2	<b>Approval of the Draft Minutes of the meeting held Feb 11, 2020</b> Moved: Crystal B-L. Seconded Jennifer K. Approved.	
3	<b>Standing Updates:</b>	
3.a	<b>Board Update: (Associate Superintendent Gillam)</b> <b><u>SHSM/Focus Program Update</u></b> <ul style="list-style-type: none"><li>- Focus Program applications are ongoing right now. SHSM new programs also being supported by Ministry.</li><li>- Focus Program Carousel was very successful - we also created short one-minute videos for the community that detail each of the programs and will be shared online with everyone</li><li>- Students use MyBlueprint to show their interest in the SHSM program, and a contact at the school is alerted, which wasn't happening before so that communication/connection piece has been corrected.</li></ul> <b><u>Skills Competition</u></b> <ul style="list-style-type: none"><li>- The skills competition is still scheduled for Friday after March Break at St. Lawrence College for high school students.</li></ul> <b><u>COVID-19 Update</u></b>	

	<ul style="list-style-type: none"> <li>- We take our lead from KFLA public health and the Ministry of Education. The LDSB can't act unilaterally without support from one or both of those organizations. Notification will go out to staff and families as a reminder around good hygiene and etiquette, as well as additional bullet points with the latest news and what's next (resources).</li> <li>- All schools will be receiving a STOP poster on the front door asking people not to enter if they are experiencing symptoms or have traveled outside of Canada in the previous 14 days (and this messaging may change). We will also be posting the latest KFLA update on strategies to stay healthy, avoid exposure, and be prepared in case of quarantine. The board has also revisited our pandemic response plan to be sure that everyone is up to date with the latest plans as the situation develops.</li> <li>- <b>Question</b> - Sabena I. asks if school cleaning practices have changed?</li> <li>- <b>Response</b> – from Associate Superintendent Gillam - high traffic areas are now priorities. Each school has their own supply of cleaning materials and sanitizer for hand washing. Mary Jean from KFLA could not attend but was going to share similar information about COVID-19 updates. LDSB message to concerned parents – if you really feel your student shouldn't be at school then keep them home. Ultimately a parent's decision.</li> </ul>	
3.b	<b>Trustee Update:</b> (Trustee Garrett Elliott) No formal update. Welcome to the new representatives and Trustees in attendance.	
3.c	<b>KFLAPH Public Health Unit Update:</b> (Mary Jane Short) No Report at this time	
3.d	Indigenous Education Committee: (Jennifer K.) <ul style="list-style-type: none"> <li>- The first family circle was hosted on March 9th at the Rideau Heights Community Centre and was very well received. 29 adults and 25 children were in attendance and there were plenty of new faces from underrepresented communities and people who do not typically participate. The outer circle of parents was asked to discuss four separate questions. Many conversations developed organically around how they found out about the circle, where they were from, etc. The event was supposed to end at 6:30 pm but people were still there until 7:45 pm. Parents engaging with each other.</li> <li>- Some families said they felt disconnected from the system and Jennifer recommended they reach out to the Indigenous education team at the board office. Develop that relationship before you need them</li> </ul>	

	<ul style="list-style-type: none"> <li>- Holding the meeting off school grounds allowed people to speak freely and comfortably without the apprehension of what the school board may think of them.</li> <li>- Two students (12 and 15) spoke very eloquently about their experiences at school and the challenges they have faced (racism, carrying the weight of being “the” indigenous students, pressure to know everything).</li> <li>- Student said they couldn't speak this at school. Want their teachers to know it is ok not to know rather than avoiding since didn't want to be insulting. They are people first not just Indigenous.</li> <li>- The next circle will be in Napanee at the Health Centre (Youth Hub) around mid-April.</li> <li>- Question - Sabena asks how you take the comments from the group (students) to the educators/other students?</li> <li>- Response - Jennifer says they're breaking new ground and creating the framework for this collaboration, so will know more after more meetings throughout the LDSB.</li> <li>- There was discussion around a desire for more restorative justice circles. Goal is to have 4 meetings in total this school year then get into a discussion with the Board team. Parents also wanted to see more restorative justice circles rather than adults just handing out punishments or dealing with it in some way. Ultimate goal is parent engagement.</li> <li>- Youth Diversion is teaching staff restorative practices but not being used as much as they can/should be.</li> <li>- The next circle will be in Napanee at the Health Centre (Youth Hub) around mid-April.</li> <li>- Link to Jennifer's interview on CBC: <a href="https://cbc.mc.tritondigital.com/CBC_ONTARIO_MORNING_FROM_CBC_RADIO_P/media/ontariomorning-ZMT1qSnc-20200309.mp3">https://cbc.mc.tritondigital.com/CBC_ONTARIO_MORNING_FROM_CBC_RADIO_P/media/ontariomorning-ZMT1qSnc-20200309.mp3</a></li> <li>- An IEAC meeting was held this afternoon (March 11).</li> </ul>	
4	<b>Business Arising:</b>	
4. a	<p><b>Director of Education Profile: Key Characteristics</b></p> <ul style="list-style-type: none"> <li>- Update on PIC contributions to new Director qualities:</li> <li>- Please submit in the next day so the PIC group can craft a letter to the trustees.</li> <li>- Sabena read through the list of qualities that have currently been submitted and a few more suggestions were added to the list here: <a href="https://docs.google.com/spreadsheets/d/1AjKmfDhE091rinDxJnrGmkSEa03nsUBP4s2GXDI3ljl/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1AjKmfDhE091rinDxJnrGmkSEa03nsUBP4s2GXDI3ljl/edit?usp=sharing</a></li> <li>-</li> </ul>	Sabena to submit to Trustee Elliott



4.b	<b>PIC Response to Education Cuts</b> <ul style="list-style-type: none"> <li>- Sabena read through the submissions entered into a template made available online.</li> <li>- It will be sent to the Ministry on behalf of PIC.</li> <li>- Nick (Cat Woods) said they discussed this as a school council and voted to stay neutral and not send a letter. They don't want to cause conflict within their own school. If parents feel strongly, they are encouraged to send their own individual letters.</li> <li>- Sabena said each SAC can make their own judgment, but PIC members did vote in support of sending a letter</li> </ul>	Crystal to draft and submit letter
4.c	<b>Sharing of Best Practices</b> <ul style="list-style-type: none"> <li>- There is an editable Google Doc highlighting ideas that have worked in individual schools.</li> <li>- These are actually ideas of what schools are doing</li> <li>- Best practices can be discussed at a future meeting – how to run an efficient meeting, how to keep it within a certain amount of time, certain level of Robert's Rules, operational plan so there is continuity from year to year and SAC knows how to get going in September, setting up yearly objectives with a calendar of events/plan, multi-year plans if there is a fundraising goal, etc.</li> <li>- Could be part of sub-committee on parent engagement</li> <li>- Return to practice of PIC inviting principal and new chair to first PIC meeting. Alternatively, PIC chairs going to first SAC meetings of the year and inviting them to PIC. Perhaps information Scot sends out isn't getting passed on by principals. Very important that PIC gets chair email addresses.</li> <li>- We will leave discussion around an updated toolkit for a future meeting.</li> <li>- <b>Question</b> – Jennifer, Molly Brant asks if we could reinstate council training for chair, vice chair, and treasurer.</li> <li>- <b>Response</b> – something that PIC can look at for future meetings, Fall, maybe first meeting of the year there is some general training for executive positions on SAC, then best practices, etc.</li> </ul>	<p>Action - Scot will share the link in the next email.</p> <p>Action - Crystal and Sabena to try and get to some schools this year.</p>
4.d	<b>School Council Toolkit Follow Up</b>	Action – Jennifer and Janza to work on Indigenous Rep for SAC profile

4.e	<b>PRO Grants Follow up</b> <ul style="list-style-type: none"> <li>– A few have been sent in</li> </ul>	Action – Scot to send out information to PIC emailing list with a deadline.
5	<b>Chair’s Report (Sabena Islam and Crystal Bevens-Leblanc)</b> <ul style="list-style-type: none"> <li>• Forming of new committees see New Business</li> </ul>	
6	<b>Correspondence</b> None	
7	<b>Reports from Standing Committees/Working Groups</b> <b>Digital Working Group:</b> At the May PIC meeting, Luis Santos will present his findings regarding the effects of screen time on adolescents.	<b>ACTION:</b> Place update on May Agenda.
8	<b>New Business</b>	
8.a	<b>Bylaw Committee</b> <ul style="list-style-type: none"> <li>- Per bylaws need to have a bylaw review at the last meeting of every year</li> <li>- Examples of items needing review - election process, foundational statement aligning with Ministry’s</li> <li>- Interest - Crystal, Sabena, maybe Nick</li> </ul>	
8.b	<b>Engagement Committee</b> <ul style="list-style-type: none"> <li>- Making sure councils are aware of their responsibilities</li> <li>- Engagement with the community and at the board level</li> <li>- Interest – Crystal, Jennifer, Krystle</li> </ul>	Action – Scot to put out a call for PIC members who are interested in being part of the subcommittees
9	<b>2020 Meeting Dates</b> (Location to be announced): April 9, 2020 (budget submissions), Thursday, May 7, 2020	
10	<b>Discussion Item</b> <ul style="list-style-type: none"> <li>- <b>Question</b> – Crystal - last 2 SAC meetings being cancelled at one of her schools and was told it was due to job action               <ul style="list-style-type: none"> <li>○ Is anyone else having meetings cancelled?</li> <li>○ Suggestion to speak with Principal and if answer not given then talk to supervising superintendent.</li> <li>○ Polson still had meetings without teacher rep</li> <li>○ Calvin’s last meeting was cancelled due to nothing to talk about – questions as to how there was nothing to discuss. People may not have actual agenda items but should still offer a meeting for continuity for parent engagement/equity/inclusion.</li> </ul> </li> </ul>	

11	<b>Adjournment</b> <b>Motion</b> – Jennifer Kehoe <b>Seconded</b> – Nick Kriaris	
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A meeting of the Audit Committee was held via Microsoft Teams through a virtual meeting on Monday, May 4, 2020, at 5:30 p.m.

**Present:**

**Trustee** L. French (Chair)  
**Members:** S. Ruttan  
G. Elliott

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

**Others:** L. Huber, KPMG  
P. L'orfano, RIAT Ontario East  
G. Segu, RIAT Ontario East

**Recorder:** D. Burns, Administrative Assistant

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

**Acknowledgement of Territory:**

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

**Approval of Agenda**

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

**Declaration of Conflict of Interest**

Trustee Elliott declared a conflict of interest as his wife is an employee with LDSB and member of ETFO.

**Action Items:**

**1. Verbal Internal Audit Update**

G. Segu introduced herself as the Audit Manager for Ontario East. The RIAT plan for 2019-20 is in good shape. Progress has been made. Many items and engagements that were presented in September 2019 will be presented in Private Session and questions will be received during that time.

**2. 2019-2020 Draft Audit Plan**

L. Huber, Manager of KPMG, attended the meeting to provide an overview of the 2019-2020 Draft Audit Plan Report and she noted the following highlights:

- The Audit Planning Report (APR) is similar to last year with a consistent team.
- We remain independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow Audit Committee approved protocols.
- There are new slides in our APR on page 7 and 8 – these pages are meant to cover at a high level the effects COVID-19 will undoubtedly have on the Board's business and the Board's financial reporting. These are quite new and continue to evolve as more information becomes available.
- We have met with management as part of our audit planning process and have identified the following specific changes to the operations of the Board that will be considered in our audit approach this year including: Impact of COVID-19 as previously noted including province-wide school closures and Ontario teacher bargaining process. We are cognizant of the fact the new director search has started.
- There are no significant changes in the regulatory environment for the current audit period.
- Asset retirement obligations is the future accounting standard that will have the most significant impact in the near term in fiscal 2022.
- Audit risks – KPMG'S audit approach is a risk-based approach. Presumed risk related to fraudulent revenue recognition and presumed risk of management override of control.
- Materiality - determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the consolidated financial statements. The corresponding amount for the prior year's audit was \$7,500,000. We are proposing to keep materiality at \$7.5 million, 2.8% of benchmark. Benchmark has not changed year over year. Audit misstatement posting threshold at \$375,000. If we find any differences, we will report back to the Audit Committee and discuss with management.
- Audit Approach areas of focus – there were no real changes other than COVID-19 related impacts. Perform substantive analytical procedures over salaries and benefits, and related accounts – because salaries and benefits makes a large portion of the budget– we look at design and implementation of controls around the payroll process – we will continue to do that this year.
- Additional audit related work – KPMG performs additional audit work throughout the year on school generate funds. KPMG plans to visit schools at the request of management and review the processes and internal controls relevant to the school deposit, disbursement and enrolment processes (on the assumption that distancing restrictions have been lifted). Seventh Month Specified Procedures – KPMG will prepare the Accountants' Report with respect to the period September 1, 2019 to March 31, 2020 7-month procedures as required by the Ministry of Education.
- Data and analytics in the audit– KPMG has some new ideas here – embedding more technology into our processes and identifying any anomalies.
- Continue to leverage technology to carry out our audits.
- Key deliverables and milestones - following a similar timeline – hope to be back in front of the Audit Committee in September 2020.
- Appendix 1 refers to required communications that we should have with the Audit Committee. No significant change year over year. We continuously reach out to the Chair to have conversations regarding areas of risk, errors or fraud. We will continue to reach out as part of our audit procedures.
- Audit Quality and Risk Management -quality control is fundamental to our business and is the responsibility of every partner and employee.
- Appendix 5- Lean in Audit – provide basic Lean training and equip teams with a new Lean mindset to improve quality, value and productivity. Perform interactive

workshops to conduct walk throughs of selected financial processes providing end-to-end transparency and understanding of process and control quality and effectiveness. Quick and pragmatic insight report including immediate quick win actions and prioritized opportunities to realize benefit. Hopeful we can do that and that it will be part of our Audit Findings Report in the fall.

- New standards are coming- Asset Retirement Obligations, included in the APR is a document from national office for Audit Committee Agendas and some key issues, page 30 has useful information.

Trustee Elliott inquired if school visits occurred for every school? L. Huber stated that KPMG picks five schools between elementary and secondary on a rotating basis. Trustee Elliott inquired if IT security was postponed due to COVID-19, and whether it would be under review soon? L. Huber stated that is not covered under KPMG's financial statement audit. G. Segu stated it will be part of the RIAT plan.

Chair French stated that most schools will have little ability to utilize the school generated funds sitting in the bank this year and even going into next year. Carryforward is complicated, is there any risk for our school generated funds that school councils have been involved in? Superintendent Young confirmed there is no risk.

*MOVED BY: Trustee Elliott, that Draft Audit Plan be received. Carried.*

### **3. Other Business**

Superintendent Young provided an update on external committee members. Our external committee members' term has ended. A public posting was placed on our website, for two months, seeking interested individuals, however, no applications were received. We reached out to Adam Young who previously served on the committee and he was unable to commit. We will go out again to seek members externally. We have advised the Ministry that we are having trouble – this is not uncommon. We will reach out to the CPA group within Kingston with a specific invitation and see if we can solicit additional resumes.

Trustee Elliott stated he had a request after the deadline from a member of the community who was interested in the Audit Committee.

### **Motion to Private Session**

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

### **Private Session**

### **4. 2019-20 Internal Audit Activities Update**

G. Segu provided an Internal Audit Activities update.

### **5. 2019-20 Data Visualization Report**

G. Segu provided an overview of the 2019-2020 Data Visualization Report.

### **6. 2019-20 RIAT Model Review Introduction and Final Report**

G. Segu provided an overview of the 2019-2020 RIAT Model.

### **7. 2019-20 Follow-up Procedures Report**

P. L'orfano provided an overview of the 2019-20 Follow-up Procedures Report.

**Other Business**

Superintendent Young provided a verbal update on a liability issue.

**Committee to Rise and Report**

*MOVED BY: Trustee Ruttan, that the Committee Rise and Report to Public Session.  
Carried.*

**Next Meeting Dates (tentative)**

The next meeting dates are tentatively scheduled for: September 14, 2020, November 9, 2020 and May 3, 2021.

**Adjournment**

*MOVED BY: Trustee Elliott, that the meeting adjourn. Carried.*

The meeting adjourned at 6:51 p.m.



We're Putting Wellness First



We're Turning Innovation into Action



We're Committed to Collaboration

## Board Meeting

### ADMINISTRATIVE REPORT: BOARD COVID-19 RESPONSE UPDATE

MAY 20, 2020

#### Purpose:

To provide the Board of Trustees with an update on the Limestone District School Board's ongoing response to the COVID-19 pandemic including its Emergency Remote Learning Plan.

#### Background:

On May 13, 2020, the Premier and Minister of Education announced that publicly funded school boards in Ontario would not return to school for the remainder of the 2019-2020 school year. Schools will remain closed due to the COVID-19 pandemic response.

This decision is based on the advice of provincial and local public health officials who continue to monitor each stage of the reopening plan to assess the evolution of the COVID-19 outbreak. We will support all decisions that help ensure the ongoing safety and well-being of our students and staff.

There are many questions about what the cancellation of in-school learning means. Some of this information will likely not be available for a few weeks as school boards assess local impacts and determine how best to move forward.

In Limestone, we have reiterated some of the top-of-mind items identified by our school communities.

These include:

- Continued focus on the physical, mental, and emotional health and well-being of our students and staff.
- Continuation of emergency remote learning for our students for the remainder of the school year.
- All remaining school days for this school year will be instructional days.
- Students will receive final report cards in June. All marks will be based on students' learning prior to the school closures on March 13. Marks cannot go down, only up.
- Grade 12 students scheduled to graduate will do so as planned. Graduation ceremonies that normally take place in June are cancelled and plans are underway to determine how we will recognize this significant milestone for our senior students when it is safe to do so.
- Schools will remain closed, but staff are working with local public health officials to determine how students can safely return to school to retrieve any belongings that were left behind in March.

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

SEE YOURSELF IN LIMESTONE



## Current Status:

The Premier's Office, Ministry of Education, and other government ministries with oversight of public education have released several memos over the past few weeks. School boards across Ontario, including Limestone, are working to unpack the details to determine the effect on individual school boards. Here is a brief synopsis.

**Continuity of Learning:** On May 8, 2020, the Minister of Education released a memo on the Continuity of Learning: for the Extended School Closure Period. Recognizing there are a wide range of modalities that are used in the continuum of learning between educators and their students, the Ministry's expectation is that synchronous learning be used as part of whole class instruction, in smaller groups of students, and/or in a one-on-one context. There may be exceptional situations where synchronous online delivery may not be possible for all students.

**Limestone response:** The board continues to work with union federations and educators to ensure that students' learning needs are being met according to what works for their individual circumstances. Phone calls, emails, video lessons and active time on online platforms are synchronous ways in which educators are connecting with our students. The board continues to support staff in their education and care of students, taking into account issues of equity, accessibility and ability, as well as ensuring the protection of privacy and security.

**Professional Development:** As part of its Continuity of Learning memo of May 8, 2020, the Ministry shared that it has provided professional learning webinars for educators on specialized topics such as supporting students with special education needs, Kindergarten/primary education and meaningful assessments and evaluations. Completed webinars have been recorded and posted for teachers who were unable to attend the live session.

**Limestone response:** In addition to Ministry resources, Limestone has created several of its own curated professional learning webinars on a variety of topics including myBlueprint and Google Classroom. These are offered through the board's Minds Online support site, which is accessible to all staff. Each session is recorded and available for staff to view on demand. There are also program team office hours each week related to different subject areas to offer responsive support for educators who sign on weekly. Dozens of Limestone educators are also taking part in additional non-Limestone webinars, virtual conferences, Google Meets for collaboration and co-planning, and Twitter chats related to French Immersion and mathematics.

**Voluntary redeployment of staff to health care:** On May 9, 2020, the province announced it had approved an emergency order that would enable available school board employees to be voluntarily redeployed to congregate care settings during the COVID-19 pandemic, including hospitals, long-term care homes, retirement homes, and women's shelters. Many of these congregate care settings need staff such as custodial and maintenance workers. This is a voluntary opportunity. Training and appropriate safety equipment will be provided to any educational worker who volunteers to be redeployed in a congregate setting.

**Limestone response:** The board is working with union / federations to allow staff who would like to volunteer for these opportunities to do so. Once agreements are signed, staff may be released and/or recalled by the board as needed.

**Child care:** On May 9, 2020, the province announced parents would retain access to local licensed child care, as well as EarlyON Child and Family Centres. This plan, supported by federal and municipal partnership, provides supports to licensed child-care providers to ensure they remain sustainable and ready to open when needed.

**Limestone response:** The board has several third-party child-care centres operating in school buildings. All of these sites were deep cleaned by both custodial and child-care staff several weeks ago and are ready to receive children and staff once the province deems it acceptable to reopen these centres. None of the centres located in board sites are currently operating as centres for essential workers.

**Graduations:** On May 11, 2020, the Minister of Education issued a statement to encourage school boards to proceed with celebrations of student achievement (Grade 12 graduations) subject to health and safety limitations during the COVID-19 outbreak.

**Limestone response:** The board and its secondary schools are investigating various options to honour our Grade 12 graduates and celebrate this significant accomplishment in a different way. We are seeking feedback from students and families. Any opportunity to celebrate our graduates will involve consultation with public health and municipalities to ensure we are meeting health and safety directives. Guidance staff are also sharing pertinent information with Grade 12s via a new dedicated website.

**Reopening the province:** On May 12, 2020, the Province extended the Declaration of Emergency which prohibits events and gatherings of more than five people until June 2, 2020. On April 27, 2020, the Province released *A Framework for Reopening our Province*, which outlines the criteria Ontario's Chief Medical Officer of Health and health experts will use to advise the government on the loosening of emergency measures, as well as guiding principles for the safe, gradual reopening of businesses, services and public spaces. School openings are included in the third and last phase of Ontario's reopening plan.

**Limestone response:** Staff are working on what this will mean for our schools, students and staff including recently released health and safety guidelines and the procurement of adequate personal protective equipment (PPE) and other items.

### **Emergency Remote Learning Survey**

Working and learning from home looks and feels very different for everyone right now. As students, families and staff enter our second month of remote learning and working, the board wanted to check in with our community to determine how we might strengthen and further support their experience.

Using the board's new survey tool Qualtrics, the board released a short, anonymous, and completely voluntary, survey to all staff, all families, and students in Grades 4 to 12. Because the survey is anonymous, no single person will be identified. Reports might include any comments provided. Feedback will be shared with school board staff who will use the results to help us understand ongoing needs in our district and inform any next steps.

The survey was open from May 8 to 14, 2020. At May 14, 2020, nearly 6000 people responded to the survey (1,608 students, 3,343 families and 994 staff). Staff will provide a subsequent report on results and actions.

### **Next Steps:**

The board continues to review and respond to Ministry directives as quickly as possible while continuing to navigate and pivot as required in this new remote learning and working environment. Board staff continue to plan for several contingencies to return to in-class learning once Ministry and public health officials deem it is safe. The board continues to use the feedback we receive from students, families and staff and make amendments as required.

### **Recommendation:**

That this report be received for information purposes.

**Report Prepared By:** Debra Rantz, Director of Education

**Attachment:** N/A