

**Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board**

Trustees: J. Brown
G. Elliott
L. French (Vice-Chair)
T. Gingrich
B. Godkin
R. Hutcheon
K. McGregor
J. Morning
S. Ruttan (Chair)
S. Hart (Student Trustee) - regrets
S. Kim (Student Trustee) – regrets

Officials: M. Babcock, Superintendent of Education, Program
M. Baumann, Manager of Financial Services
K. Burra, Superintendent of Education, Program and IT
D. Fowler, Manager of Facility Services
S. Gillam, Associate Superintendent, Safe and Caring Schools
A. Labrie, Superintendent of Education and Human Resources
A. McDonnell, Associate Superintendent, Special Education
D. Rantz, Director of Education
S. Sartor, Associate Superintendent, School Effectiveness & Assessment
J. Silver, Superintendent of Education, Program
C. Young, Superintendent of Business Services

Recorder: L. Strange, Records Management Coordinator

Acknowledgement of Territory:

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

Approval of Agenda

Policy 9 clarification was added to Other Business.

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

Declaration of Conflict of Interest

There were no declarations at this time.

**Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board**

Section A – Matters Requiring Action at the Meeting

1. Reports for Information

a) Experiential Education

Associate Superintendent Gillam provided an update on the Board's Experiential Education program. Jason Quenneville has continued as the Board's Itinerant Experiential Teacher and Geoff Petznick is the new Experiential Learning Consultant. This year, Jason has continued to work with specific schools on either a construction or culinary focus, or both. Schools visited this year include GREC, NAEC, and Elginburg PS with Selby PS, and Odessa PS scheduled for early in February. Jason and the experiential team have been working since Spring 2018 on the CLASS project – Contextualized Learning Activities for Student Success. CLASS is a shift in the focus on his role to increase teacher capacity and sustainability across our system, in the area of experiential learning. Geoff has been active in supporting and facilitating a multitude of experiences for a wide variety of grades and schools, including virtual classroom, Forest School, TechnoMath, GROW gardens, StopGap, Medicine Wheel and the Limestone Skills Competition.

Trustee Hutcheon joined at 5:10 p.m.

Associate Superintendent Sartor provided an update on the new Grade 7/8 Guidance Teams. Effective the 2018-2019 school year, the Limestone District School Board hired 4 elementary teachers to provide support for our elementary students in 3 different areas:

- deepen educator and student understanding of the My Blueprint tool
- plan experiential learning that engages students and exposes them to a variety of career options
- co-plan and work with small groups of students to explore pathway options

These positions were created through a Ministry Grant for Student Needs (GSN). Educators were assigned to a family of schools based upon enrolment, school proximity, and student need.

Trustee McGregor joined the meeting at 5:15 p.m.

The 7/8 Guidance team has enjoyed planning and delivering experiential learning and STEAM (Science, Technology, Engineering, Arts and Math) activities for intermediate students. They have also partnered with the Experiential Education team to support the experiential learning program (i.e., construction and culinary programs). Following student participation in the program, the 7/8 Guidance educator will then facilitate student reflection following the learning, using the MyBlueprint tool.

Trustee Ruttan asked what the ratio for the 7/8 Guidance Counselors is per student or school. Associate Superintendent Sartor answered that the ratio varies between the counselors, and is based on geography, number of students per school, and the identification of areas where students may need more support.

Committee of the Whole (Education, Policy & Operations) January 30, 2019 Meeting Minutes Limestone District School Board

Trustee Godkin asked for an explanation on what the Limestone Skills Competition involves. Associate Superintendent Gillam answered that it is an opportunity for elementary and secondary students to compete in various areas, including robotics and trades. Winners then have a chance to move on to the provincial competition.

Trustee Elliott stated that the new 7/8 Guidance positions were made possible by a GSN, and asked if there has been confirmation that this will continue. Associate Superintendent Sartor answered that it is not definitive at this point. More information will be available in March.

Trustee Morning asked if the Guidance positions could still run without the dedicated funding. Director Rantz replied that it is difficult to answer at this point, but would be reviewed during the budget process.

b) Kingston Secondary School Update

Manager Fowler provided an update on the building progress for Kingston Secondary School. The new school will include:

- Accommodations for 1,340 students (1,100 Secondary & 240 Intermediate)
- 34 Secondary & 9 Intermediate Classrooms
- 8 Science Labs
- 2 music rooms (vocal/instrumental)
- 3 Art Rooms (Graphic/Visual/Photo.)
- 1 Theatre Arts Room
- 4 Technology Shops
- Culinary Arts & Nutrition Rooms
- 4 Special Education Rooms
- 2 Double Gyms with Health Science & Weight rooms
- Library with community room and Kiosk

Manager Fowler shared photos and videos of the work to date. The school will open within the 2019-2020 school year.

Trustee Gingrich asked how information about possible further delays will be communicated. Superintendent Burra replied that there can be an update at another EPOC meeting. There have also been two newsletters released to the public, and there will be a third soon.

Trustee Morning asked if the whole building will be air conditioned. It was confirmed that it will be.

Trustee Morning stated that students have expressed concerns that there is no auditorium in the new school. Superintendent Burra answered that a large auditorium, like the one at KCVI, is not something the Ministry will fund any more. There is a drama space in the new school, where a smaller audience could be accommodated. The Ministry considers an auditorium as non-learning space.

Manager Fowler added that the gymnasiums will also have bleachers for student gatherings, and that there is a multi-level gathering space on the first floor of the building.

**Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board**

Trustee Morning asked if it was a school for the arts, would the Ministry fund an auditorium. Manager Fowler answered that now there is a template for new school builds that is standardized across the province.

Trustee Godkin asked how many students would have to be at the school for it to be considered over-capacity. Superintendent Burra answered that the capacity of K.S.S. is 1340 students, and that enrolment will be close to that number for moving in. He reminded Trustees that funding for new school builds is granted on current enrolment numbers, not potential future enrolment.

Trustee Brown asked if there are unisex bathrooms. Manager Fowler answered there are female and male washrooms, as well as universal washrooms that will be accessible.

Trustee Ruttan asked if Champlain Field will be lined. Superintendent Burra answered that the City is regrading the field so can be used as a practice field, but it may not be lined. It is also not a regulation sized field.

Superintendent Burra provided further information on the new school planning process and the work of the Integration Committee. He stated that originally the Board looked at integrating the traffic flow for both Molly Brant E.S. and K.S.S. Molly Brant traffic is now from Lyon Street and KSS will be from Kirkpatrick Street. There will be the option to open a barrier between the parking lots for large after-school events.

The Integration Committee Phases have/will consist of:

- The consolidation and integration planning required for Kingston Secondary School was/is multifaceted and required several phases:
 - (i) the integration of QECVI students into LCVI, and the closure of QECVI and collection/storage of memorabilia (June 2016);
 - (ii) the integration process for QECVI and KCVI in preparing for the New Intermediate Secondary School (started September 2016); we currently have three grades (9-11) integrated at KCVI; and
 - (iii) transition to KSS, and the closure of KCVI and decisions regarding memorabilia

There are also several steps involved in the review of and decision-making regarding the artifacts from QECVI and KCVI:

- Many positive reviews regarding the KCVI 225 anniversary (Fall 2018)
- Scanning of yearbooks (completed) and other historical documents will continue
- Continued discussion will centre on Memorabilia from KC/QE to be transitioned to the new school.
- Plan for some paper documents to be given to Queen's Archives
- Different plans being considered for valuable works of Art
- Staff/students would like to potentially use some memorabilia for fundraising purposes for KSS.
- Small group of former staff working with the current staff and interested community members

**Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board**

- Many decisions still to be determined related to other artifacts because the school is still operational.

The remaining tasks for the new schools include finalization of the mascot/nickname (Integration Committee), student/staff engagement on a visual representation for the mascot, transition planning from KCVI to K.S.S., memorabilia decisions (School/Community group making recommendations) and the closure of KCVI.

Trustee Elliott asked who will be engaged for the branding. Superintendent Burra confirmed that it will be a local firm.

Trustee Gingrich asked if the current catchment areas will be enforced in September, or will it be the new catchment areas related to the K.S.S. Superintendent Burra answered that those located in the current catchment areas going into grade 9 for September 2019 will have a choice to attend either KCVI or LCVI. The catchment areas and related busing routes will be changed once the new school is open.

Trustee Morning asked if City Transit will be involved in transporting students to the new school. Superintendent Burra answered that it would as long as there is continuation of the Transit Bus Pass partnership.

Trustee Ruttan asked where the enrolment numbers at LCVI are expected to level off. Superintendent Burra answered that the school is returning to its normal enrolment of about 600 students. Calvin Park is currently just under 400. The capacity of the LCVI building is about 1400.

Trustee Gingrich stated that he has heard that transition of QECVI students to both LCVI and KCVI went well. He expressed appreciation for including former QECVI students in the transition planning for K.S.S.

c) Q1 Interim Financial Report

Manager Baumann provided an update on enrolment and staffing changes since the budget was approved by the Board on June 20, 2018, as well as updated operating and capital sections of the budget, reflecting revenue and expenditure information at revised estimates.

Overall enrolment is expected to be 290 ADE higher in the 2018-2019 school year than originally forecast in the budget, with the elementary panel increasing by 234 students and the secondary panel increasing by 56 students. There was an increase of 21.3 FTE staffing overall, directly related to the increased enrolment numbers.

There was an increase of \$2.8M in various grants such as the pupil foundation, special education, language and indigenous education which is offset by a decrease of \$1.4M in the teacher qualification and experience grant, \$438K in the school operations grant and \$391K in the declining enrolment adjustment grant.

Over-all operating revenues at the 2018-2019 Revised estimates has increased from \$249,890,546 to \$252,605,592 or a net increase of \$2,715,046.

Over-all operating expenditures have increased by \$2,715,046 to \$252,605,592 which is equal to the total operating revenues.

**Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board**

As at Quarter 1, \$57,796,515 of the \$252,605,592 operating budget or 23% has been spent. This is comparable to the 23% results from the same quarter last year.

Superintendent Young spoke to Schedule 1 in the report, noting that there had been concerns expressed about possible changes in funding grants. A particular area of concern was math. He explained that there was no change to the amount of this grant, that it had simply changed name.

Trustee Hutcheon asked about the large increase in the textbooks and supplies line. Manager Baumann answered that the furniture and equipment for new school has been reported in this line.

Trustee Hutcheon asked what other non-operating expenses includes. Manager Baumann answered that it refers to seconded positions.

Trustee Godkin asked why the amount for supply staff was reduced. Manager Baumann answered that this line includes teachers, EAs and ECEs, and the amounts are based on current trending.

Trustee Brown asked about the Legalization of Recreational Cannabis amount. Superintendent Young answered that it was an EPO grant that the Ministry funded to the school board to prepare for the legalization of cannabis.

Trustee Elliott asked if it is normal practice to carry forward grant funding. Superintendent Young answered that some grants are protected and can be carried forward as long as it used for the intended purpose. Each grant depends on the transfer agreement with the province.

Trustee Brown asked about the library and guidance line, as a number of schools no longer have libraries. Director Rantz answered that some funding envelopes provide discretion for the school board on how to spend the money and some funding has been directed to the EA line.

Trustee Elliot asked if 21 FTE hires is a large number. Manager Baumann answered that the positions are directly dictated by the increase in enrolment.

Trustee Godkin asked about the decrease in adult ESL funding. Manager Young answered that the funding is based on the student numbers.

d) 2019 Kilometre Reimbursement Rate

Superintendent Young provided an update on the 2019 Kilometre Reimbursement Rate, noting that LDSB's co-terminous boards and most public boards in the province have already moved to the CRA rate. The current budget had monies built into it in anticipation to the increased rate.

2. Reports Requiring Decision

a) SEAC Membership

Associate Superintendent McDonnell provide an update to inform Trustee decision-making regarding their appointment of local association representation and members at large

**Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board**

representation on SEAC.

The recommendation for the 2019-2022 SEAC members is based on Regulation 464/97 and the Board's Policy 10.

Trustee McGregor stated that there is a rich group being presented, with diverse backgrounds and experience. The variety of hands-on training and experience include work with not just small children, but also adult-aged students and transition processes. The members-at-large offer perspectives from teacher training, parent/community involvement and front-line work.

Trustee Morning asked how the Board recruits members for SEAC. Associate Superintendent McDonnell answered that the Board places an advertisement on its website and through social media. Current members are also asked to share through their networking channels.

Trustee Morning suggested that it would be a good idea to directly contact member organization that are not currently represented, such as children's mental health.

Trustee Hutcheon asked who the other two member-at-large applications were from and what the criteria is for recommendation. Associate Superintendent McDonnell stated that there are some mandated requirements through the Ministry. When applications come in, the SEAC Chair, the Director and Associate Superintendent of Educational Services review the applications and look for those who will bring different perspectives than those of the member organizations.

Director Rantz stated that the names of the applicants who were not selected are being withheld out of respect for their privacy.

MOTION: That the Board appoint all eight local organization nominees to SEAC:

- 1. Charlene Whalen-Family and Children's Services, Frontenac Lennox and Addington-Current SEAC member*
- 2. Erin Sheldon-Community Living Kingston and District-Current SEAC member*
- 3. Natalie Nicholson-Autism Ontario Kingston-Current SEAC member*
- 4. Chantele Tooley-Down Syndrome Association of Kingston-Current SEAC member*
- 5. Sandy Henderson-Todd-Lennox and Addington Resources for Children-Current SEAC Member*
- 6. Dr. Djenana Jalovcic-Learning Disabilities Association of Kingston-Current SEAC Member*
- 7. Nadine Carson-Epilepsy South Eastern Ontario-Current SEAC Member*
- 8. Lisa Sansom-Association for Bright Children of Ontario-New Nomination*

That the Board ensure a balanced membership by including community partners, educators with expertise and parent voice within a wide community network by appointing the following nominees as members at large to SEAC:

- 1. Dr. Andrea Martin (Associate Professor, Queen's University, Faculty of Education)-Current SEAC Member*
- 2. Stephanie Shunk (Parent)-New Nomination*

**Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board**

3. *Peter Dendy (Retired Principal)-New Nomination
That a motion naming the new SEAC members be made public.*

MOVED BY: Trustee McGregor. Carried.

Section B- Information Items

1. Internal Reports and Other Communication

None at this time.

2. External Reports and Other Information

None at this time.

Other Business

Trustee Ruttan spoke to Policy 9 as it relates to meeting conduct. She queried whether an email conversation constitutes a meeting if it is about board business and sent to all Trustees. She asked for explanation of the difference on being copied on an email.

Director Rantz replied that the perception of a meeting having taken place or board business having been conducted would depend on the situation. She stated it is always best to err on the side of caution when discussing board business in email, or voicing opinion on a board matter. Such an email trail could be considered a meeting having taken place outside regularly posted meeting times, and without public observation.

If a Trustee or staff member is copied on a question or comment, document or sharing of information, it is best practice not to respond. To do so could also constitute discussion of board business outside normal operations.

Trustees should share information only when stating a notice of motion, and it should not be debated before it becomes official board business.

Trustee may also wish to be cautious of the perception of having quorum at a event/gathering.

Trustee Hutcheon asked if it is appropriate to provide information about an upcoming motion through email. Vice Chair French replied that background information regarding a formal motion can be shared, but debate and sharing comments can be seen as a debate outside of an official board meeting.

Director Rantz reminded Trustees that they should always be conscious of the transparency piece.

Next Meeting Date

The next Committee of the Whole (Education, Policy & Operations) is March 6, 2019. The meeting focus will be policy.

Committee of the Whole (Education, Policy & Operations) January 30, 2019
Meeting Minutes
Limestone District School Board

Adjournment

Chair French called for a motion to adjourn the meeting.

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

The meeting adjourned at 7:05 p.m.