

**Committee of the Whole (Education, Policy & Operations) January 29, 2020
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)
J. Crook (Student Trustee)
A. Putnam (Student Trustee)

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

Recorder: L. Strange, Records Management Coordinator

Acknowledgement of Territory:

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

Approval of Agenda

The following Items were added to the agenda:

- GSN Consultation
- OPSBA Strategic Priorities
- Private Session

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

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Declaration of Conflict of Interest

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

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

Section A – Matters Requiring Action at the Meeting

1. Reports for Information

a) Kingston Secondary School – KCVI/QECVI Memorabilia

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

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

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

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

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

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

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

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

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

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

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

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

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

b) Q1 Interim Financial Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

It was clarified that the additional staff are enrolment driven.

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

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

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

2. Reports Requiring Decision

a) 2020-2021 School-Year Calendar

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

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

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

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

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

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

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

Regulation 304 requires the following school holidays:

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

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

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

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

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

The two options being presented to Trustees are:

Option 1:

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

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

Option 2: Ministry Calendar

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

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

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

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

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

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

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

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

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

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

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

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

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

MOVED BY: Trustee Hutcheon. Carried.

Section B- Information Items

1. Internal Reports and Other Communication

None at this time.

2. External Reports and Other Information

None at this time.

Other Business

GSN Consultation

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

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

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

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

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

OPSBA Strategic Priorities

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

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

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Private Session

MOTION: To move into Private Session.

MOVED BY: Trustee Morning. Carried.

A labour matter was discussed.

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

MOVED BY: Trustee Godkin.

Next Meeting Date

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

Adjournment

Chair French called for a motion to adjourn the meeting.

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

The meeting adjourned at 6:45 p.m.