

**Committee of the Whole (Education, Policy & Operations) March 4, 2020  
Meeting Minutes  
Limestone District School Board**

**Trustees:** J. Brown  
G. Elliott  
L. French (Vice-Chair)  
T. Gingrich - regrets  
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 - regrets  
A. McDonnell, Associate Superintendent, Learning for All  
D. Rantz, Director of Education  
S. Sartor, Associate Superintendent, School Effectiveness & Assessment  
J. Silver, Superintendent of Education

**Guests:** K. Bonhomme, 1dea Design  
T. Trewartha, 1dea Design

**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**

Other Business: Letter writing, Corona Virus update

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

**Declaration of Conflict of Interest**

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

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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) Budget Planning Cycle

Superintendent Young provided an overview of the 2020-2021 budget development schedule.

The Ministry has yet to announce details of the 2020-2021 Grants for Student Needs (GSN); however, from past experience and current discussions with the Ministry, the Board understands that they are working towards an announcement by early April 2020. It is expected, based upon prior year reporting timelines, that school boards will be required to submit their 2020-2021 Estimates by June 26, 2020.

The Budget Committee meetings planned for this year are:

Wednesday April 22, 2020 (4:30 pm) <i>Prior to SEAC</i>	Review of 2020-2021 GSN Overview and Enrolment Projections
Wednesday May 13, 2020 (4:30 pm) <i>Prior to EPOC</i>	Budget Request Submission Review Preliminary Operating Revenue
Wednesday June 10, 2020 (4:30 pm)	Preliminary Operating Expenditures/Preliminary Capital Revenue/Expenditures/Consolidated Budget  Draft Budget Review
Monday June 15, 2020	<i>Date held if meeting required</i>

A Trustee asked if there would be an opportunity to receive a more detailed review of the budget. Superintendent Young answered that he could arrange individual or group meetings as additional information is needed.

A Trustee asked what Trustees can do to share information about the public consultation for the budget process. Superintendent Young answered that informational graphics will be created through Communications, and will be available in near future. Information will also be shared through the website, social media etc.

It was clarified that all input received by individual Trustees would be sent to the Chair to be compiled.

The Director reminded Trustees to contact principals if planning to attend a parent council meeting to share information about budget consultation.

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b) Trustee Professional Development

Superintendent Young stated that under the School Board Administration and Governance Grant, the Ministry of Education provides funding for a Trustee allocation. The Trustee allocation funding supports the Trustee honorarium, expenses, meeting costs and professional development (PD). The funding formula includes a base amount per Trustee as well as an enrolment, distance and student trustee component. The formula also provides for Trustee travel and expense allowance, professional development and other costs.

The 2019-2020 budget for the Professional Development component is derived using multi-year trending averages of previous years' expenditures and was set at \$20,566. There is a remaining balance of \$11,933 left in the 2019-2020 Professional Development budget.

The previous years' Professional Development expenditures have trended consistently at approximately \$20,000 until 2018-2019 when the Professional Development actual expenditure was \$44,203.

A Trustee stated that they felt it would be helpful to know where each Trustee stands in their amount remaining for PD funding.

The plan is to develop a process for next year, to ensure Trustees are aware of their PD allotment when planning which events they would like to attend. It will also be a way to ensure that not all Trustees go to same event, while other events are not being attended at all. Information shared at events can then be reported back to the whole Board by those who attended.

Trustees were advised that Board AP 510 covers expenses for conference attendance.

Trustees were reminded that a decision had been made not to report out Trustee Expenses by the individual. The total aggregate amount is shared each year.

Several Trustees expressed that they would have no problem showing Trustees expenses by the individual.

It was agreed that Trustees would continue to work on a process for future PD attendance.

**2. Reports Requiring Decision**

a) LDSB Brand Logo

Communications Officer Smith provided an overview of the LDSB Brand Logo development process.

In August 2019, Trustees approved a staff recommendation to proceed with exploring various options to modernize and align the branding of the Limestone District School Board. The current LDSB logo was created in 1998 when the former Frontenac County Board of Education and the Lennox & Addington Board of Education amalgamated into the Limestone District School Board.

The logo rebrand would complement the work previously completed on the Limestone Strategic Plan and Pillars of Wellness, Innovation & Collaboration. When the new strategic plan

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brand was created in 2017, the intent was to complement this work with a full rebranding of the existing LDSB logo.

A Request for Proposals following LDSB purchasing standards was developed to seek the services of an individual or firm for the design and production of a new logo and the visual identity style guide. The successful vendor was 1Dea Design, the same firm which helped the Board develop its Strategic Plan and Pillars branding.

1Dea Design facilitated a series of discovery sessions with representative students, parents, staff, community partners and Trustees (session held December 11, 2019) to help to obtain additional input as to how the new logo/identity and brand should reflect the strategic plan and overall philosophy and vision of the board. This was an extra step recommended by the Logo Rebrand Advisory Committee, made up of Senior Staff and Communications staff, to add additional voices to the discovery phase. A synopsis of this input is available for review in the appended Rebranding Creative Brief.

Following the development of the Rebranding Creative Brief, 1Dea Design proceeded with the development of a creative direction to assist in their development of a new brand based on primary audience, best practices and touchpoints to support the brand.

K. Bonhomme and T. Trewartha, from 1dea Design, walked the Trustees through the development of two versions of the new logo, from stakeholder input to a review of all Canadian school board logos.

The Trustees discussed their views on the two designs presented.

*MOTION: That Trustees approve the final concept variation, First Option, to ensure the board is compliant with the established work plan and vendor agreements.*

*MOVED BY: Trustee Godkin. Carried.*

Communications Officer Smith confirmed that there will be a plan to roll out the new brand/logo. A presentation of some kind will be made about the change.

Director Rantz provided the Trustees with a breakdown of the costs involved in the Board rebranding process, noting that the money had been set aside in a previous budget. There were no additional costs from the current budget, and in fact the work had come in under the amount planned for.

b) Board Self-Evaluation

Chair French spoke to a motion from 2018 as the impetus for the current discussion on Board Self-Evaluation. She shared that she has gathered sample documents from other boards across the province that have engaged in this type of process. She suggested reviewing these documents would be a good starting off point for the process.

A Trustee suggested it would be useful to have a process/tools to evaluate the Board's governance performance, and ways for Trustees to self-evaluate their own work.

Trustees agreed they would like to review the samples to use as guidance.

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It was suggested that Trustees review OPSBA Module 21.

A Trustee stated they would like to use the samples as information and create a plan specific for LDSB.

Trustee French will share the samples with Trustees and book a planning session.

**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 Elliott will bring a Notice of Motion to the Board regarding writing another letter to the Minister showing local support for teachers.

A Trustee asked about the Board's preparedness for a Corona Virus outbreak in the area. The Director replied that she had had a teleconference with Chief Medical Officer for Ontario and was told to take direction from Public Health Units. The Board also has a pandemic policy, which is kept current. There are also procedures related to isolation of students.

Associate Superintendent Gillam is in ongoing contact with the KFLA Health Unit, and they are still stressing proper hand washing. The Board continues to share information through all channels. Custodial staff are also doing extra cleaning in high traffic areas.

It was noted that the Board does not have many students who have come from affected areas.

There was discussion of March Break travel and what to do if students return to school feeling unwell. There are procedures to deal with situations of students becoming sick while at school.

**Next Meeting Date**

The next Committee of the Whole (Education, Policy & Operations) meeting is April 15, 2020.

**Adjournment**

Chair French called for a motion to adjourn the meeting.

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

The meeting adjourned at 7:10 p.m.