

**Committee of the Whole (Education, Policy & Operations) May 13, 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
J. Douglas, Communications Officer
S. Gillam, Associate Superintendent, Safe and Caring Schools
D. Hendry, Sustainable Initiatives Coordinator
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

Recorder: L. Strange, Records Management Coordinator

Trustee French called the roll.

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 Godkin, that the agenda, as presented, 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.

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

**Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board**

Section A – Matters Requiring Action at the Meeting

1. Reports for Information

a) Discover Kindergarten in Limestone Update

Superintendent Babcock stated that full-day Kindergarten was fully implemented in 2014. The full-day Kindergarten program is optional for children four and five years old, however, research shows that children who participate in full-day early learning programs – like full-day Kindergarten – get a stronger start in school and life. The two-year program is designed to create a strong foundation for learning that promotes all areas of a child’s development in an environment that supports learning through relationships, play, exploration and inquiry. The Limestone District School Board offers full-day Kindergarten in both English and French. The Kindergarten program is supported by an educator team of an Ontario certified teacher and a Registered Early Childhood Educator.

Each Spring, schools host a Discover Kindergarten Open House. This Open House happens during the day or an evening with the goal of allowing new families to see the school environment, meet the educator teams, and engage in a sample of activities reflective of what their child may do during their Kindergarten day such as a Read-Aloud, a ‘cut and paste’ station, a ‘working with letters’ station, a physical or music activity, a counting activity, and a ‘Ride the Bus’ opportunity. Families who attend the Open House may or may not have registered their child. The Open House is a wonderful opportunity for families to have their questions answered and to take the mystery out of Kindergarten.

Registration for kindergarten is done through the Limestone District School Board’s online registration.

With the current pandemic and school closure, Kindergarten Open Houses are unable to happen this Spring. To assist families and schools during this time, materials have been created to support schools in building connections with their new families.

Support Materials:

1. Slideshow for the school website – Each school has the option of personalizing the slideshow in order to share with families what to plan for and expect when their child begins Kindergarten. The slides include images of the schoolyard and the classroom. Information slides speak to the daily schedule, what to pack in the knapsack (ex. clothing with labels), what to pack for nutrition breaks, as well as links to online resources for families.
2. Home Connection – This package will be mailed out and the family will be asked to return the pages to the school in a stamped pre-addressed envelope.
 - a. Student Profile Page – the student is asked to draw and colour images that share their likes/dislikes, their favourite activity, who is in their family, etc. The page begins with the child’s name which they may print independently or with assistance.
 - b. Student Information Page – the family completes this page that shares more details about the student so that the school can plan for the best class placement

**Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board**

for the student; ex. allergies, what upsets the student and what helps them calm down.

3. Kindergarten FAQs – A page of frequently asked questions will be included for parents for the family to keep.

Associate Superintendent McDonnell stated that the Limestone DSB, in collaboration with our community partners (KidsInclusive, Early Expressions, Community Living Kingston and District, the Maltby Centre and Family and Children's Services Frontenac Lennox and Addington), are continuing to follow our Community Protocol for Transition to Kindergarten for Students with Special Education Needs during this period of emergency remote learning. This process allows students with special education needs to enter Kindergarten more successfully by ensuring staff at their home school are aware of their special education needs and by ensuring that applicable resources and supports are in place.

Currently, there are 75 students being served through the Transition to Kindergarten for Students with Special Education Needs process.

Steps for this process during emergency remote learning are as follows:

1. Community agencies complete the 'Student Information Form' and email the form to the LDSB Transition to Kindergarten Lead with either verbal consent noted on the bottom of the form or an attached consent form.
2. One of the LDSB Special Education Program Coordinators will contact the community agency who filled out the form to gather more information through the lens of the 6 Fs Framework in order to gather more information about the student and to begin a student profile.
3. The student profile is shared back to the student's home school. In-school teams are then reaching out to parents/guardians to make a connection, answer any questions they have and to support online registration.
4. The student profile is also shared with Educational Services to inform decisions around services and supports.
5. While no face to face meetings are taking place at this time, ongoing conversations with community agencies are occurring about how to prioritize meetings once we are able to meet face to face as well as consider alternate strategies should face to face meetings not be possible.

Superintendent Babcock shared a presentation showing how emergency remote learning is occurring for Kindergarten students.

A Trustee asked how teachers manage a child who is not toilet trained, when they have many other students. Superintendent Babcock answered that principals would do their best to place these students in a classroom with ECEs or a smaller number of students. Other staff may be called in to assist as the situation dictates.

A Trustee asked about the timeline for when digital slideshows will be available on websites. Superintendent Babcock clarified that schools have a choice in how to present the information, and this may not include a slideshow. This information should be available soon.

A Trustee asked if the 75 special education students mentioned in the report have been to the schools. Associate Superintendent McDonnell answered that the 75 students have not

Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board

had an opportunity to go into schools yet. This may occur at a later date if given provincial direction.

It was asked if Trustees can take the virtual tours. Superintendent Babcock answered that it is the choice of an individual school to provide a virtual tour or not. The link for such a tour would be accessible to all.

A Trustee asked what the '6 Fs' are that are referred to in the report. Associate Superintendent McDonnell answered that this refers to a framework to identify the strengths of students. The 6 Fs are: function, family, fitness, fun, friends, and future. Community partners and staff members use the 6 Fs to share information for the best transition to school.

A Trustee asked if a delay in registration during this time will cause issues with planning for the fall. Superintendent Babcock answered that online registration was implemented last year, and is moving along well this year. Verification of documents will have to wait until the fall. There are always families that register last minute.

A Trustee asked if families can view schools by appointment. Superintendent Babcock answered that it is not an option at this point, but that staff are awaiting direction from the province and Public Health to make these decisions.

b) Alternative & Continuing Education Program & Summer Learning Program Update

Superintendent Silver stated that the Limestone District School Board has six Alternative Education Sites, and one Continuing Education Centre throughout the district. Current enrolment in Alternative Sites is 302 FTE (full time equivalent) students, under age 21, and 262 FTE adults, over age 21. Most of the alternative and continuing education sites are housed in locations owned by Limestone District School Board.

Summer Session has been offered through the Limestone District School Board for many years. Last year, students had the option of taking courses in Summer Session through e-learning, or through cooperative education. Summer Session offers students with the opportunity to reach ahead to take a new credit, or to improve a credit.

Associate Superintendent Sartor stated that Summer Literacy Camps have been offered through the Limestone District School Board for the past ten years. The In-School Team (Educator, Administrator(s), School Support teacher) identifies students working at least a grade below their current grade level, in literacy and/or math. Grades 1-8 students attend the camp. Classrooms consist of one instructor and one tutor for 15 students. Last summer, literacy camps and a math camp ran for a three-week session. In 2019, Limestone DSB supported approximately 250 students throughout all of the sessions. In the past, the program has been funded by the Ministry of Education, through the Council of Director's of Education (CODE). Last year, Limestone DSB received \$60K to support the summer program.

Superintendent Silver stated that as leases expire the Board reviews each program location. The lease for the Bayridge Learning Centre program site in Kingston's west end has expired, and renovations are planned at Collins Bay Public School, which is owned by LDSB. Once those renovations are complete, the Bayridge Learning Centre will move into its new location at the back of Collins Bay P.S., and will begin the 2020-2021 school year in its new location.

**Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board**

The primary purpose of summer session is a reach-ahead opportunity for students, which is the trend seen both in Eastern Ontario, and provincially. During summer 2020, LDSB will continue to offer Summer Session through e-learning. We are hoping to offer students the opportunity to take courses through co-operative education, but are currently waiting for direction from the Ministry, due to COVID-19.

Associate Superintendent Sartor stated that to-date, Ontario school boards have not yet received information on any Ministry funding for the summer learning programs. The Ministry is currently polling school boards about whether they are planning for in-class and/or remote sessions throughout the summer. Given the current global pandemic, the LDSB Summer Literacy Program team is currently discussing and planning for both remote and in-class sessions. In addition, the Eastern Region School Board superintendents responsible for summer learning are meeting at the beginning of May to share innovative ideas and possibilities for planning for remote learning. At this time, the summer learning program is still under development. Whatever the Ministry direction, the team will be prepared to adapt accordingly with short timelines.

Summer Session options for students reaching ahead in credits will continue to be offered through Limestone District School Board, and will include e-learning courses, and co-operative education, if possible. The Summer Learning Program team will await more direction from the Ministry and will plan accordingly.

Staff are awaiting direction from the Minister for summer school. At this point staff are preparing several different models for learning delivery.

A Spring tutoring program has been launched and had a tremendous response. Staff have reached out to GREC and other rural schools for ideas to assist those students with internet connectivity issues.

A Trustee asked if there is a possibility that summer sessions could be oversubscribed. Superintendent Silver responded that it is uncertain at this time. Actual numbers of summer session students will be reported to the Board in the fall.

A Trustee asked about students who are struggling with on-line learning, and if there will be opportunities for improvement credits instead of reach-aheads. Overall, how are students doing with on-line learning.

Superintendent Silver answered that it is possible for students to do reach-aheads or an upgrade credit. Staff are waiting on summer learning information from the Ministry. Trustees were reminded that students can take courses through the Board's on-line learning consortium, which includes courses not offered at LDSB.

The Board does not have data to show how students are doing with on-line learning at this point. Senior Staff are meeting with student success teachers every week.

It was clarified that alternative sites have different options available. Students can pick up paper packages or complete work on-line. Students seem to be doing well in this area.

A Trustee asked if students will be able to use technology resources for summer learning. Superintendent Silver answered that Chromebooks will be available for those who need them.

Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board

Superintendent Labrie joined the meeting at 6:30 p.m.

c) Transportation Update

Superintendent Young introduced D. Hendry, Sustainability Initiatives Coordinator.

D. Hendry stated that in Kingston, the Limestone District School Board and the City of Kingston/Kingston Transit has developed a simple but powerful model to transform public transportation and it starts with training youth. We are doing this from two systemic changes: 1) educating secondary students on how to ride the bus with "on bus" orientation, and 2) the municipality subsidizing transit fees (free passes) for student riders until the end of their Grade 12 year.

Through an innovative and unique partnership with the City of Kingston, the Kingston Transit High School Pilot, allowed Grade 9 students to receive a "free" Kingston Transit pass to ride city buses to access recreational programs, volunteer opportunities, jobs or school programs. The Board paid the city \$40,000 to subsidize the cost of the passes.

This program is available for all students from Kindergarten to Grade 12 and provides free access to Kingston Transit for school field trips. The purpose of the program is to reduce the cost of field trips, encourage experiential learning and to grow future transit ridership.

In 2018, our transit orientation project was the winner of the Sustainable Communities Award in the category of transportation at the Federation of Canadian Municipalities' (FCM) Sustainable Communities Conference. The initiative also received the inaugural Inspire Award for the project that best demonstrates creativity and innovation, as decided by a live vote of delegates at the conference. Since then, the Board has received over 40 inquiries from across Canada and the U.S., and have shared the TedxOttawa talk, "Throwing Our Transit Culture Under the Bus," and the Federation of Canadian Municipalities guidebook, "Engaging students to increase public transit ridership."

The enhancement of the collaboration between Kingston Transit and the Limestone District School Board comes at a very good time. On January 27, 2020, the Ministry of Education announced, "Ontario Reviews Student Transportation to Improve School Bus Service for Students and Families," and this review will focus on "More Effective, Equitable and Accountable Transportation Service."

Staff met with Kingston Transit and Tri-Board Student Transportation Services on December 11, 2019 and January 29, 2020 to discuss the possibility of reducing school buses. Certainly, this is a complex undertaking but open communication and ongoing collaboration between the three organizations could lead to possible opportunities. Some of these complexities are:

- Understanding the passenger capacity Kingston Transit has available in their transit network during arrival and dismissal times at secondary schools.
- Addressing scenarios where Kingston Transit may have passenger capacity to transport some, but not necessarily all, students to/from a particular secondary school.
- Gathering more complete information about secondary students who are already using Kingston Transit on a regular basis, even though they may be registered for school bus transportation.

Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board

- The uncertainty around changing student travel patterns with the planned opening of Kingston Secondary School in September 2020 and how that may impact the use of Kingston Transit.

During May and June 2020, the Board will expand its catchment specific Grade 8 orientation to help with the transition of students to the new Kingston Secondary School. This will include maps and communications going out to students and parents as well as onsite bus orientation at feeder schools.

Kingston Transit is finalizing a Kingston Secondary School-specific transit map to be shared with students, families and staff. The intent of this map is to illustrate the route, approximate departure time, and the approximate arrival time at school. Students will still need to plan their specific trip from their local bus stop to get their precise departure time. Kingston Transit continues to work closely with the Board to support the Kingston Secondary School opening and to look for other opportunities to increase transit use by students.

The Board continues to share the success of this partnership. The Board was recently accepted to share our youth transit programming success at the Canadian School Boards Association (CSBA) Annual Congress in July. CSBA Congress is an annual professional development event that takes place in early July. Approximately 350 school trustees or commissioners gather for Professional Development and to share best practices, compare experiences and learn new ways of better serving Canadian students.

A Trustee asked where Tri-Board is in for planning for the fall. Superintendent Young answered that Tri-Board staff is in contact with the Ministry for direction on what September will be like. They will need to aware of what the requirements will be before final plans can be made.

A Trustee asked if special routes designated for certain schools, will make a comeback for specific neighbourhoods. D. Hendry replied that route planning and changes are uncertain at this time.

2. Reports Requiring Decision

a) Indigenous Student Trustee – Policy Update

Superintendent Burra stated that at the September 25 Education Policy & Operations Committee Meeting, the following recommendations were accepted by Board of Trustees:

1. Adding an Indigenous Student Trustee to the Board of Trustees.
2. Transitioning the IEAC from an advisory council to a formal committee of the Board.

Consultation occurred with the Indigenous Education Advisory Council on October 10 focusing on both transitioning the IEAC into a Board Committee, and the process for selecting an Indigenous Student Trustee. The IEAC members were supportive of both changes. Regarding the transition into a formal committee, the IEAC members wanted the opportunity for a sub-committee of the IEAC to draft terms of reference. This sub-committee continues to meet and discuss formal terms of reference for the IEAC. Based on the work of the sub-committee of the IEAC, we will receive recommended terms of reference at some point in the future.

Committee of the Whole (Education, Policy & Operations) May 13, 2020 Meeting Minutes Limestone District School Board

As indicated in the October 30 EPOC report, at the October 10 IEAC meeting, members felt the Indigenous Student Trustee should be selected by Indigenous secondary students within the Limestone District School Board. Members felt that the Indigenous Student Trustee should be a senior student (Grade 11 or 12) and should be selected by students who self-identify as First Nations, Metis, or Inuit. The council also suggested an Indigenous Student InterSchool Council would be a useful structure to select an Indigenous Student Trustee.

Consultation with the InterSchool Council occurred on October 15 and December 10. These consultations focused on the addition of an Indigenous Student Trustee. The InterSchool Council approved of the change, but recommended the change occur aligned with current processes for selecting student trustees. Alignment of timing would allow time to establish the process and provide the incoming Indigenous Student Trustee with the same mentoring experience as the other two student trustees. The group also expressed that this process would allow a more seamless transition and would prevent the Indigenous Student Trustee from being singled out by being named outside of the usual timeline and process. Initially, the InterSchool Council thought the existing group could select the Indigenous Student Trustee. After the second consultation, the group understood why, and agreed, the Indigenous Student Trustee should be selected by Indigenous student representatives from each secondary school.

As a result of the consultations, processes were created, and policy changes drafted, to reflect the input provided by the IEAC and InterSchool Council. Prior to COVID-19, the intent was to bring the draft policy changes to Trustees for adoption at the April EPOC meeting. However, this meeting was cancelled due to current circumstances. Given the required timeline for the selection of student trustees at the start of May, the drafted policy changes guided the selection for the first Indigenous Student Trustee in Limestone for the 2020-2021 school year.

It was clarified that policy language can always be updated, and will be looked at on an annual basis during Student Trustee elections.

The Student Trustees expressed their appreciation and support of the new process and the creation of the Indigenous Student Trustee role. Both felt the online process allowed more time to review applications, answers and speeches. Feedback about the process has been overwhelmingly positive.

Trustee Ruttan noted that this addition of the Indigenous Student Trustee is a legacy to the Board, and specifically to the current Student Trustees.

A Trustee stated that from a process perspective they felt there should have been an emergency meeting or teleconference to decide on the process for the election of the Indigenous Student Trustee. As it is a change to policy a meeting with the Trustees should have occurred.

Superintendent Burra replied that policies are continually reviewed and updated. It was a condensed process due the COVID 19 situation, and that he felt community partners would be understanding to that.

A Trustee asked about feedback on the process for the election of the Indigenous Student Trustee. Superintendent Burra answered that there has been overwhelmingly positive feedback from staff, students and all stakeholder groups.

**Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board**

Superintendent Burra stated that the policy language can go back to the IEAC if requested by the Trustees for review.

A Trustee asked for clarification on the eleven students in the Indigenous electoral body, specifically if that referred to 10 secondary schools and 1 alternative site representative. It was confirmed that is correct.

Superintendent Burra reminded Trustees that the language reflected in the policy changes are what came through the IEAC in the fall. This language can be reviewed another time by the committee if required.

*MOTION: 1. That this report be received for information purposes.
 2. Approval of the Policy 9 edits.*

MOVED BY: Trustee Ruttan.

Concerns were raised that the policy changes should be approved with the caveat that they should be reviewed by IEAC for final approval.

Trustees were reminded that there is a policy meeting in November, where this can be reviewed.

The non-binding recorded vote was as follows:

YEAS: Trustee Brown, Trustee Elliott, Trustee French, Trustee Gingrich, Trustee Godkin, Trustee Hutcheon, Trustee McGregor, Trustee Morning, Trustee Ruttan, Student Trustee Crook, Student Trustee Putnam (11)

NAYS: (0)

ABSENT: (0)

The binding recorded vote was as follows:

YEAS: Trustee Brown, Trustee Elliott, Trustee French, Trustee Gingrich, Trustee Godkin, Trustee Hutcheon, Trustee McGregor, Trustee Morning, Trustee Ruttan (9)

NAYS: (0)

ABSENT: (0)

The motion was called and carried (9:0).

Section B- Information Items

1. Internal Reports and Other Communication

None at this time.

**Committee of the Whole (Education, Policy & Operations) May 13, 2020
Meeting Minutes
Limestone District School Board**

2. External Reports and Other Information

None at this time.

Other Business

None at this time.

Next Meeting Date

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

Adjournment

Chair French called for a motion to adjourn the meeting.

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

The meeting adjourned at 7:15 p.m.