



LIMESTONE DISTRICT SCHOOL BOARD

Agenda

Committee of the Whole Board

(EDUCATION, POLICY & OPERATIONS)

MEETING

Wednesday, January 29, 2020

Limestone District School Board Education Centre

Barry C. O'Connor Boardroom

5:00 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."

Approval of Agenda

Declaration of Conflict of Interest

Section A –Matters Requiring Action at the Meeting

1. Reports for Information

- a) Kingston Secondary School – KCVI/QECVI Memorabilia - Superintendent Burra (Strat. Plan Ref. C1.1) (Pages 3-4)
- b) Q1 Interim Financial Report - Superintendent Young (Pages 5-12)

2. Reports Requiring Decision

- a) 2020 – 2021 School-Year Calendar - Associate Superintendent Gillam (Strat. Plan Ref. C1.2 & C1.3) (Pages 13-17)

Section B –Information Items

1. Internal Reports and Other Communication

2. External Reports and Other Communication

Other Business

Next Meeting Date

March 4, 2020 at 5:00 p.m.

Adjournment



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Education Policy & Operations Committee

ADMINISTRATIVE REPORT: KCVI/QECVI *LEGACY PROJECT*

JANUARY 29, 2020

Purpose:

To provide the Board of Trustees with an update and increased understanding of the processes and work completed to date for the *Legacy Project* underway at Kingston Collegiate and Vocational Institute (KCVI).

Background:

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.

An inventory has been initiated to assess the complete holdings of historical objects and documents at KCVI. The inventory records information about each object (including description, date, condition, size, photograph,

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and location), and the significance of the object (in relation to KCVI, QECVI, and the history of education). The inventory also records initial recommendations on whether an object should be retained, or, if not, where it could be offered. Finally, the inventory also makes note of potential candidates for a digitization project currently under consideration by the Legacy Committee.

Observation/Analysis:

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.

Next Steps:

Over the coming weeks, work will continue to complete the inventory which is currently at 60-per-cent completion. Once complete, the inventory will be used to examine the collection and carefully consider which objects will be retained for a collection and exhibit at the new school. This stage will involve consultation with additional stakeholders. Decisions will also have to be made for which items will be offered to local and provincial institutions. Once decisions have been made regarding the outcomes for objects, work will begin on contacting specific institutions and communicating with the broader museum community on appropriate listservs. Investigation of a potential digital platform for digitizing and sharing objects from the KCVI collection, as well as the KCVI and QECVI yearbooks will continue.

Recommendation(s):

This report be received for information.

Report Prepared By: Emily Welsh, Jessa Brown, Contract Archivists, KCVI
Joanne Whitfield, Teacher Librarian, KCVI
Reviewed By: Krishna Burra, Superintendent of Education
Debra Rantz, Director of Education

Attachments:

N/A



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ADMINISTRATIVE REPORT – 2019-2020 REVISED ESTIMATES AND INTERIM FINANCIAL REPORT FOR Q1

JANUARY 29, 2020

Purpose:

To report on the 2019-2020 revised estimates and interim financial operating expenditures for the period ending November 30, 2019 (Quarter 1).

Background:

2019-2020 Revised Estimates:

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

This report provides an update on enrolment and staffing changes since the budget was approved by the Board on June 19, 2019. Also, included are updated operating and capital sections of the budget, reflecting revenue and expenditure information at revised estimates.

Enrolment:

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. (See Appendix 1 for more information.)

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.

Staffing:

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-

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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.

Operating Budget Revenue:

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.M 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. (See Appendix 2 for more information.) 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.

Other Revenues – include the use of \$1.1M of accumulated surplus internally appropriated funds to offset matching expenditures to occur in the fiscal period.

Over-all 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.

Operating Budget Expenditures:

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. (See Appendix 3 for more information.)

Capital Budget Revenue and Capital Budget Expenditures:

For the 2019-2020 revised estimates there was no change to the School Condition Improvement funding allocation and School Renewal funding allocation totaling \$18,900,017 and corresponding projects totaling \$18,900,017.

Major Capital Priorities funding of \$38M for the construction of the New Intermediate/Secondary School as well as land acquisition funding of \$.5M has remained unchanged as of the 2019-2020 revised estimates. The Minister approved allocation of \$4.1M of proceeds of dispositions and \$.9M of accumulated funds for a total Capital Project funding of \$42.M has also remained unchanged as of the 2019-20 revised estimates.

Interim Financial - Operating Expenditures for the period November 30, 2019 (Quarter 1):

Interim financial operating expenditures for the period ending November 30, 2019 (Quarter 1) are being presented in a similar format as the 2019-2020 operating budget, indicating the amount spent by expenditure category and the associated percentage.

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.

It is important to note, that 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. (See Appendix 4 for more information.)

Recommendation(s):

That this report be received for information.

Report By:

Myra Baumann, Manager of Financial Services

Reviewed and Approved By:

Craig Young, Superintendent of Business Services

Debra Rantz, Director of Education

Attachments:

Appendix 1 - Enrolment

Appendix 2 - Operating Budget Revenues

Appendix 3 - Operating Budget Expenditures

Appendix 4 - First Quarter Expenditures

Schedule 1 - PFF Grant Announcements

**Limestone District School Board
2019 - 2020
Regular Day School
Average Daily Enrolment (ADE)
Appendix 1**

ADE Categories	2019-2020 Estimates	2019-2020 Revised Estimates	Variance
Elementary			
Kindergarten	2,486	2,534	48
Grades 1 to 3	3,866	3,910	44
Grades 4 to 8	6,782	6,898	116
Elementary Total	13,134	13,342	208
Secondary			
Grades 9 to 12	6,011	6,002	(9)
ADE Total	19,145	19,344	199

Includes - Other Fee Paying Students

Excludes - Students over 21 years old

**Limestone District School Board
2019- 2020
Operating Budget - Revenue
Appendix 2**

Revenue Categories	2019-2020 Estimates	2019-2020 Revised Estimates	Variance
Grants for Student Need (GSN) Operating Allocation			
Pupil Foundation	\$ 99,592,657	\$ 100,693,115	\$ 1,100,458
School Foundation	16,342,600	16,386,831	44,231
Special Education	29,991,498	30,205,702	214,204
Language	4,050,740	4,554,271	503,531
Supported School	2,377,103	2,424,849	47,746
Remote and Rural	212,235	214,517	2,282
Rural and Northern Education	532,049	532,049	-
Learning Opportunities:	4,297,478	4,646,976	349,498
Continuing Education and Other Program	1,736,122	1,856,114	119,992
Teacher Qualification and Experience	27,473,426	26,556,085	(917,341)
New Teacher Induction Program	104,472	112,793	8,321
ECE Qualification and Experience	1,255,983	1,217,783	(38,200)
Transportation	17,004,297	16,657,589	(346,708)
Administration and Governance	7,160,593	7,196,880	36,287
School Operations	22,305,052	22,688,856	383,804
Community Use of Schools	309,076	309,076	-
Declining Enrolment Adjustment	382,454	-	(382,454)
Indigenous Education	2,407,782	2,575,033	167,251
Safe and Accepting Schools	377,833	381,406	3,573
Grants for Student Need (GSN) Operating Allocation Total	237,913,450	239,209,925	1,296,475
Other Government Grants			
Literacy and Basic Skills - Training, AESD	330,386	330,386	-
Ont Youth Apprenticeship - Training, AESD	117,679	133,483	15,804
Adult ESL - Citizenship & Immigration	226,915	237,388	10,473
MOE-PPF-Current Year Funding	-	1,883,198	1,883,198
MOE-PPF-Prior Year Carryforward	-	33,584	33,584
Other Supplemental Grants	65,000	307,581	242,581
Other Government Grants Total	739,980	2,925,620	2,185,640
Tuition Fees			
International Students	1,336,639	1,294,582	(42,057)
First Nations Students	98,439	11,721	(86,718)
Community Education & Outreach Fees	640,135	677,290	37,155
Tuition Fees Total	2,075,213	1,983,593	(91,620)
Other Revenues			
Term Lease Rentals to Agencies	268,501	268,501	-
Community Use	222,484	222,484	-
Cafeteria and Beverage	65,000	75,000	10,000
Interest	600,000	600,000	-
Administrative Cost Recoveries	209,000	226,000	17,000
Instructional Cost Recoveries	1,485,074	1,308,599	(176,475)
International Students Other Fees	936,661	982,118	45,457
Continuing Education Contracts	7,000	7,000	-
Accumulated Surplus Internally Appropriated Funds	205,011	1,121,983	916,972
Other Revenues Total	3,998,731	4,811,685	812,954
Operating Revenue Total	\$ 244,727,374	\$ 248,930,823	\$ 4,203,449

**Limestone District School Board
2019 - 2020
Operating Budget - Expenditures
Appendix 3**

Expenditure Categories	2019-2020 Estimates	2019-2020 Revised Estimates	Variance
Instruction			
Classroom Teachers	\$ 125,611,174	\$ 126,169,176	\$ 558,002
Supply Staff	6,350,341	6,860,925	510,584
Teacher Assistants	14,817,651	15,499,839	682,188
Early Childhood Educator	4,486,668	4,543,700	57,032
Textbooks and Supplies	4,510,274	5,013,775	503,501
Computers	2,171,992	2,054,902	(117,090)
Professionals/Paraprofessionals	8,216,202	8,352,469	136,267
Library and Guidance	3,710,700	3,653,991	(56,709)
Staff Development	1,110,257	1,444,234	333,977
Department Heads	294,765	310,130	15,365
Principals and VPs	10,845,056	10,752,015	(93,041)
School Office	6,225,083	6,242,855	17,772
Coordinators and Consultants	2,540,865	3,486,257	945,392
Continuing Education	1,755,781	1,914,291	158,510
Instruction Total	192,646,809	196,298,559	3,651,750
Administration and Governance			
Trustees	146,000	143,850	(2,150)
Directors and Supervisory Officers	864,992	903,518	38,526
Board Administration	6,380,434	6,387,466	7,032
Administration and Governance Total	7,391,426	7,434,834	43,408
Transportation			
Transportation	17,286,149	17,281,357	(4,792)
Transportation Total	17,286,149	17,281,357	(4,792)
Pupil Accommodation			
School Operations and Maintenance	25,901,696	26,544,882	643,186
Pupil Accommodation Total	25,901,696	26,544,882	643,186
Other			
Other Non-Operating Expenses	1,501,294	1,371,191	(130,103)
Other Total	1,501,294	1,371,191	(130,103)
Operating Expenditures Total	\$ 244,727,374	\$ 248,930,823	\$ 4,203,449

Some expenditure mapping adjustments have been made to comply with Ministry reporting guidelines

Limestone District School Board
Interim Financial Report-Operating Expenditures
For the Period Ending November 30, 2019 (Quarter 1)
Appendix 4

Expenditure Categories	2019-2020 Revised Estimates	2019-2020 Expenditures at (Q1)	2019-2020 % Spent at (Q1)	2018-2019 % Spent at (Q1)
Instruction				
Classroom Teachers	\$ 126,169,175	\$ 32,269,028	26%	22%
Supply Staff	6,860,925	1,575,589	23%	16%
Teacher Assistants	15,499,839	4,234,823	27%	23%
Early Childhood Educator	4,543,700	1,302,137	29%	24%
Textbooks and Supplies	5,013,775	1,322,583	26%	26%
Computers	2,054,902	589,769	29%	33%
Professionals/Paraprofessionals	8,352,469	2,091,749	25%	22%
Library and Guidance	3,653,991	986,215	27%	26%
Staff Development	1,444,234	205,924	14%	17%
Department Heads	310,130	81,832	26%	22%
Principals and VPs	10,752,015	2,747,708	26%	22%
School Office	6,242,855	1,783,853	29%	27%
Coordinators and Consultants	3,486,257	861,139	25%	21%
Continuing Education	1,914,291	265,586	14%	16%
Instruction Total	196,298,558	50,317,935	26%	22%
Administration and Governance				
Trustees	143,850	32,814	23%	20%
Directors and Supervisory Officers	903,518	238,150	26%	23%
Board Administration	6,387,466	1,502,595	24%	25%
Administration and Governance Total	7,434,834	1,773,559	24%	25%
Transportation				
Transportation	17,281,357	5,333,456	31%	30%
Transportation Total	17,281,357	5,333,456	31%	30%
Pupil Accommodation				
School Operations and Maintenance	26,544,882	5,892,119	22%	23%
Pupil Accommodation Total	26,544,882	5,892,119	22%	23%
Other				
Other Non-Operating Expenses	1,371,191	389,661	28%	28%
Other Total	1,371,191	389,661	28%	28%
Operating Expenditures Total	\$ 248,930,822	\$ 63,706,730	26%	23%

Some expenditure mapping adjustments have been made to comply with Ministry reporting guidelines

**Limestone District School Board
2019 - 2020
PPF Grant Announcements
Schedule 1**

Description	2018-2019 Revised Estimates	2019-2020 Revised Estimates
Specialist High Skills Major	\$ 339,640	\$ 339,640
French as a Second Language Initiatives	118,384	114,992
Well-Being and Mental Health	64,999	32,353
Transition Support to Post Secondary Pathways For Students With Development Disabilities	45,000	45,000
HPE Careers Implementation	-	29,099
Math Strategy	774,348	657,000
After School Skills Development Program	176,025	72,916
P&VP Remedy Agreement	129,968	-
Non-Union Remedy Agreement	76,934	-
Recreational Cannabis and Vaping	-	16,215
Critically Conscious Practitioner Inquiry	-	9,951
First Nations, Metis and Inuit Studies	-	26,700
Experiential Learning	133,270	139,654
Mental Health Workers in Secondary Schools	331,079	330,038
Legalization of Recreational Cannabis	21,400	-
Teacher Learning and Leadership Program	9,569	-
Identity Based Data Collection	28,210	-
SOAR-Children and Youth in Care	100,000	-
Community Use of Schools-Priority Schools	85,000	-
Community Use of Schools-Outreach Coordinator	53,500	-
Indigenous Support and Engagement Initiative	100,000	-
CUPE Apprenticeship and PD Training Fund	70,209	-
On-Line Incident Reporting	10,000	-
GAP Closing in Literacy Grades 7-12	27,300	-
Techno Math	22,243	-
Parents Reaching Out Grants	18,499	12,802
Ontario Focused Intervention Partnership	7,245	-
Board Leadership Development Strategy	35,122	-
Speak Up Projects	5,000	-
Transportation Supports for Children and Youth in Care	-	56,838
Total	\$ 2,782,944	\$ 1,883,198



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Education Policy & Operations Committee

ADMINISTRATIVE REPORT: SCHOOL YEAR CALENDAR 2020/2021

JANUARY 29, 2019

Purpose:

To update Trustees on the 2020/2021 School Year Calendar process and provide two options for consideration. Approval for Option 1 is recommended, pending parental survey. A further report will be provided at the February 12th Board Meeting.

Background:

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 shall 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. For the 2020/2021 School Year Calendar, I am recommending that the Limestone District School Board submit its calendar by March 1, 2020 due to the recommended start date of Monday, August 31st, 2020.

In order to meet the required 194 days from September 1 to June 30, school must begin prior to Labour Day. Options related to this requirement will be shared below.

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

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.

Current Status:

The Ministry template for the 2020/2021 calendar was received by LDSB in the middle of January 2020.

In January and February of 2020, LDSB parents and community partners (day cares, municipalities, Public Health, business associations, etc.) will be invited to provide survey input to the Associate Superintendent on the 2020/2021 School Year Calendar options.

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 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.

While Option 1 requires Ministry approval, it allows for the PA to take place on the Friday, June 25th. Having a PA Day on a Monday, which is the case for Option 2 – Ministry Calendar, provides multiple challenges for staff. This option also allows us to continue our tradition of having Secondary Graduation Ceremonies on the night before the PA Day. In this case, graduations could take place on the Thursday, June 24th.

Facilitated by the Associate Superintendent of Safe and Caring Schools, Limestone stakeholders met on January 22, 2020, to provide input. Stakeholders represented Trustees (Trustee Ruttan), parents (PIC chair), unions, federations, non-union groups, Human Resources, and administrators. For those stakeholders unable to attend the meeting in person, they were able to submit their information electronically.

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.

Recommendation(s):

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

Report Prepared By: Scot Gillam, Associate Superintendent of Safe and Caring Schools
Reviewed By: Debra Rantz, Director of Education

[Attachments](#)
Appendix A

