
Agenda – Education, Policy & Operations Committee Meeting

Wednesday, December 4, 2024

Limestone Education Centre

220 Portsmouth Avenue, Kingston, Ontario

Public Viewing: <https://bit.ly/LDSBEPOCMTGDec424>

Public Meeting – 5:30 p.m.

Land Acknowledgement: “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.”

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. REPORTS FOR ACTION

4.1 Updates to Policies 9 and 15 – Director Burra (Pages 2-14)

5. REPORTS FOR INFORMATION

5.1 Director’s Annual Report 2023-2024– Director Burra (Pages 15-16)

5.2 School Climate Data Survey - Associate Superintendent Gollogly (Pages 17-19)

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. CORRESPONDENCE

9. NEXT MEETING – February 5, 2025

10. ADJOURNMENT

Limestone District School Board

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

Administrative Report: Updates to Policies 9 and 15

Education, Policy, and Operations Committee Meeting

December 4, 2024

Purpose and Link to the Strategic Plan/Goal: Student Learning, Achievement, and Well-Being

To update current policies to either align with current practices (Policy 9- Student Trustees) or ensure compliance with Bill 98 and associated regulations (Policy 15- Trustee Attendance, Electronic Meetings and Participation of Board Members).

Background

Bill 98, the Better Schools and Student Outcomes Act, 2023, and resulting regulations have led to necessary changes to Policy 15, particularly related to trustee attendance at board meetings and committee of the whole meetings. It should be noted that some of these changes will be phased-in until full implementation in September 2025. Updates to Policy 9 are to create closer alignment with current practices and minor housekeeping changes

Current Status

Limited edits have been made to Policy 9 as outlined in Appendix A utilizing tracked changes. Significant edits have been made to Policy 15 to ensure regulatory compliance with Regulation 463/97. Appendix B is a copy of the existing Policy 15. Appendix C is a copy of Policy 15 with recommended edits to align with the language set out in Regulation 463/97.

Next Steps and Recommendation(s)

That Trustees approve the recommended changes to Policies 9 and 15 with, or without, additional edits:

- (a) Approval of changes to Policy 9, with, or without, edits as outlined in Appendix A.
- (b) Approval of changes to Policy 15 with, or without, edits as outlined in Appendix C.

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Prepared and Reviewed by: Krishna Burra, Director of Education
Attachments: Appendix A: Policy 9 with proposed edits
Appendix B: Policy 15
Appendix C: Policy 15 with proposed edits

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STUDENT TRUSTEES

1.0 STUDENT REPRESENTATION ON THE BOARD

Limestone District School Board has established three positions for Student Trustees on the Board in order to provide for the interests of students within its school system. One Student Trustee will be elected from the following group of schools: Ernestown Secondary School, Granite Ridge Education Centre, Napanee District Secondary School, North Addington Education Centre and Sydenham High School. A second Student Trustee will be elected from the following group of schools: Bayridge Secondary School, Frontenac Secondary School, [Katarokwi Learning Centre](#), Kingston Secondary School, Loyalist Collegiate and Vocational Institute, and La Salle Secondary School. The third position for Student Trustee will be an Indigenous student. The Student Trustee positions provide for the active involvement of students in their education and provides an opportunity for students to express their views and to listen to and evaluate the opinions of others.

The Student Trustee:

- a) provides greater insight into student activities, programs and needs;
- b) encourages more student involvement in the district's governance activities;
- c) provides a greater awareness and understanding of mutual issues between and among the Board, school staff and students;
- d) Student Trustees have non-binding votes on Board motions; and
- e) Student Trustees may suggest motions but are not allowed to move and/or second a motion. If no member of a Board moves the suggested motion, the record shall show the suggested motion.

1.1.0 RESPONSIBILITIES OF STUDENT REPRESENTATIVE

1.1.1 By-Laws

The Student Trustees shall act in accordance with the policies and administrative procedures of the Board. Each of the Board's policies and procedures will pertain, as appropriate, to the election and duties of the Student Trustee.

1.1.2 Duties on Board

The Student Trustees shall attend monthly regular meetings of the Board and its committees, including closed sessions (in-camera), but shall not remain in closed session (in-camera) when the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee or a pupil or their parent or guardian is discussed. The student representative does not affect a quorum.

The Student Trustees may be a non-voting participating member of identified Board committees, and otherwise involved as requested by the Board. The votes of the Student Trustees shall be non-binding.

Student Trustees have non-binding votes on Board motions. Student Trustees may request a recorded vote on any Board motion. If a recorded vote is requested there must be two votes:

- a) a non-binding vote that includes the Student Trustees' vote; and
- b) a recorded binding vote that does not include the Student Trustees' vote.

1.1.3 Conduct

The Student Trustees shall conduct themselves in accordance with the Trustee Code of Conduct.

1.1.4 Private Session

- a) The Chair of the Committee or Board shall determine and communicate in advance which of the matters on a Private Session agenda are appropriate for Student Trustee presence and participation.
- b) Student Trustees shall only receive Private Session materials during the in-camera section of a meeting related to those matters for which they will be present, and shall return all documentation to the Chair of the Board prior to the Board rising and reporting.

1.1.5 Representation

- a) The Student Trustees may represent the Board only when specifically delegated.
- b) The Student Trustees shall represent the student voice through their seat on the Board.
- c) The Student Trustees shall inform Limestone District School Board Inter-School Council and thereby all students, of issues within the Board and act as liaison with Inter-School Council in the district.
- d) The Student Trustees shall comment on and/or bring forth any issues deemed to be pressing and of concern to the Board.
- e) The Student Trustees may bring forward motions as a co-named representative sponsored by an elected Trustee.

- f) The Student Trustees shall, upon receipt of complaints, questions or suggestions regarding a school or service, direct the person or persons to the appropriate principal or supervisor of the service. Student Trustees are in the position to receive complaints regarding issues but shall not involve themselves with complaints about individual employees of the Board. Should the complaint continue, the Student Trustees may discuss the matter with the Director of Education or designate.
- g) The payment of membership fees to the Ontario Student Trustees' Association (OSTA-AECO) and all appropriate expenses to enable Student Trustees' participation in approved OSTA-AECO events shall be incurred by the Board.

1.1.6 Safety and Supervision of Student Trustees

- a) The Director of Education shall ensure that Student Trustees are responsibly supervised during approved overnight events to the satisfaction of the Director and parents/guardians if the Student Trustees are under the age of majority; and
- b) Such supervision may include a written plan of supervision related to an event, signed parental and student forms, communication regarding a supervision plan with conference hosts or organizations, and communication of such plan with other Board members, as appropriate.

1.2.0 TERM OF OFFICE

1.2.1 School Year

The term of office for the Student Trustees shall begin August 1st following their election and shall end on July 31st. The Student Trustees shall normally commence office at the August Board meeting. In the event an incumbent resigns the position during the course of the school year, Limestone District School Board Policy 9 (Student Trustees), indicates another student may be asked to complete the term. The vacant position shall be filled by a by-election following the procedures established in 25.5.0(i). The newly elected Student Trustees may seek a briefing and guidance from the current representative in the month of June, following their election, but will not assume the position until the following August.

1.2.2 One Year Term

The Student Trustees may occupy the position for a one-year term only unless they are re-elected at their school and subsequently re-elected during regular Student Trustee elections.

1.3.0 MENTORSHIP

The Director of Education or designate shall serve as a Student Trustee advisor to guide and assist the Student Trustee in fulfilling the required responsibilities of the position.

1.4.0 SELECTION/ELECTION PROCESS

1.4.1 Date

Elections shall be held prior to the end of ~~February~~April. The Board shall inform the Minister of Education of the names of the three elected Student Trustees prior to the end of May following the election.

1.4.2 Electors for Urban and Rural Trustee

- a) All secondary school students of Limestone District School Board in ~~full-time~~regular attendance shall be eligible to be electors.
- b) The panel of electors for the urban and rural Student Trustees will be composed of 22 students: two students from each secondary school in Limestone District School Board, and the current Student Trustees. The Student Council Executive staff advisor is a non-voting support person.
- c) Electors will be the two highest-ranking officers of their school's student council.
- d) Electors must be 16 years of age or older.

1.4.3 Electors for the Indigenous Student Trustee

- a) All secondary (Grades 9-12) self-identified First Nations, Inuit, or Métis secondary school students of the Limestone School Board in regular attendance shall be eligible to be electors.
- b) The panel of electors for the Indigenous Student Trustee will be composed of members of the Indigenous Student Leadership Circle as well as any self-identified secondary student in LDSB who wishes to cast a vote. 11 students: one Indigenous student ~~Limestone District School Board Policy 9 (Board Operations)~~ from each secondary school in the Limestone District School Board.
- c) The Indigenous Student Support & Engagement Teacher is a non-voting support person.

1.5.0 ELECTION PROCEDURES

1.5.1 Selection Process

- a) All students entering Grade 11 or 12 the following school year are eligible to run for Student Trustee. All candidates must be prepared to make a three to five-minute speech or prepare a three-to-five-minute video speech, to the electors and be prepared to answer questions from the floor.

- b) On each ballot, there will be one list containing the names of all candidates. From this list, electors will choose one candidate. Any spoiled ballot will be discarded.
- c) The Student Trustee will be chosen by a simple majority of the electors. The vote will be held by secret ballot.
- d) There will be a separate election for each Student Trustee.
- e) ~~The two Student Trustees must be from different schools.~~

Note: The process for the selection of the Student Trustee representative shall be reviewed on an annual basis by the Secretary of the Board or designate.

1.5.2 Role of Staff Advisor During Election

The staff advisor will oversee the presentation of speeches and the discussion and voting by electors. The staff advisor cannot make suggestions to the panel of electors, influence the votes of electors, or vote.

1.5.3 Eligibility of Candidates

To be eligible, a candidate must:

- a) be registered as a full-time Senior division student in one of the Board's secondary schools for the upcoming year or an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced;
- b) have obtained an overall average of at least seventy per cent in the current school year;
- c) have demonstrated respect for the school's code of student conduct;
- d) have appropriate parental permission if the student is under 18 years of age; and
- e) have sufficiently completed the required written application ~~at least 24 hours prior to the election~~ by the published deadline on the website..

1.6.0 REGULAR SCHOOL PROGRAM

1.6.1 Impact of Student Trustee Role

The holding of the position of Student Trustee should enhance the student's regular school program.

1.6.2 Parent/Guardian- Consent

Before assuming the position of Student Trustee, the student must consult with their parent(s), if under the age of 18, to ensure that the role will have a positive impact on their regular school program.

1.7.0 EXPENSES

As stipulated in the *Education Act* Regulation 7/70 Student Trustees will be reimbursed for expenses related to the Student Trustee role. Other resources, with the exception of the Student Trustee honorarium, shall be provided to Student Trustees. Student Trustees shall have access to the same professional development opportunities as provided to other Trustees.

1.8.0 DISQUALIFICATION OF STUDENT TRUSTEE

The Director of Education or designate, in consultation with the Student Trustee's principal, will bring a recommendation for disqualification to the Board during a closed session (in-camera).

Disqualification may occur for one of the following reasons:

- a) Failure to attend three consecutive Board Meetings;
- b) The Student Trustee ceases to be enrolled as a full-time student;
- c) The Student Trustee commits a serious breach of their school's code of conduct; or
- d) The Student Trustee's behaviour is deemed to be incompatible with the roles and responsibilities of the position (Policy No. 9 Student Trustees).

1.9.0 RECOGNITION OF THE STUDENT TRUSTEES

Upon completion of the Student Trustees' terms of office, the Student Trustees will be suitably recognized by the Board. Types of recognition include, but are not limited to, confirmation of the accumulation of community service hours and a letter of service signed by the Chair. Each of the Student Trustees shall receive an honorarium in the amount of \$2,500 which shall be presented to each Student Trustee at the June Board Meeting prior to the end of their term of office. The amount shall be pro-rated if the Student Trustee serves less than a full term.

Revised: December 2024



ELECTRONIC MEETINGS AND PARTICIPATION OF BOARD MEMBERS

A. ELECTRONIC MEETINGS

1.0.0 Provision of Electronic Systems

Limestone District School Board shall provide for the use of electronic systems to allow members of the Board to take part in meetings of the Board and its committees, including a Committee of the Whole Board, from remote sites. In addition, the Board shall make public access to meetings available by streaming Board Meetings, Board Committees, and Committee of the Whole Board (EPOC).

2.0.0 Attendance at Meetings

2.1.0 The following persons shall be present at each meeting of the Board or Committee of the Whole Board:

- i) The Chair of the Board or their delegate;
- ii) At least one additional member of the Board;
- iii) The Director of Education of the Board or their delegate.

2.2.0 The following persons shall be present at each meeting of a committee of the Board:

- i) The Chair of the committee of the Board or their designate;
- ii) The Director of Education of the Board or their designate.

2.3.0 At the request of any Board member, the Board shall provide the member with electronic means of participating in one or more duly constituted meetings of the Board or its committees.

The request for making electronic means available to Board members for duly constituted meetings of the Board or its committees must be made at least 24 hours before the scheduled meeting.

- 2.4.0 A member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting.

B. PARTICIPATION OF BOARD MEMBERS

- 1.0.0 The electronic means used for these meetings shall permit the member to hear and be heard by all other participants in the meeting.

- 1.1.0 Pupil representatives to the Board who are participating through electronic means shall not participate in any proceedings which are closed to the public.

- 1.2.0 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.

2.0.0 Public Participation in Board Meetings

- 2.1.0 The Board shall make public access to meetings available by streaming Board Meetings, Board Committees, and Committee of the Whole Board (EPOC).

- 2.2.0 Such participation shall be in accordance with Board Policies

Revised: July 2021



TRUSTEE ATTENDANCE, ELECTRONIC MEETINGS AND PARTICIPATION OF BOARD MEMBERS

1.0.0 Attendance at Meetings

1.1.0 The following persons shall be present at each meeting of the Board or Committee of the Whole Board (EPOC):

- i) The Chair of the Board or their delegate;
- ii) At least one additional member of the Board;
- iii) The Director of Education of the Board or their delegate.

2.0.0 Trustee Attendance

2.1.0 In-person attendance requirements effective until August 31, 2025 [to be revoked September 1, 2025]:

- i) The Chair of the Board or designate shall be physically present in the meeting room of the board for at least half of the meetings of the Board during each 12-month period beginning November 15, 2022, and,
- ii) A Trustee shall be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month period beginning November 15, 2022.

2.2.0 In-person attendance requirements effective September 1, 2025:

- i) All Trustees must be present in person for all Regular and Special Meetings of the Board, and all Committee of the Whole Board Meetings unless authorized to attend via electronic means as outlined in section 3.3.0, or unless the absence has been approved by board motion in alignment with section 228 of the Education Act.
- ii) Failure to attend a meeting in-person, or by electronic means when approved, or as authorized by Board motion, may result in the Trustee vacating their seat.
- iii) In-person attendance requirements do not apply to Student Trustees. Student Trustees may participate in any Board meeting or

committee meeting via electronic means and permission to do so is not required.

- iv) The only exception for in-person Trustee attendance for all Trustees is if all schools of the board are closed under an order made in accordance with Ontario Regulation 463/97. In these cases, all Trustees and staff may attend a meeting electronically and the physical meeting space will not be open to permit in-person attendance by members of the public.

3.0.0 Electronic Attendance Requirements

3.1.0 If a Trustee proposes to participate in a meeting described in section 2.2.0 by electronic means, the Trustee shall submit a request in writing and the reasons for the request to the Chair of the Board before the meeting begins.

3.2.0 If the Trustee making a request for participation by electronic means is the Chair of the Board, the Chair shall submit a request in writing and reasons to the Vice-Chair of the Board.

3.3.0 The Chair, or Vice-Chair if it is the Chair making the request, may approve a request if they are satisfied that one or more of the circumstances identified below exist(s):

- i) the distance from the Trustee's primary place of residence within the area of jurisdiction of the board to the meeting location is 125 kilometres or more;
- ii) weather conditions do not allow the Trustee to travel to the meeting location safely;
- iii) the Trustee cannot be physically present at a meeting due to health-related issues;
- iv) the Trustee has a disability that makes it challenging to be physically present at a meeting; or
- v) the Trustee cannot be physically present due to family responsibilities in respect of one or more of the following: the Trustee's spouse; a parent, step-parent, or foster parent of the Trustee or the Trustee's spouse; a child, step-child, foster child, or child who is under legal guardianship of the Trustee or the Trustee's spouse; a relative of the Trustee who is dependent on the Trustee for care or assistance; or a person who is dependent on the Trustee for care or assistance and who considers the Trustee to be like a family member.

3.4.0 The Chair shall not approve a request for a Trustee to participate by electronic means in a Board Meeting or Committee of the Whole Meeting if the request would result in fewer than one Trustee of the Board, in addition to the Chair of the Board or their designate, being physically present in the meeting room. The same applies for the Vice-Chair approving a request from the Chair.

3.5.0 A member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting if approved in advance of the meeting as outlined in section 3.3.0.

4.0.0 Provision of Electronic Systems

- 4.1.0 At the request of any Board member whose absence has been approved prior to the meeting as outlined in section 3.3.0, the Board shall provide the member with electronic means of participating in one or more duly constituted meetings of the Board or its committees.
- 4.2.0 The Board shall make public access to meetings available by streaming Board Meetings, Board committees, and Committee of the Whole Board

5.0.0 Participation of Board Members

- 5.1.0 The electronic means used for these meetings shall permit the Board member to hear and be heard by all other participants in the meeting.
- 5.2.0 Student Trustees who are participating through electronic means shall not participate in any proceedings which are closed to the public.
- 5.3.0 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.

6.0.0 Public Participation in Board Meetings

- 6.1.0 The Board shall make public access to meetings available by streaming Board Meetings, Board Committees, and Committee of the Whole Board.
- 6.2.0 Such participation shall be in accordance with Board Policies.
- 6.3.0 Unless attending as part of an approved delegation, members of the public are not participants in Board Meetings or Committee of the Whole Meetings, and there is no requirement for the provision of two-way communication via electronic means.

Revised: December 2024

References:

Education Act, Section 228

Ontario Regulation 463/97 Electronic Meetings and Meeting Attendance

OPSBA Guide to Good Governance

Administrative Report: Director's Annual Report 2023-2024

Education, Policy, and Operations Committee Meeting

December 4, 2024

Purpose and Link to the Strategic Plan/Goal: Student Learning, Achievement, and Well-Being

Provide Trustees with an overview of the Director's Annual Report 2023-2024. This year has been one of progress, resilience, and focused effort as we continue to support our students, staff, and school communities.

Background

In compliance with the Education Act, the Limestone District School Board's 2023-2024 Director's Annual Report includes information on the Board's strategic goals and progress the Board has made against these goals in the previous year; and actions the Board is taking in those strategic priority areas where goals are not being met.

Current Status

In keeping with the requirements under the Education Act, the Director of Education must report annually on the Board's Multi-Year Strategic Plan (MYSP) via the Director's Annual Report. This year marks the initial implementation of the Board's new Strategic Plan. These changes align with Bill 198, which mandates the incorporation of provincial priorities into the MYSP. The [Strategic Plan – End-of-Year Report 2023-2024](#) (page 22-31) was provided to Trustees at the Regular Board Meeting on October 23, 2024.

Next Steps and Communication Plan

The Director's Annual Report will be available on the LDSB website starting December 5, 2024. It will also be shared as a news story and added to all school websites for easy access. The report will be submitted to the Ministry of Education in compliance with the January 31, 2025, deadline.

Limestone District School Board

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Recommendations

That this report be received for information.

Prepared by: Jane Douglas, Communications Consultant

Reviewed by: Krishna Burra, Director of Education

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Administrative Report: School Climate Survey (2023-2024)

Education, Policy, and Operations Committee Meeting

December 4, 2024

Purpose and Link to the Strategic Plan/Goal: Improve student well-being/sense of belonging, participation/engagement in class time, and time focused on learning

To provide the Board of Trustees with an update related to the data collected from the most recent school climate survey for Grades 4 to 12. This data directly ties to the strategic plan goal focused on the improvement of student well-being/sense of belonging, participation/engagement in class time, and time focused on learning.

Background

A school climate survey is required by the Ministry of Education as part of Policy/Program Memorandum 145 and provides feedback to each school about the degree to which students feel their school supports learning and positive behaviour, perceptions of safety and bullying, and promotes a safe and inclusive environment. The school climate survey is different from the Student Equity Census Survey because it is anonymous.

As part of our ongoing efforts to create and maintain safe, inclusive and accepting schools, the LDSB undertakes a school climate survey every two years to gather input from students. At the end of April 2024, the district conducted the School Climate Survey in classes for students in Grades 4 to 12.

Limestone used the platform ThoughtExchange to collect the school climate data. ThoughtExchange is Personal Health Information Protection Act (PHIPA) and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) compliant. Access to data is restricted by role and managed by members of the LDSB Data Team. School administrators can duplicate, filter, and share their data within their school teams and school advisory councils in interactive and engaging ways.

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Current Status

The 2023-2024 School Climate Survey provides an evaluation of student experiences within the district. The survey compared results from the 2021-2022 cycle and introduced new questions aligned with the Board's strategic goals, particularly around agency, equity, and mental health. The response rate for 2023-2024 was 68%, slightly lower than the previous survey (71%), with strong participation from elementary students and slightly lower for secondary students. Students were provided class time to participate but also received a link to access the survey online if they were absent from class. The survey was also made available on school and board websites for families to review in advance of students completing the survey.

The survey data reveals valuable insights into students' engagement, well-being, and future orientation, while also identifying critical areas of concern, including perceptions of safety, bullying, and access to equity resources. It should be noted that the data varies by schools, but there are some general trends worth noting.

The survey revealed several strengths in student experiences, particularly in agency, engagement, social-emotional learning, and equity. More students reported feeling connected to the world through their learning. Career-oriented thinking showed a notable increase, with 67% of students engaging in future planning compared to 55% in 2021-2022. Additionally, graduation expectations rose by 5%, although the percentage remains below the 90% target. Students exposed to Social Emotional Learning topics demonstrated a 10% improvement in stress-management skills, and 85% rated their mental health positively, with elementary students reporting better outcomes than their secondary counterparts. In terms of equity and gender inclusion, the accuracy of pronoun use for students improved significantly, rising from 84% to 91%. Furthermore, access to gender-aligned bathrooms showed slight progress for elementary students.

Despite these strengths, several challenges emerged. Perceptions of care and safety declined, with a 16% decrease in intermediate students feeling that their school cares about them as individuals. Safety perceptions also dropped in online environments and physical spaces such as gym changerooms. Bullying and reporting trends raised additional concerns, with verbal bullying increasing by 5% and only 32% of reported cases being resolved satisfactorily—a 4% drop compared to previous findings.

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Next Steps and Communication Plan

To address the challenges identified in the survey, several targeted actions are required. Efforts should be made to ensure that students learn to appreciate the differences among all people and feel that their schools care about them as individuals, with a particular focus on intermediate and secondary cohorts. Increasing school connectedness and cultural inclusivity will be critical in fostering these values.

Substance use trends, particularly high-caffeine energy drinks, alcohol, vaping, and cannabis, underscore the need for comprehensive health education and targeted interventions. Additionally, the high, and increasing, use of social media among students highlights the importance of digital literacy programs to teach responsible usage and manage its impact on sleep and mental health. These steps will collectively support student well-being and align school efforts with equity, safety, and inclusivity goals.

Recommendations

That this report be received for information.

Prepared by: Patty Gollogly, Associate Superintendent of Curriculum & Program Services

Reviewed by: Krishna Burra, Director of Education

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