



AGENDA - REGULAR BOARD MEETING

Wednesday, May 15, 2024 – 6:00 PM

Limestone Education Centre

220 Portsmouth Avenue, Kingston, ON

Link: <https://bit.ly/LDSBBoardMTGMay15>

PRIVATE SESSION – 5:30 PM

*In accordance with the Education Act, Section 207(2) a meeting of a committee of a board including a committee of the whole board, may be closed to the public when the subject under consideration involves,

- a) The security of the property of the board;
- b) The disclosure of intimate, personal, or financial information in respect of a meeting of the board or committee, an employee or prospective employee of the board or a pupil or their parent or guardian;
- c) The acquisition or disposal of a school site;
- d) Decisions in respect of negotiations with employee of the board; or
- e) Litigation affecting the board.

1. CALL TO ORDER

2. RESOLVE INTO COMMITTEE OF THE WHOLE PRIVATE SESSION

3. DECLARATION OF CONFLICT OF INTEREST

4. ACTION ITEMS

4.1 Regular Board Meeting Minutes (private) – April 24, 2024

5. FOR INFORMATION

5.1 SAFE SCHOOLS UPDATE

5.2 PROPERTY UPDATE

- 5.3 LABOUR UPDATE
- 5.4 LEGAL MATTER
- 5.5 PERSONNEL UPDATE
- 5.6 OPSBA UPDATE

6. REPORT TO PUBLIC SESSION

PUBLIC MEETING - 6 PM

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.”

7. ADOPTION OF AGENDA

8. DECLARATION OF CONFLICT OF INTEREST

9. DELEGATION/PRESENTATION

9.1 Limestone District School Board Student Achiever Awards

10. PRIVATE SESSION REPORT

11. APPROVAL OF MINUTES

11.1 Regular Board Meeting – April 24, 2024 (Pages 4-15)

11.2 Audit Committee Meeting – May 6, 2024 (Pages 16-19)

12. REPORTS FROM OFFICERS

12.1 Chair’s Report

12.2 Director’s Report

13. REPORTS

13.1 OPSBA Report – Trustee McGregor

13.2 Student Trustees’ Report

13.3 Reports For Action

13.4 Reports for Information

13.4.1 Operational Plans: Student Success – Superintendent Silver (Pages 20-23)

13.4.2 Early Years Leadership Strategy Operational Plan – Superintendent McDonnell (Pages 24-27)

14. UNFINISHED BUSINESS

15. NEW BUSINESS

Limestone District School Board

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

16. CORRESPONDENCE

17. NOTICES OF MOTION

18. ANNOUNCEMENTS

19. COMMITTEE MINUTES FOR INFORMATION

19.1 Environmental Sustainability Advisory Committee Minutes – March 5, 2024 (Pages 28-32)

20. FUTURE BOARD MEETING SCHEDULE

June 19, 2024

21. ADJOURNMENT



REGULAR BOARD MEETING MINUTES – APRIL 24, 2024

PRIVATE SESSION

Roll Call:

Trustees:	Staff:
J. Brown (regrets) G. Elliott B. Godkin (Vice-Chair) R. Hutcheon (Chair) T. Lloyd K. Maracle K. McGregor J. Morning J. Neill S. Ruttan E. Eckloff (Student Trustee) (regrets) A.J. O'Keefe (Student Trustee) (regrets) A. Wang (Student Trustee) (regrets)	K. Burra, Director of Education S. Gillam, Superintendent of Education P. Gollogly, Associate Superintendent S. Hedderson, Associate Superintendent A. McDonnell, Superintendent of Education S. McWilliams, Superintendent of Human Resources S. Sartor, Associate Superintendent J. Silver, Superintendent of Education C. Young, Superintendent of Business Services
Guests:	Recorder:
None at this time.	S. Mitton, Executive Assistant to the Director and Trustee Liaison

1. CALL TO ORDER

Vice-Chair Godkin called the meeting to order.

2. RESOLVE INTO COMMITTEE OF THE WHOLE

MOTION: To move into Private Session.

MOVED BY: Trustee McGregor and seconded by Trustee Lloyd. Carried.

3. DECLARATION OF CONFLICT OF INTEREST

Vice-Chair Godkin asked Trustees if they had a conflict of interest to declare with any of the agenda items. There were no conflicts declared.

4. ACTION ITEMS

- 4.1 Regular Board Meeting Minutes (private) – March 27, 2024

MOTION MOVED BY: Trustee Lloyd that the minutes listed in Action Items, Private Session, as distributed, be approved. Carried.

5. FOR INFORMATION

- 5.1 Safe Schools Update – Associate Superintendent Gollogly and Superintendent Gillam provided a Safe Schools Update.
- 5.2 Property Update – None at this time.
- 5.3 Labour Update – Director Burra provided a labour update.
- 5.4 Legal Update – None at this time.
- 5.5 Personnel Update – None at this time.
- 5.6 OPSBA Update – None at this time.

6. REPORT TO PUBLIC SESSION

Vice-Chair Godkin called for a motion for the Board to rise and report.

MOTION: That the Board rise and report.
MOVED BY: Trustee McGregor. Carried.

PUBLIC MEETING

Roll call:

Trustees:	Staff:
J. Brown G. Elliott B. Godkin (Vice-Chair) R. Hutcheon (Chair) T. Lloyd K. Maracle K. McGregor J. Morning J. Neill S. Ruttan E. Eckloff (Student Trustee) A.J. O'Keefe (Student Trustee) A. Wang (Student Trustee) (regrets)	K. Burra, Director of Education M. Christopher, IT Programmer Maddie Crothers, Communications Consultant/Producer A. Grange, Communications Consultant S. Gillam, Superintendent of Education P. Gollogly, Associate Superintendent S. Hedderson, Associate Superintendent A. McDonnell, Superintendent of Education S. McWilliams, Superintendent of Human Resources J. Silver, Superintendent of Education C. Young, Superintendent of Business Services P. Carson, Manager of Finance
Guests:	Recorder:
Jeremy DaCosta, CEO, Tri-Board Transportation Services Bob Seitz, Executive Lead and VP of International Ed. Gian Marco Riccardi, International Student Ayesha Bukhari (Incoming Student Trustee) Rachel Kolosov (Incoming Student Trustee) Siya Kumar (Incoming Student Trustee)	S. Mitton, Executive Assistant to the Director and Trustee Liaison

Chair Hutcheon welcomed everyone to the Regular Board Meeting. She called the roll.

She called upon Trustee Brown to provide the Acknowledgement of Territory. "I wish to acknowledge that Limestone District School Board is situated on the traditional lands of the Anishinaabe and Haudenosaunee. The First People called this land Cataraqui, meaning the meeting place on the flat rocks. As we meet may we be ever mindful of the significance of this land to the Indigenous People who lived and continue to live on this land. People whose practices and spiritualities are tied to this land and continue to develop on the land along with its other inhabitants. We as settlers have had some recent experiences which have put us more in keeping with the ideals of the First People. I speak of the recent solar eclipse which held us in awe and made us more aware of the work of Mother Nature. Further to that we celebrated Earth Day, another reminder that we must honour the Earth and do our duty to respect and sustain the Earth and all that aims to survive here, namely, the animals, the waters and all inhabitants.

Limestone District School Board

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

SEE YOURSELF IN LIMESTONE

Watching recent news casts, one area in which we can all play a part is to cut back or even eliminate the use of plastics. I therefore encourage one and all to consider what you can do to keep this land as best you can.”

7. ADOPTION OF AGENDA

MOVED BY: Trustee Neill and seconded by Trustee Godkin that the agenda, as presented, be approved. Carried.

8. DECLARATION OF CONFLICT OF INTEREST

Chair Hutcheon asked that if Trustees have a conflict of interest, could they please identify the agenda item number. There were no conflicts declared.

9. PRESENTATION

9.1 Tri-Board Transportation Presentation – Jeremey DaCosta

Chair Hutcheon welcomed CEO of Tri-Board Transportation Services, Jeremey DaCosta. He reviewed the history of the consortium which was established in 2006. He shared data and graphs relating to Limestone District School Board routes and riders as well as trends on bus cancellations. He noted that there is an industry-wide bus driver shortage and shared statistics for the current school year where route cancellation occurred due to this driver shortage.

Mr. DaCosta emphasized that the transportation application deadline for this year is August 11, 2024 to ensure that all student have bus service for the first day of school. This is a new and earlier deadline than in previous years which will assist in providing that first day of school service.

Chair Hutcheon thanked Jeremy DaCosta and called upon Trustees for questions.

10. PRIVATE SESSION REPORT

Trustee Godkin stated that earlier this evening during Private Session:

- The minutes were approved from the Regular Board Meeting (Private) of March 27, 2024.
- Associate Superintendent Gollogly and Superintendent Gillam provided a safe schools update.
- Director Burra provided a Labour update.

- There was no other business conducted, or motions passed in Private Session.

MOTION MOVED By Trustee Godkin and seconded by Trustee Elliott that the Private Session Report be received. Carried.

11. APPROVAL OF MINUTES

11.1 Regular Board Meeting Minutes – March 27, 2024

11.2 Budget Committee Meeting – April 17, 2024

MOTION MOVED BY Trustee Neill and seconded by Trustee McGregor that the minutes be approved. Carried.

12. REPORTS FROM OFFICERS

12.1 Chair's Update

Chair Hutcheon shared her report: " Good evening, Trustees, staff, and community members. With Spring upon us, it has been wonderful to see staff, students, and schools welcoming the warmer temperatures, allowing for expanded learning opportunities outside of the classroom. I am grateful for Limestone staff's commitment and dedication to providing quality education to the students and families in Limestone.

It was inspiring to see many schools across our district celebrating Earth Day this week. I was fortunate to visit some schools personally. Every contribution and celebration, no matter how big or small, helps to make our world a better place.

The Limestone Learning Foundation's Speaker Series hosted their first session last week with Dr. Robin Handley-Dafoe. The session focused on realistic and sustainable strategies for understanding and practicing wellness, personal resiliency, and emotional management. The event reinforced Limestone's commitment to mental health and well-being, allowing over 100 classes of students across the district to come together in an interactive session. Thank you to Limestone's Mental Health Lead, Laura Conboy for moderating the session.

Last week was the second annual LDSB Entrepreneurship Showcase, organized by our Specialist High Skilled Majors team at the Rose Innovation Hub at Queen's University. Secondary students pitched their entrepreneurial ideas to local entrepreneurs and judges, including Trustee Elliot, who all offered constructive feedback and encouragement. Student projects ranged from 3D printing fidget products, car detailing services, instrument repair, fashion design, and more.

Thank you to all of the local entrepreneurs for offering their time and guidance.

And that concludes my report.

12.2 Director's Update

Director Burra stated “Good evening, Trustees and the viewing public. I have a number of updates for this evening’s meeting.

We are eagerly awaiting the province providing detailed budgetary information. The hope was that this information would be released at the beginning of April in line with traditional timelines for the release of that information. The longer the delay, the greater the challenge for us in meeting our needs in preparing for the 2024-25 school year. This information is vital for our planning purposes in preparing for the 2023-24 school year. I know Superintendent of Corporate and Staff Services Young and Manager of Financial Services Carson, and their teams, will do the best they can to unpack the funding and the local implications in Limestone, and allow us to continue planning once the information is made available. That being said, further delays do impede our staffing processes.

I have a few highlights of recent events to share with Trustees this evening. First, Chair Hutcheon already shared the news regarding the LDSB’s Entrepreneurship Showcase event that was held at Queen’s last week. I would also like to mention the cross-school GSA event that the equity team arranged at the end of March at the Screening Room. More than 90 students attended from multiple schools. I would like to acknowledge École Maple for being one of the Terry Fox Foundation’s top 50 fundraising schools for Ontario raising just short of \$15,000 for cancer research, an amazing feat. Earlier this week at the United Way Workplace Volunteer Awards luncheon, Limestone was given two awards: first an award honouring the 10-24 Leaders of the Way who contributed to the fundraising campaign, and a second award acknowledging that Limestone contributed just short of \$50,000 to the most recent campaign. The work of the United Way is of critical importance in supporting some of the most vulnerable members of the communities we serve, and I am proud of our collective efforts to support critical services for so many of the families that benefit from the work of the United Way.

I would also like to publicly acknowledge the work of the LDSB payroll department that is part of financial services. There is significant work involved anytime there are adjustments to salaries, let alone a situation where the Bill 124 remedy that overlaps across years is combined with contract wage changes. Thus, creating a complicated process for these employees to process the necessary changes which are high stakes for all Limestone employees. Kudos to this team

for the work that is occurring, and that will continue into the next couple of months.

Finally, I would also like to acknowledge Shauna Mitton, Allison Grange, and KSS Vice-Principal Tiffany Donnan for supporting the East Region Trustee gathering held at KSS on April 6.

This evening there are three reports on the agenda: an update for International Education, Interim Financial Reporting for the second quarter, and an overview of operational plans supporting the new Limestone Strategic Plan. In addition, Trustees will note that Trustee Neill's motion is also on the agenda this evening.

Thank you. That concludes my report, Chair Hutcheon."

13. REPORTS

13.1 OPSBA Report – Trustee McGregor

Trustee McGregor provided her update:

- Eastern Region Meeting at Kingston Secondary School – Special thanks to Shauna Mitton, Allison Grange and Vice Principal Tiffany Donnan for their assistance. Everyone thoroughly enjoyed the tour. The next regional meeting will be held by Hastings District School Board.
- OPSBA Labour Relations in Toronto is this week with a special workshop about AI.
- New scholarship, formerly Property Assessment, is now provided by AMO which awards \$1000 per region. Trustee McGregor will be chairing the selection committee and is looking for other eligible people in Limestone to join the committee.
- There will be continues FSL funding and to get your applications in. A virtual meeting will occur in April with a deadline of May 22, 2024.
- Take your MPP to School week is May 21-24, 2024.

13.2 Student Trustees' Report

Student Trustee Eckloff read her report: "Good evening Trustees,

I would first like to introduce our upcoming trustees who are currently in attendance right now.

Rachel Kolosov is a Grade 10 student at Kingston Secondary School going into grade 11 who will be the Limestone DSB Indigenous trustee for 2024-2025. Rachel enjoys playing sports including Basketball, water polo, and volleyball. She loves to spend time outside in nature and with her family. She enjoys planning/participating in Indigenous initiatives in the school community! Rachel is very thrilled to begin her Indigenous student trustee position this upcoming school

year alongside Siya and Ayesha.

Siya Kumar is a grade 11 going into grade 12 at Kingston Secondary School who will be the Limestone DSB Urban trustee for 2024-2025 school year. Siya has experience in organizing a tutoring program for KSS, Vanier, and Molly Brant students who need it. She also organizes different initiatives on her own time to help give back to the community such as volunteering as a dance instructor to help kids from India connect to their culture. Siya is very excited to be working alongside Rachel and Ayesha as a student trustee for the next school year.

The incoming rural student trustee for the 2024 - 2025 school year is Ayesha Bukhari, a grade 11 student at Ernestown Secondary School. Ayesha is a firm advocate for equity and human rights within her school, LDSB, and the community at large. She is the creator of the Ernestown Racialized student affinity group, Mosaic, and the organizer of the March Racialized and Indigenous students career fair. She is looking forward to her term as rural student trustee and is excited to make a positive impact on her community.

We had our April ISC meeting on April 16th where we discussed many things such as our recent beach day spirit day which had a mix of good and bad reviews and outcomes. First place went to LCVI, then Bayridge and Sydenham and runners-up Frontenac and Lasalle. We discussed that the lack of participation is from the lack of promotion we do to encourage students to participate. Some schools did have an incentive which helped them prompt more students to participate but it did not turn out as well as PJ day usually would. One student said it could also be because students haven't been expecting it because it is not an annual event. We came up with ideas to collectively help promote events like these to reach out to more of the student population.

We also discussed our year-end event which we ran into a lot of conflicts in the way we will be judging and counting numbers to create a top 3-5 leaderboard. We have decided that we will be continuing with our original plan after we held a vote within the ISC.”

Chair Hutcheon thanked Student Trustees for their report and welcomed the incoming Student Trustees.

13.2 Reports for Action – None at this time.

13.3 Reports for Information

13.4.1 International Education

Chair Hutcheon welcomed Executive Lead and Vice Principal Bob Seitz to present on International Education. Vice Principal Seitz explained that the work completed at the International Education Office (IEO) aligns with Ontario's K-12 strategy which supports Federal commitments to global education, student achievement for those studying in Ontario, diversity and brings social, cultural and economic benefits to Ontario. He reviewed data on the different types of IEO students in the Limestone District School Board which include:

- Multi-Year + to Graduate
- 1 Year English Learning
- Short Term Canada Experience
- Parents Working/Studying in Canada

Vice-Principal Seitz shared some of the countries where IEO students come from and explained how and why partnerships and interests are formed and developed. He explained the process of the Homestay Program and how the program is offered in-house and is equipped with support staff. He highlighted that the IEO office is always looking for new Homestay hosts. Vice-Principal Seitz invited Gian Marco Riccardi, a Homestay IEO student from Modena, Italy to share his experience.

He concluded his report by sharing the benefits of the IEO programming which bring more support and funding which is associated with these students, support for continued diversity within Limestone and an overall benefit to the Kingston community through these Global connections.

Chair Hutcheon thanked Vice Principal Seitz for his report and called upon Trustees for questions.

13.4.2 Interim Financial Reporting QT2 2023-2024

Superintendent Young welcomed Manager Paula Carson to present the Interim Financial Report on Quarter 2 for 2023-2024. She noted that Quarter 1 was presented to the Board on January 17, 2024. She reviewed the operating expenditures in Appendix A with Trustees and highlighted the following:

- The Interim Financial Report Operating Expenditures for the period ending February 29, 2024 or Quarter 2, reflects that we have spent \$142M or 50% of our \$286.4M operating

budget (this is shown at the bottom of this page). This is comparable to the 49% spent at quarter 2 for the 22-23 fiscal year.

- Under the Instruction category, the main changes are an increase in supply staff expenses due to increased staff absences. Staff development has increased due to expenditures on Math and Reading Initiatives.
- The Continuing Education increase is related to the timing of the Continuing Education Programs, for example the Summer Mental Health Supports program that was new in 22-23, continued to September 2023. The September 2023 costs are included in the 23-24 expenditures.
- Under the Administration and Governance category, the decrease for Trustees is related to a decrease in Professional development year to date compared to the same period in 22-23.
- The Transportation, Pupil Accommodation and Other categories are consistent with Quarter 2 of the 2022-23 fiscal year.

Chair Hutcheon thanked Manager Carson for her report and called upon Trustees for questions.

13.4.3 Overview of Operational Plans

Director Burra introduced his report. He noted that the purpose of his report is to share the work that has occurred since the Strategic Plan was approved a few months ago. He revisited the journey of framing the Mission, Vision, Values and Intention which occurred over the course of the last year and acknowledged the five established goals. These tie directly to support the Provincial Student Achievement Plan.

Director Burra shared a graphic depicting the Ministry of Education mandated operational plan areas of focus which include:

- Math Achievement Action Plan
- Equity Action Plan
- Board Action Plan for Indigenous Education
- Mental Health and Substance Abuse Strategy
- FSL Plan

- Early Years Leadership Strategy

Director Burra explained that the following departmental/operational reports will be brought to Trustees on an annual basis. These include reports from:

- Information Technology Services
- Financial Services
- Gould Lake/Outdoor Education
- Facility Services
- Human Resources
- Educational Services/Special Education
- Safe & Caring Schools
- Literacy
- Student Success (including expanded opportunities)
- Communications
- English as a Second Language
- Accessibility

He explained that the Human Resources, Financial Services and Facility Services reports will look a little different than the other operational plans as these particular areas do not have as significant, direct tie to the Strategic plan and the five goals. Trustees can still expect to see reports from these departments in the current way they are presented throughout the year.

Chair Hutcheon thanked Director Burra and asked Trustees for questions.

14 UNFINISHED BUSINESS

Revised Motion brought forward by Trustee Neill:

MOVED BY Trustee Neill and Seconded by Trustee that Given the critical partnership between KFL&A Public Health and local school boards before the most recent pandemic and throughout the pandemic, a letter should be written to KFL&A Public Health exploring the opportunity for a school board seat on the local public health board. This letter should also be shared with our coterminous school boards. Chair Hutcheon called the question, the motion was defeated.

15 NEW BUSINESS

None at this time.

16 CORRESPONDENCE

None at this time.

17 NOTICE OF MOTION

None at this time.

18 ANNOUNCEMENTS

None at this time.

19 COMMITTEE MINUTES FOR INFORMATION

19.1 Parent Involvement Committee Meeting – February 8, 2024

19.2 Special Education Advisory Committee Meeting – March 20, 2024

20. FUTURE BOARD MEETING SCHEDULE

May 1, 2024 EPOC

May 15, 2024

June 5, 2024 EPOC

June 19, 2024

21. ADJOURNMENT

MOTION MOVED BY: Trustee Brown and seconded by Trustee McGregor that the meeting adjourn. Carried.

The meeting adjourned at 7:42p.m.

AUDIT COMMITTEE MEETING MINUTES – MAY 6, 2024

PUBLIC SESSION

Roll Call:

Administrative Staff Present:

Committee Members:	Staff:
G. Elliott, Trustee T. Lloyd, Trustee S. Ruttan, Trustee R. Richard, External Member -regrets C. Innocente, External Member	K. Burra, Director of Education C. Young, Superintendent of Corporate Services P. Carson, Manager of Financial Services L. Benjamin, Assistant Manager of Financial
Invitees:	Recorder & Producer:
L. Huber, KPMG External Auditor P. L'Orfano, Internal Auditor G. Segu, Internal Auditor	D. Burns, Administrative Assistant A. Andretta, Administrative Assistant

Trustee Ruttan presented the 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

Chair Ruttan called the meeting to order at 5:33 pm.

2. ADOPTION OF AGENDA

Chair Ruttan asked if there were any additions to the agenda. Chair Ruttan added an item to other business, to review the audit survey completed by the audit committee members.

MOTION: *That the Agenda as presented be accepted.*

MOVED BY: *Trustee Lloyd. Carried.*

3. DECLARATION OF CONFLICT OF INTEREST

None.

4. REPORTS FOR INFORMATION

4.1. Fraud Reporting Administrative Procedure

Superintendent Young presented the Fraud Reporting Administrative Procedure.

One of the recommendations from the regional internal audit team was for Limestone District School Board ("LDSB") to put into place a fraud reporting procedure. Superintendent Young outlined the eight topics covered in the fraud reporting procedure: definition and classification of fraud, roles and responsibilities, fraud investigation protocol, reporting procedures, protection against reprisals, post investigation risk assessment, education and training, and procedure review.

Superintendent Young reviewed the info graphic regarding the fraud notification process.

Chair Ruttan thanked Superintendent Young for the report and asked for any questions.

4.2. 2023-2024 Regional Internal Audit Plan

G. Segu briefly summarized the 2023-2024 Regional Internal Audit. This report provides a regular update on the progress of the work performed by the regional internal audit team ("RIAT") in 2023-2024.

There was a risk identification session on March 21, 2024, with two representatives from each of the nine school boards. RIAT will conduct a risk assessment workshop on June 17, 2024, with the Superintendents at LDSB.

At the next audit committee meeting in September 2024, RIAT will bring a report on the results of the strategic assessment and the special education benchmarking. To date there have been no requests from management and no follow-up procedures.

Chair Ruttan thanked G. Segu for the update and asked for any questions.

4.3. Audit Planning Report for the year ending August 31, 2024

L. Huber presented the Audit Planning Report for the Year Ending August 31, 2024. L. Huber reviewed the audit and technology highlights. Updates to the prior year audit plan include a new revenue recognition accounting standard. This standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. KPMG is not expecting any changes based on this new standard. Initial

materiality has been set using the prior year audited financial statements. Performance materiality has been set at 75% of materiality or \$6,000,000. KPMG's assessment of misstatements, if any, in amounts or disclosures at the completion of the audit will include the consideration of both qualitative and quantitative factors. Materiality as a percentage of expenses is at 2.6%.

KPMG will obtain and leverage the work of management's expert, the Actuary, related to the calculation of the liability for employee benefit liabilities. KPMG IT audit professionals are involved to understand the entity level controls surrounding the information systems used by the School Board

Audit planning begins with an assessment of risks of material misstatement in the financial statements. Management override of controls is a presumed risk which is always considered in every financial statement audit. There is nothing significantly different year-over-year. A great deal of work goes into the interim audit in terms of payroll. Payroll is a large proportion of the overall expenses in any given fiscal year.

L. Huber briefly reviewed the appendices in the audit planning report.

L. Huber welcomed feedback and comments. Chair Ruttan thanked L. Huber and asked the audit committee for questions.

5. OTHER BUSINESS

The survey completed by audit committee members suggested that members were interested in future training opportunities. The items of interest are public accountability, follow up of administration action plans, financial statements and financial reporting, and ethics, professional conduct and compliance. Members were asked to elaborate to the chair on their requests.

6. FUTURE MEETING DATES

September 2024

November 2024

The public meeting ended at 6:03 pm.

7. MOTION TO MOVE INTO PRIVATE SESSION

MOTION: To move into Private Session.

MOVED BY: Trustee Lloyd. Carried.

Limestone District School Board

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

SEE YOURSELF IN LIMESTONE

8. PRIVATE DISCUSSION BETWEEN AUDITORS AND AUDIT COMMITTEE

Chair Ruttan excused the LDSB staff members to provide a private conversation with both the external and internal auditors.

9. ADJOURNMENT

MOTION: To Adjourn.

MOVED BY: Trustee Lloyd. Carried

The meeting adjourned at: 6:26 pm.



ADMINISTRATIVE REPORT: OPERATIONAL PLAN – STUDENT SUCCESS

BOARD MEETING

May 15, 2024

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

To update Trustees on the Student Success Operational Plan, and how the operational plan supports the goals of the LDSB Strategic Plan.

Supports Strategic Plan Goals:

- Improve graduation rates and preparedness for future success for all groups of students
- Improve student well-being/sense of belonging, participation/engagement in class time, and time focused on learning
- Improve literacy learning and achievement for every student

Background

Ontario's Student Success Strategy is a collection of initiatives that began in 2003 with the goal of helping secondary students graduate with their high school diplomas. Each secondary school has a student success team, which includes a combination of an administrator, student success teacher(s), guidance counsellor(s), special education teacher(s) and Adolescent Care Worker (ACW). Student Success teams play an integral role in the school, by providing ongoing support and regular communication with staff, students, and families. Student success teams monitor student achievement and well-being and provide extra attention and support for students as needed.

Student Success initiatives offer options for learning through Expanded Opportunities programming such as co-operative education, Specialist High Skills Major, Dual Credit Programs, School Within A College (SWAC), Ontario Youth Apprenticeship Program (OYAP), and online learning.

Current Status

Improve graduation rates and preparedness for future success for all groups of students:

Student Success Leads from each school meet regularly throughout the school year. The focus of Student Success meetings is to build capacity in leads and teams, to support collaboration between schools and across the system, and to ensure coherence across schools.

Meeting goals for 2023-2024 include:

- Building monitoring capacity by using data dashboards;
- Monitoring student credit accumulation, especially in grades 9 and 10;
- Supporting student credit accumulation through credit rescue initiatives and credit recovery;
- Building awareness of system and community supports for students;
- Identifying and creating plans to support students who may struggle to graduate in 4 or 5; and Celebrating successes in student achievement.

Improve student well-being/sense of belonging, participation/engagement in class time, and time focused on learning:

Student Success teachers play a key role in the Grade 8 – 9 transition process, meeting with Grade 8 feeder schools, and supporting students and families as they prepare for Grade 9. Student Success teams create opportunities for grade 8 students to visit secondary schools, engage in learning with Grade 9 teachers, and learn more about how to access supports at the school, how to participate in extracurricular activities, and how to navigate secondary school.

In recent years, Student Success meetings have included a focus on supporting students and staff in destreamed classrooms, understanding the many expanded opportunity options that exist for students, and building understanding of the new Mature PLAR process (PPM132) and how it can be used to support student pathways to Graduation. By supporting students' success in Grade 9, they have a strong foundation for choices in Grade 10. Exposure and understanding of pathway options and expanded opportunities starting in Grade 8 allows students to see a pathway forward that is engaging and relevant to them.

Improve literacy learning and achievement for every student:

Student Success strategies in secondary schools strive to improve student literacy levels by creating structures and supports within the timetable, and by building educator capacity. Some strategies are broad and are focused on effective teaching and learning strategies in all classrooms (Tier 1), whereas others are targeted to specific pathways or initiatives required to meet the needs of a specific group of students (Tier 2 & 3).

Tier 1 supports include:

- Supporting the development of strength based student profiles for the purpose of implementing responsive Universal Design for Learning (UDL) practices in the classroom to meet the diverse needs of students;
- Supporting the capacity building of classroom teachers to interpret Dibels universal screening data to plan next steps to support growth in cross-curricular fluency and comprehension skills; and
- School-based literacy committees supporting and aligning educator practice, supporting student preparedness for, and implementation of the Ontario Secondary School Literacy Test (OSSLT).

Tier 2 supports include:

- Collaborative Learning for School Teams focus on increasing understanding of student learning needs using school and classroom data, and student voice, and building more inclusive and equitable classrooms using strategies that support learning for all students;
- Collaborative Learning for School Teams that includes the routine administration and interpretation of Dibels screening data to determine appropriate subsequent reading diagnostics and to inform programming options for students that includes consistent opportunities for literacy interventions in grades 9 and 10;
- Supporting professional learning to build Educator capacity in using diagnostic assessments and improving student literacy skills in GLE/GLS (Learning Strategies), ELS (Literacy Skills: Reading and Writing), and Locally Developed Classes (Grade 9 and 10); and
- Piloting the use of Rewards – Reading Intervention Program to support student literacy levels.

Tier 3 support include:

- Capacity building with LPS teachers to provide intensive reading interventions, in the context of a resource space, to those students with complex profiles that are not within Rewards or Empower programs; and
- Supporting Empower in all secondary schools

Next Steps and Communication Plan

Monitoring of the Student Success Operational Plan happens in various ways: (a) feedback and data gathering at Student Success meetings, (b) monitoring of schools Student Achievement Plan, and KPI's, and (c) through monitoring visits to each secondary school with the School Supervisor and Secondary Admin Team to gather feedback at a system level. School visits are almost complete, and the information gathered will be consolidated to provide input into the Student Success Operational Plan.

Recommendations

That this report be received for information.

Prepared by: Jessica Silver, Superintendent of K-12 Curriculum and Program Services

Reviewed by: Krishna Burra, Director of Education



ADMINISTRATIVE REPORT: OPERATIONAL PLAN - EARLY YEARS LEADERSHIP STRATEGY

BOARD MEETING

May 15, 2024

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

To update Trustees on the Early Years Leadership Strategy Operational Plan, and how the operational plan supports the goals of the LDSB Strategic Plan. Supports Strategic Plan Goals:

- Improve responsiveness and service to families, staff, and community partners
- Improve student well-being/sense of belonging, participation/engagement in class time, and time focused on learning

Background

The Ministry of Education provides funding to support integrated early years and childcare systems in which district school boards, Consolidated Municipal Service Managers (CMSMs), childcare, before and after school care providers, and EarlyOn Child and Family Centre professionals work in partnership to provide seamless, high-quality programs for children and their families. The Superintendent with the Early Years Lead position is expected to develop an annual early years' plan that reflects the three goals of the strategy. This plan is developed in consultation with CMSMs and aims to support and coordinate responsive, high quality, accessible, and integrated early years programming and services that dismantles barriers and results in systemic change.

Current Status

The following goals are identified by the Ministry of Education for the 2023-2024 school year:

Goal #1a: CMSMs and Community Partner Engagement: Building Trusting Relationships:

The Early Years Lead will actively engage with the CMSMs, childcare operators, community partners, and families to ensure coordination, collaboration, and support of a system of responsive, high quality, accessible, and increasingly integrated early years programs.

LDSB goals for 2023-2024 include:

- Meeting with CMSMs a minimum of four times per year to enhance trusting relationships, share information, and planning to make data driven decisions that positively impact students and families;
- Establishment of LDSB Childcare Advisory Committee consisting of the CMSMs, SO with Early Years portfolio, and providers of childcare in LDSB buildings to meet a minimum of three times per year to problem solve and be solution focused, to share strategies for continual improvement, and to identify areas of need for capacity building and professional learning; and
- Participation on the St. Lawrence College ECE Program Advisory Committee to build knowledge and understanding of early years programs and services within the community and focus on collaborative community-based solutions.

Goal #1b: CMSMs and Community Partner Engagement: Supporting Children with Special Needs:

The Early Years Lead will actively engage with the CMSMs, childcare operators, community partners, and families to ensure coordination, collaboration, and support of a system of responsive, high quality, accessible and increasingly integrated early years programs by developing and implementing strategies for transition to school planning, and before and after school programming supports for children with special needs.

LDSB goals for 2023-2024 include:

- Community Transition to School Process for students with special education needs has been developed with community partners to support the transition of students with special education needs from home to childcare. The transition process allows for early understanding of student strengths and needs, including accommodations to the environment and instructional program, use of assistive technology, and resource support; and
- Creation of a Consent Process between CMSMs, the SO with Early Years responsibilities, and childcare providers to ensure a seamless day for children 4-12, including portability of assistive devices as appropriate.

Goal 2: Developing a Shared Culture in Schools:

The Early Years Lead will collaborate with the CMSMs to build capacity with school administrators, Kindergarten educator teams, and early years partners to create a culture in schools that welcomes children and families and reflects the diversity of children and families in the communities served, and that promote equity and human rights.

LDSB goals for 2023-2024 include:

- Partnership with St. Lawrence College (SLC) to support ECE placements in LDSB schools in Kindergarten classrooms to ensure high quality school-based placements and opportunities for ECE accreditation and a strong employment stream. These placements will also build understanding between ECEs and teachers as it relates to roles and responsibilities, and cooperative approaches to a shared culture;
- The utilization of Principal meetings to provide regular and ongoing communication with school leaders to inform, share and promote, strategies and practices that support quality early year programming including highlighting the Working Together in a Shared Space Guide, to guide school Principals in building and nurturing a shared culture in schools for all children, families, and educators, and EDI data when available. The CMSMs will present to admin on licensing/legislative perspectives as it relates to the provision of early years services by community partners within school settings; and
- Resource Sharing between the school board, CMSMs, and early year providers, as it relates to school board supports and resources available to newcomer students and families to create a shared culture in schools and early years programs, that welcomes responds to, and reflects the social identities of the families served.

Goal #3: Early Years Professional Learning:

The Early Years Lead will collaborate with the CMSMs to support differentiated professional learning opportunities for administrators, board staff, and early years staff including equity based learning and human rights.

LDSB goals for 2023-2024 include:

- Professional learning offered by the CMSMs or providers, will be shared with school staff for participation as appropriate, and professional learning offered by the LDSB will be shared with CMSMs and providers for participation as appropriate;
- Focus of professional learning in LDSB will include:
 - a Kindergarten Learning Series in Spring of 2024 (focus on literacy, numeracy, mental health and wellness, and Indigenous Education in Kindergarten);
 - sharing of Early Development Index (EDI) data once available; and
 - Human Rights and Equity Training will be offered to providers by the LDSB Human Rights and Equity Officer (pending interest from providers).

Next Steps and Communication Plan

Monitoring of the Early Years Leadership Strategy Operational Plan happens in several ways. The plan is submitted to the Ministry of Education in December of each year with implementation of goals determined collaboratively by the Early Years Lead and CMSMs, on a scale to 1-4. The Early Years Lead and the CMSMs meet 4 times per year to review the implementation success of the goals. The Early Years Lead also reviews the plan annually with the Ministry of Education through a face-to-face meeting to gather feedback and next steps. Staff, families and community members also provide need-based feedback through school-based surveys, and annually the board monitors access to before and after school programming.

Recommendations

That this report be received for information.

Prepared by: Alison McDonnell, Superintendent of Curriculum and Program Services: Early Years and Equity and Inclusion

Reviewed by: Krishna Burra, Director of Education



ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE MEETING MINUTES – March 5, 2024

Roll Call:

Members:	Staff:
S. Luxford-Oddie, Cataraqui Conservation (Co-Chair) G. Hendry, Sustainable Kingston H. McGregor, Queen's University C. Fox, Student J. Hook, St. Lawrence College L. MacDonald, Loyalist Township	A. McDonnell, Superintendent of Education D. Hendry, Sustainable Initiatives Co-Ordinator D. Fowler, Manager of Facility Services Regrets: P. Bearse, KFL&A Public Health P. Szlachta, St. Lawrence College C. Bevens-Leblanc, PIC Representative E. MacEachren, Queen's University Faculty of Education R. Healey, Kingston Coalition for Active Transportation S. Morency, Student J. Salter-Keane, City of Kingston
Trustees:	
J. Morning (Co-Chair) R. Hutcheon	
Guests:	Recorder:
G. Petznick, Limestone District School Board	J. Dooley, Administrative Assistant

1. Call to Order

Stana Luxford-Oddie, Community Co-chair called the meeting to order.

2. Adoption of Agenda

Adoption of agenda moved by Joy Morning that the agenda presented, be approved.
Carried.

3. Declaration of Conflict of Interest

No conflict of interest declared.

4. Approval of Minutes

Adoption of agenda moved by Geoff Hendry that the minutes as presented, be approved.
Carried.

5. Welcome And Introductions

Stana Luxford-Oddie, Co-Chair, welcomed everyone to the meeting.
Each member introduced themselves and stated which organization they belonged to.

6. Presentation – Geoff Petznick, LDSB Expanded Opportunities Consultant

Geoff began his presentation with an overview of the team and what their roles are. Their team supports K-12 students, and the biggest goal is for students to find something they enjoy to pursue during and after high school. The team focuses on all four Pathways: apprenticeship, college, workforce and university. Some of the programs offered are:

Experiential Learning in elementary – Grade 7 and 8 students are introduced to the SHSM model
STEM – Grade 7 and 8 students are introduced to coding, robotics and entrepreneurship
SHSM – Grade 11 and 12 students bundle their credits geared toward one of eleven economic sectors that LDSB offers. Examples include construction, manufacturing, culinary, hospitality and environment.

Limestone District School Board

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

SEE YOURSELF IN LIMESTONE

OYAP – The Ontario Youth Apprenticeship Program is for students who are going into co-ops who are working in one of the 144 trades are then signed up as a youth apprenticeship participant.

Dual Credits – Grade 11 and 12 students take a course at St. Lawrence College and receive a high school credit along with a college credit.

Environmental Projects – these include: SHSM Outdoor Centre, Sweet Water Moon/Maple Syrup and Sustainable Communities and Renewable Energy.

7. Reports For Information (Community Organizations' Updates)

- Queen's University -H. McGregor
Faculty of Education has partnered with Winston Churchill PS with a worm vermiculture composting project. Every classroom has a box of worms that is actively composting food that the children put in the box. The students are leading their own participatory action research project. They are asking their own research questions and running the research project. Queen's is working with Youth Image The Future and will be inviting Queen's students to write their own stories about the climate future. Teacher candidates are developing lesson plans and recipes that teachers at schools could use and take advantage of the gardens and facilities that they have implemented.
- Loyalist Township - L. MacDonald,
Loyalist Township is in the process of preparing their Climate Action Report Card to take to their annual update to Council. They will also be taking their updated energy demand and conservation management plan to Council. Some projects they have on the go are the second round of the food cyler initiative and the township worked with the grade 7 and 8 Challenge classes from Odessa and No. 9 gardens to come up with some initiatives which were presented to Council. Some improvements that were identified by students were granted the allocated budget to construct.
- Student Representative – C. Fox
Cassie is trying to implement a composting program at her school and was looking for advice from the ESAC. She discussed the difficulty in the past with rodents and insects getting into it along with finding a contractor to pick up the compost.
- Limestone District School Board – J. Dooley
Nothing to report.
- Limestone District School Board – D. Fowler
Dave provided an update and stated that \$21 million worth of projects are ongoing. These include: site development, electrical lighting, HVAC, and communications. They look at sustainability options on all upgrades and products. Dave talked about the Conservation

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Demand Management Plan that the province requires every 5 years to show how we can save energy and reduce consumption. Some of the ways LDSB is doing this is putting in higher efficiency boilers and installing better insulation in the buildings.

- **Sustainable Kingston – G. Hendry**
Geoff shared that the Canada Greener Home project has been cancelled by the Federal government, but they will continue with other exiting events. Sustainable Kingston is working with the Rotary Clubs and other educational partners to have Pitch In Day in April. Queen's students have been working with educational experts to develop a new curriculum that offers something for different age groups. They will do 3-hour school presentation to schools. Sustainable Kingston is planning a sustainable hospitality summit which will include large institutions right down to small restaurants and hotels to figure out some of the best practices on how to be more sustainable in food and beverage.
- **St. Lawrence College – J. Hook**
St. Lawrence College has been working on their biodiversity on the tri-campus. Students, faculty, community members come out with ecologists to identify all the different species on campus. They started with Kingston and completed with Cornwall and Brockville this fall. This is being put together to create a new sustainable landscape management plan. Youth Image the Future has also been in to do a few workshops with the students. Jadon talked about the carpool program and that it has been a long process but they will be bringing it back.
- **Limestone District School Board – D. Hendry**
Dan will be planning a student focused environmental conference with Bayridge Secondary School. Dan has also been working with Youth Imagine the Future in devising and giving support to strengthen the program. No. 9 has collaborated with Odessa Public School and Calvin Park this year. There is a continuation of partnership with Evergreen who is our schoolyard naturalization partner. Loving Spoonful has shared that they have discontinued their grow project as they do not have the staff to facilitate.
- **Limestone District School Board – Trustee R. Huthceon**
Nothing to report
- **Limestone District School Board – Trustee J. Morning**
Trustee Morning let the Committee know that she went to an LCVI meeting, and they were very happy to start the Evergreen project. She also shared her personal experience with installing a heat pump.
- **Limestone District School Board – A. McDonnell**
Nothing to report but wanted to share her sincere thanks to Jerri and her team from Youth Imagine the Future for the work they are doing. We are excited to be able to partner in the future.

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- Cataraqui Conservation - S. Luxford-Oddie

Stana shared that the sugar bush opened last weekend and will be open every weekend in March along with all of March Break. Stana has 6 teacher candidates joining her from Queen's this year.

8. Unfinished Business

No unfinished business reported.

9. Next Meeting

Tuesday, May 7, 2024 (MS Teams)

10. Adjournment

Stana Luxford-Oddie adjourned the meeting.

The meeting adjourned at 5:40 p.m.