



**COMMITTEE OF THE WHOLE MEETING OF THE BOARD
AGENDA**

DATE: Tuesday, September 13, 2016
LOCATION: VC Room – Haliburton County Education Centre
VIDEO CONFERENCE: VC Room – Muskoka Education Centre
Board Room – Corporate Office, Lindsay Education Centre
TIME: 6:30 p.m.

1 CALL TO ORDER

2 DECLARATION OF POSSIBLE CONFLICT OF INTEREST

3 DELEGATIONS/PRESENTATIONS

4 APPROVAL OF THE AGENDA/ADDITIONS

5 ACTION ITEMS:

5.1 ADMINISTRATIVE REPORTS:

- 5.1.a 2015-2016 Occupational Health and Safety Report ----- D. Scates (pgs. 3-6)
- 5.1.b Treasurer’s Report ----- B. Kaye (pgs. 7-11)
- 5.1.c 2015-2016 Transportation Report ----- B. Kaye (pgs. 12-13)
- 5.1.d Audit Committee Report ----- B. Kaye (pgs. 14-15)

5.2 TRUSTEE REPORTS:

6 INFORMATION ITEMS (VERBAL)

6.1 ADMINISTRATIVE REPORTS: (verbal)

- 6.1.a Enrolment Update ----- D. Scates
- 6.1.b Administrative Update ----- L. Hope
- 6.1.c System Update ----- C. Shedden

6.2 STUDENT TRUSTEE REPORTS (verbal):

- 6.2.a G7 Student Senate Report ----- C. Galea
- 6.2.b OSTA-OECO Report ----- C. Galea

6.3 TRUSTEE REPORTS (verbal):

- 6.3.a OPSBA Report ----- D. Morrison
- 6.3.b Two Minute Update ----- Trustees

7 CORRESPONDENCE

8 PUBLIC QUESTIONS AND COMMENTS

9 NEXT MEETING

DATE: Tuesday, September 27, 2016
 LOCATION: Board Room – Corporate Office, Lindsay Education Centre
 TIME: 6:30 p.m.

10 ADJOURNMENT



TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT

DATE: September 6, 2016
TO: Trustees
SUBJECT: Occupational Health and Safety Report – 2015/2016
ORIGIN: Dianna Scates, Superintendent of Employee Services
REFERENCE: Committee of the Whole – September 13, 2016

PURPOSE: To provide trustees with a summary overview of the Board's health and safety statistics and activities for the 2015/2016 school year.

CONTEXT: An annual summary is presented each year as part of an ongoing effort to keep the Board informed about health and safety operations.

CONTENT: The Occupational Health and Safety Report is intended to provide trustees with health and safety activities and statistics for the 2015/2016 school year.

Trillium Lakelands DSB recognizes and is committed to its responsibilities to provide for the health and safety of all staff while at work. The matter of health and safety is of fundamental importance and every reasonable measure will be taken to protect all employees from injuries due to accidents and health hazards.

In the case of occupational health and safety, there is a legislated obligation as the program operates under the *Occupational Health and Safety Act* and related regulations. The Ontario Ministry of Labour Occupational Health and Safety program sets, communicates and enforces laws aimed at reducing and eliminating workplace fatalities, injuries and illnesses.

Brock Easterling, Health and Safety / WSIB Coordinator continues to be a resource to principals, supervisors, staff, and the 51 site-based Joint Health and Safety Committees. Mr. Easterling continues to support occupational injury/illness early return to work programs, MOL compliance, and inspection of our facilities.

2015/2016 was the first full year TLDSB ran as a Site-Based JOHSC. The Internal Responsibility System (IRS) continues to work effectively and follows the proper processes. Several health and safety concerns were brought forward and were addressed by the Site-Based JOHSC. There were no formal health and safety concerns and no work refusals.

Statistical Summary:

History of Accidents/Incidents (# of incidents)

Year	Incidents	First Aid	Heath Care	Lost Time
2011/2012	275	45	61	35
2012/2013	476	69	51	33
2013/2014	723	65	85	24
2014/2015	716	64	55	34
2015/2016	854	65	65	36

List of Incidents/Accidents		2012/2013	2013/2014	2014/2015	2015/2016
1	Struck or Contact By	42	75	49	54
2	Struck Against/Contact with	25	22	22	28
3	Slip/Trip/Fall	65	70	52	84
4	Slip/Trip/no Fall	5	11	11	12
5	Caught in, under, on, between	13	10	9	5
6	Exposure	13	8	20	4
7	Over Exertion	14	19	20	26
8	Repetitive Body Movement	0	2	2	0
9	Traumatic Event	0	2	1	1
10	Student Aggression / Violence	281	477	514	620
11	Lifting or Assisting High Needs Student	4	5	2	4
12	Lifting Equipment/Furniture	7	5	4	4
13	Field Trip	0	1	3	1
14	Student Action	4	4	7	10
15	Motor Vehicle Accident	1	1	1	1

Although there have been 854 injury reports completed, 688 of those resulted in no injury, no lost time and no health care costs. Student aggression continues to be our highest injury and “slips, trips, and falls” became the second highest injury. We remain diligent in our efforts to decrease the number of incidents and accidents.

The Special Education department continues to work with staff and students in the area of student aggression through Bridging and Coaching classes, on-site training, board-wide training, and special teams to mitigate the underlying behaviour.

With respect to lost time days, 247 of the 334 were a result of seven incidents. Four of the seven incidents were concussions; two were the result of a broken bone; and one from a motor vehicle accident.

The Technology and Arts Compliance Audit was a major focus of the 2015/2016 year. A third party audit was initiated in May 2015. Based on the audit, a three year action plan was put in place. During the 2015/2016 school year, 64% of the action plan was completed.

Ergonomics was a focus this year in order to prevent injuries before they occur. The inspection of work stations included clerical staff, teachers, educational assistants, custodial staff, and administration. Staff vehicles were also assessed for many who travel for the Board. By focusing on ergonomics, we were successful in returning employees back to work sooner, reducing pain throughout the day, as well as reducing and in two cases eliminating ongoing physiotherapy treatments. Ergonomics 2.0 will be rolled out in the 2016/2017 school year.

We will continue to support the health and safety program. A healthy workplace can contribute to higher job satisfaction, lower absenteeism and turnover, improved job performance, lower accident rates and reduced health benefit costs.

Health and Safety Program Activities, 2015/2016:

1. Site-Based Joint Occupational Health and Safety Committee
 - Consisted of 51 committees with meetings held in September 2015, December 2015, March 2016 and June 2016.
 - Major topics were:
 - JOHSC composition
 - Site-based procedure
 - Eyewash temperature
 - Accident reports
 - Workplace inspection feedback
 - Safety concerns
2. Workplace Inspections
 - Monthly inspections are performed by the site-based worker members who inspect the entire facility each month focusing on a specific safety element.
3. Training
 - Certification training for 19 members
 - Site member training (inspections)

4. Communication
 - Memo:
 - Power bar and extension cord use
 - Fire safety lighting
 - Health and safety tips.
 - Presentations:
 - Ergonomics for vehicle and office
 - Ladder safety
 - Slip trip and falls
 - WHMIS
 - Distracted driving
 - Safe winter driving
 - Safety while working in the heat
 - Defibrillator training.
 - Bulletins:
 - Lighting
 - Outdoor slip, trip, and fall hazards.
 - Site-Based JOHSC conference on First Class – posting of site-based information for all committees members, principals, and staff.

5. Audits and Assessments
 - HR School Review Audits (includes Health and Safety)
 - Facilities Renewal (includes Health and Safety)
 - Ergonomic Assessments
 - Annual Asbestos Report
 - Annual Risk Assessment Review (Bill 168)
 - Tech Shop Audit as part of CODE funding

6. Recognition
 - The National Day of Mourning was recognized in our schools. Activities included lowering the flag, distribution of a poster, and school based announcements were shared in recognition of injured and deceased workers.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: September 6, 2016

TO: Trustees

SUBJECT: Treasurer's Report

ORIGIN: Bob Kaye, Superintendent of Business

REFERENCE: Regular Meeting of the Board – September 13, 2016

PURPOSE: To provide the Board with a Treasurer's Report as of May 31st, 2016.

CONTEXT: This report provides the Board with an overview of the Board's operating expenditures and revenue position for the period ending for the third quarter of the 2015/2016 Budget year.

CONTENT: The Treasurer's Report as of May 31st, 2016 reflects total expenditures of \$162,723,633 or 81% of the \$201,599,029 2015/2016 Approved Budget.

The Board's major revenue sources continue to be provided through Provincial Grants and Local Taxation. The report indicates that total revenues received to date are at \$156,712,292 or 79% of budget.

The Interim Report – Schedule A, which forms part of the package, provides a comparison of the original 2015/16 budget with the Revised Estimate figures. Also reflected on the schedule is a comparison of the current year to date expenditures as a percentage of the revised estimates total, compared to the actual figures for the same period last year.

TREASURERS' REPORT**MAY 31st, 2016****COMMENTS:**

1. Supply Teachers – Compensation: This category reflects an expenditure of 109% of budget, which is higher than it has been to this point in the year historically. Some of this expenditure will be covered by additional other grant funding that the Board will receive.
2. Educational Assistants – Compensation: The expenditures for this quarter as a percentage of the original budget is higher as a result of additional Educational Assistants being hired to provide transitional support for additional students identified with special needs. The Revised Estimates reflect this increase in staffing and the actual expenditures are more in line with the Revised Estimates.
3. Para-Professional – Other: Some of the expenditures included in this line will be offset by additional other grant funding the Board will receive.
4. Staff Development – Other: This category currently reflects an expenditure of only 69% of budget. This is a result of Professional Development initiatives being deferred during the year due to labour issues.
5. Con Ed/Summer School – Compensation and Other: Some of the expenditures in this line will be offset by additional other grant funding the Board will receive from the Ministry of Training, Colleges and Universities to support the Ontario Youth Apprenticeship Program (OYAP) and Literacy and Basic Skills (LBS). Also, the Council of Directors in Education (CODE) will be contributing funds to cover the costs to the Board of running summer school for Elementary school aged children.
6. Revised Estimates: The increase in expenditure has been offset by the increase in revenues in the Revised Estimates, maintaining the net deficit \$3,991,000 at the same amount as in the original budget.

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
TREASURER'S REPORT
EXPENDITURES AS OF MAY 31, 2016**

	COMPENSATION			OTHER			TOTAL		
	2015/2016 BUDGET	MAY 31/2016 ACTUAL	% OF BUDGET	2015/2016 BUDGET	MAY 31/2016 ACTUAL	% OF BUDGET	2015/2016 BUDGET	MAY 31/2016 ACTUAL	% OF BUDGET
CLASSROOM									
Classroom Teachers	\$96,697,030	\$77,357,624	80%	\$0	\$0		\$96,697,030	\$77,357,624	80%
Supply Teachers	3,235,235	3,511,429	109%	0	0		3,235,235	3,511,429	109%
Educational Assistants/ECEs	16,588,341	15,644,683	94%	0	0		16,588,341	15,644,683	94%
Para-Professionals	4,872,625	3,799,858	78%	123,500	378,708	307%	4,996,125	4,178,566	84%
Classroom Computers	0	0		3,429,884	2,162,939	63%	3,429,884	2,162,939	63%
Texts and Supplies	0	0		6,891,747	4,328,166	63%	6,891,747	4,328,166	63%
Library and Guidance	2,154,309	1,723,686	80%	0	0		2,154,309	1,723,686	80%
Staff Development	0	0		1,071,300	740,135	69%	1,071,300	740,135	69%
	<u>123,547,540</u>	<u>102,037,280</u>	83%	<u>11,516,431</u>	<u>7,609,948</u>	66%	<u>135,063,971</u>	<u>109,647,228</u>	81%
NON-CLASSROOM									
District Principals & Consultants	2,338,363	1,870,690	80%	0	0		2,338,363	1,870,690	80%
Principals and VPs	8,368,650	6,735,255	80%	178,900	103,648	58%	8,547,550	6,838,903	80%
School Secretaries	4,182,996	3,397,981	81%	0	0		4,182,996	3,397,981	81%
	<u>14,890,009</u>	<u>12,003,926</u>	81%	<u>178,900</u>	<u>103,648</u>	58%	<u>15,068,909</u>	<u>12,107,574</u>	80%
OTHER CATEGORIES									
Con. Ed/Summer School	185,000	403,047	218%	206,000	173,040	84%	391,000	576,087	147%
Board Administration	3,803,715	3,320,693	87%	1,385,262	1,354,876	98%	5,188,977	4,675,569	90%
Transportation	472,000	353,174	75%	15,602,500	13,099,700	84%	16,074,500	13,452,874	84%
School Operations	10,990,000	8,454,901	77%	8,850,720	6,051,584	68%	19,840,720	14,506,485	73%
	<u>15,450,715</u>	<u>12,531,815</u>	81%	<u>26,044,482</u>	<u>20,679,200</u>	79%	<u>41,495,197</u>	<u>33,211,015</u>	80%
SUB-TOTAL	<u>153,888,264</u>	<u>126,573,021</u>	82%	<u>37,739,813</u>	<u>28,392,796</u>	75%	<u>191,628,077</u>	<u>154,965,817</u>	81%
Amortization	0	0		8,265,800	6,199,350	75%	8,265,800	6,199,350	75%
Debt Charges	0	0		1,705,152	1,558,466	91%	1,705,152	1,558,466	91%
TOTAL	<u>\$153,888,264</u>	<u>\$126,573,021</u>	82%	<u>\$47,710,765</u>	<u>\$36,150,612</u>	76%	<u>\$201,599,029</u>	<u>\$162,723,633</u>	81%

**TREASURER'S REPORT
REVENUE AS OF MAY 31, 2016**

	2015/2016 <u>BUDGET</u>	2015/2016 <u>REVISED</u>	MAY 31/2016 <u>ACTUAL</u>	% OF <u>BUDGET</u>
Local Taxation	\$88,303,376	\$88,303,376	\$64,758,539	73%
Provincial Grants	97,409,852	98,897,583	81,766,303	84%
Other Revenue:				
Tuition Fees	328,234	322,739	334,977	
Transportation Recoveries	1,750,000	1,750,000	1,394,012	
Misc. Grants & Other	1,798,167	2,066,970	2,444,961	
Deferred Capital Contribution	<u>8,018,400</u>	<u>8,018,400</u>	<u>6,013,500</u>	
	<u>\$197,608,029</u>	<u>\$199,359,068</u>	<u>\$156,712,292</u>	79%

8-Sep-16

**Interim Report - Schedule A
For the Period Ending May 31, 2016**

(\$ thousands)

	2015-16			Actual to May 31/16	Actual to May 31/15	Year-to year Increase (Decrease)
			Change	% of Revised Spent	% of Actual Spent	
	Budget (Estimates)	Budget (Revised)	\$ Increase (Decrease)			
OPERATING						
Classroom Instruction						
Teachers	96,697	98,239	1,542	78.74%	82.56%	(3.8%)
Supply Teachers	3,235	3,277	42	107.14%	65.39%	41.7%
Educational Assistants/ECEs	16,588	17,568	980	89.05%	93.25%	(4.2%)
Classroom Computers	3,430	3,450	20	62.70%	83.67%	(21.0%)
Textbooks and Supplies	6,892	7,222	330	59.93%	69.88%	(9.9%)
Professionals and Paraprofessionals	4,997	5,002	5	83.53%	78.63%	4.9%
Library and Guidance	2,154	2,146	(8)	80.34%	82.49%	(2.2%)
Staff Development	1,071	1,071	-	69.09%	93.95%	(24.9%)
Total Classroom	135,064	137,975	2,911	79.47%	82.74%	(3.3%)
Non-Classroom						
District Principal and Consultants	2,338	2,369	31	78.98%	69.34%	9.6%
Principal and Vice-Principals	8,548	8,552	4	79.97%	79.79%	0.2%
School Office	4,183	4,221	38	80.50%	87.03%	(6.5%)
Total Non-Classroom	15,069	15,142	73	79.96%	79.63%	0.3%
Other Categories						
Continuing Education	391	391	-	147.31%	65.93%	81.4%
Board Administration	5,189	5,174	(15)	90.37%	82.32%	8.1%
Transportation	16,074	16,079	5	83.67%	84.88%	(1.2%)
School Operations and Maintenance	19,841	19,927	86	72.80%	73.89%	(1.1%)
Total Other	41,495	41,571	76	79.89%	78.90%	1.0%
TOTAL OPERATING	191,628	194,688	3,060	79.60%	81.64%	(2.0%)
Total Amortization and Debt	9,971	9,971	-	77.81%	75.37%	2.4%
TOTAL EXPENDITURES	201,599	204,659	3,060	79.51%	81.34%	(1.8%)

	BUDGETED ENROLMENT	REVISED ENROLMENT	INCREASE
ELEMENTARY	10,372.0	10,626.0	254.0
SECONDARY	5,148.0	5,278.2	130.2

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

DATE: September 6, 2016

TO: Trustees

SUBJECT: Transportation Report 2015-2016

ORIGIN: Bob Kaye

REFERENCE: Committee of the Whole Board – September 13, 2016

PURPOSE: To provide the Trustees with a summary overview of the Board's transportation operations, as well as actions taken in the system during the year focussing on efficiency and safety.

CONTEXT: As part of an ongoing effort to keep the Board informed about the operations of the Transportation Department, an annual summary of the operations is presented to the Board.

CONTENT: In 2015-2016 the transportation department had an operational budget of approximately \$14,095,000, with recoveries from our partner boards of approximately \$1,175,000. The Board contracted 345 vehicles to operate the morning and afternoon runs across the district; an area that encompasses more than 11,500 square kms. Approximately 12,600 students were transported almost 39,000 km each day, the equivalent of a daily trip around the equator of Venus for an annual total of over 7,352,000 km.

We completed the second year of three optional extensions of the contract with the bus operators which covered the period from September 2015 - August 2016, and extended the third optional extension with all but three operators accepting the terms and conditions for the 2016-2017 operating year. All of these routes have been assigned to operators under contract with the Board.

The majority of the students transported to school have bus ride times meeting the Board objective of sixty minutes or less. There are exceptions where students have chosen to participate in a specific program and attend a school other than their normal home school. In these circumstances, or due to the sheer distance from the student's home to a particular school, ride time in excess of sixty minutes may result. Ride times are minimized whenever possible and the average ride time in 2015-2016 for TLDSB students remained at 24 minutes. Approximately 71% of all transported TLDSB students have a ride of less than 30 minutes. The average distance TLDSB students walked to a bus stop in 2015-2016 was 240 metres, even though the TLDSB walk to a bus stop distance is 0.8 kms for elementary students and 1.6 km for secondary students.

