



**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><u>\$153,888,264</u></u> | <u><u>\$126,573,021</u></u> | 82% | <u><u>\$47,710,765</u></u> | <u><u>\$36,150,612</u></u> | 76% | <u><u>\$201,599,029</u></u> | <u><u>\$162,723,633</u></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 |

