



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

DATE: Tuesday, April 11, 2017
LOCATION: Rosseau Room – Muskoka Education Centre
VIDEO CONFERENCE: VC Room – Haliburton County 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 Treasurer’s Report ----- B. Kaye (pgs.3-7)
- 5.1.b Travel Rate Review Report ----- B. Kaye (pg.8)
- 5.1.c HR-4005 Employee Assistance Program Policy ----- D. Scates (pgs.9-10)
- 5.1.d HR-4006 Employee Assistance Program Procedure ----- D. Scates (pgs.11-14)

5.2 TRUSTEE REPORTS:

6 INFORMATION ITEMS (VERBAL)

6.1 ADMINISTRATIVE REPORTS: (verbal)

- 6.1.a Administrative Update----- L. Hope
- 6.1.b 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 Honey Harbour Public School Accommodation Review ----- L. Clodd
- 6.3.b Lady Eaton Public School Accommodation Review ----- L. Clodd
- 6.3.c OPSBA Report ----- D. Morrison
- 6.3.d Two Minute Update ----- Trustees

7 CORRESPONDENCE

8 PUBLIC QUESTIONS AND COMMENTS

9 NEXT MEETING

DATE: Tuesday, April 25, 2017
 LOCATION: Board Room – Lindsay Education Centre
 TIME: 6:30 p.m.

10 ADJOURNMENT

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: April 5, 2017

TO: Trustees

SUBJECT: Treasurer's Report

ORIGIN: Bob Kaye, Superintendent of Business

REFERENCE: Committee of the Whole Board Meeting – April 11, 2017

PURPOSE: To provide the Board with a Treasurer's Report as of February 28, 2017.

CONTEXT: This report provides the Board with an overview of the Board's operating expenditure and revenue position for the second quarter of the 2016/2017 Budget year.

CONTENT: The Treasurer's Report as of February 28, 2017 reflects total expenditures of \$108,707,213 or 53% of the \$203,433,546 2016/2017 Approved Budget.

The Board's major revenue sources are provided through Provincial Grants and Local Taxation. The report indicates that total revenues received to date are \$108,065,274 or 54% of budget.

The Interim Report – Schedule A, which forms part of the package, provides a comparison of the original 2016/17 budget with the Revised Estimate figures for 2016/17. Also reflected on Schedule A 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.

TREASURER'S REPORT**FEBRUARY 28, 2017****COMMENTS:**

1. Supply Staff – Compensation: This expenditure line is higher at this point in the year than has historically been our experience. We are aware of the increased usage and continue to monitor it on an ongoing basis. In previous years this category only tracked supply costs associated with teachers, however as of the 2016-17 reporting cycle, the ministry requires that this line now capture the temporary costs for Supply Teachers, Educational Assistants and Early Childhood Educators. The Revised Estimates reflect this change and have been adjusted to align with the estimated actual expenditures.
2. Educational Assistants – Compensation: As a result of additional Educational Assistants being hired to provide transitional support for additional students identified with special needs, the expenditures for this quarter as a percentage of the original budget are higher than would be expected. However, the Revised Estimates reflect an increase in staffing and the actual expenditures are more in line with the Revised Estimates figure.
3. Paraprofessional – Other: Some of the expenditures included in this line will be offset by additional other grant funding the Board will receive.
4. Con Ed/Summer School – Compensation and Other: Some of the expenditures in this line will be offset by additional 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).

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

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TREASURER'S REPORT

EXPENDITURES AS OF FEBRUARY 28, 2017

	COMPENSATION			OTHER			TOTAL		
	2016/2017 BUDGET	FEB 28/2017 ACTUAL	% OF BUDGET	2016/2017 BUDGET	FEB 28/2017 ACTUAL	% OF BUDGET	2016/2017 BUDGET	FEB 28/2017 ACTUAL	% OF BUDGET
CLASSROOM									
Classroom Teachers	\$97,439,789	\$50,643,031	52%	\$0	\$0		\$97,439,789	\$50,643,031	52%
Supply Staff	3,923,431	3,796,773	97%	0	0		3,923,431	3,796,773	97%
Educational Assistants/ECEs	15,875,328	9,963,206	63%	0	0		15,875,328	9,963,206	63%
Para-Professionals	4,876,064	2,466,869	51%	123,500	171,785	139%	4,999,564	2,638,654	53%
Classroom Computers	0	0		3,543,304	1,692,184	48%	3,543,304	1,692,184	48%
Texts and Supplies	0	0		6,837,894	3,026,994	44%	6,837,894	3,026,994	44%
Library and Guidance	2,210,643	1,171,641	53%	0	0		2,210,643	1,171,641	53%
Staff Development	0	0		952,700	572,186	60%	952,700	572,186	60%
	<u>124,325,255</u>	<u>68,041,520</u>	55%	<u>11,457,398</u>	<u>5,463,149</u>	48%	<u>135,782,653</u>	<u>73,504,669</u>	54%
NON-CLASSROOM									
District Principals & Consultants	2,420,218	1,393,471	58%	0	0		2,420,218	1,393,471	58%
Principals and VPs	8,717,109	4,464,586	51%	178,900	42,109	24%	8,896,009	4,506,695	51%
School Secretaries	4,084,556	2,263,113	55%	0	0		4,084,556	2,263,113	55%
	<u>15,221,883</u>	<u>8,121,170</u>	53%	<u>178,900</u>	<u>42,109</u>	24%	<u>15,400,783</u>	<u>8,163,279</u>	53%
OTHER CATEGORIES									
Con. Ed/Summer School	195,000	240,838	124%	176,200	114,522	65%	371,200	355,360	96%
Board Administration	3,887,606	2,001,887	51%	1,433,246	808,407	56%	5,320,852	2,810,294	53%
Transportation	479,000	234,250	49%	15,822,900	8,875,057	56%	16,301,900	9,109,307	56%
School Operations	10,794,000	5,458,556	51%	8,923,550	4,031,692	45%	19,717,550	9,490,248	48%
	<u>15,355,606</u>	<u>7,935,531</u>	52%	<u>26,355,896</u>	<u>13,829,678</u>	52%	<u>41,711,502</u>	<u>21,765,209</u>	52%
SUB-TOTAL	<u>154,902,744</u>	<u>84,098,221</u>	54%	<u>37,992,194</u>	<u>19,334,936</u>	51%	<u>192,894,938</u>	<u>103,433,157</u>	54%
Amortization	0	0		8,884,500	4,442,250	50%	8,884,500	4,442,250	50%
Debt Charges	0	0		1,654,108	831,806	50%	1,654,108	831,806	50%
TOTAL	<u>\$154,902,744</u>	<u>\$84,098,221</u>	54%	<u>\$48,530,802</u>	<u>\$24,608,992</u>	51%	<u>\$203,433,546</u>	<u>\$108,707,213</u>	53%

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
TREASURER'S REPORT
REVENUE AS OF FEBRUARY 28, 2017**

	2016/2017 <u>BUDGET</u>	2016/2017 <u>REVISED</u>	FEB 28/2017 <u>ACTUAL</u>	% OF <u>BUDGET</u>
Local Taxation	\$87,252,728	\$87,252,728	\$43,255,283	50%
Provincial Grants	100,119,844	102,611,597	57,431,275	57%
Other Revenue:				
Tuition Fees	317,327	317,539	405,212	
Transportation Recoveries	1,750,000	1,750,000	904,896	
Misc. Grants & Other	1,311,452	1,674,043	1,670,011	
Deferred Capital Contribution	<u>8,797,195</u>	<u>8,797,195</u>	<u>4,398,597</u>	
	<u><u>\$199,548,546</u></u>	<u><u>\$202,403,102</u></u>	<u><u>\$108,065,274</u></u>	54%

**Trillium Lakelands District School Board
Interim Report - Schedule A
For the Period Ending February 28, 2017**

(\$ thousands)

	2016-17			Actual to Feb 28/17	Actual to Feb 29/16	Year-to year Increase (Decrease)
			Change	% of Revised Spent	% of Actual Spent	
	Budget (Estimates)	Budget (Revised)	\$ Increase (Decrease)			
OPERATING						
Classroom Instruction						
Teachers	97,440	98,129	689	51.61%	52.48%	(0.9%)
Supply Staff	3,923	4,553	630	83.40%	47.56%	35.8%
Educational Assistants/ECEs	15,875	16,452	577	60.56%	60.14%	0.4%
Classroom Computers	3,543	3,573	30	47.36%	54.41%	(7.1%)
Textbooks and Supplies	6,838	7,260	422	41.69%	46.88%	(5.2%)
Professionals and Paraprofessionals	5,000	5,008	8	52.70%	58.87%	(6.2%)
Library and Guidance	2,211	2,199	(12)	53.30%	36.87%	16.4%
Staff Development	953	1,012	59	56.52%	32.17%	24.4%
Total Classroom	135,783	138,186	2,403	53.19%	52.81%	0.4%
Non-Classroom						
District Principal and Consultants	2,420	2,500	80	55.72%	47.47%	8.2%
Principal and Vice-Principals	8,896	9,077	181	49.65%	51.66%	(2.0%)
School Office	4,085	4,085	-	55.40%	56.73%	(1.3%)
Total Non-Classroom	15,401	15,662	261	52.12%	52.28%	(0.2%)
Other Categories						
Continuing Education	371	371	-	95.96%	29.80%	66.2%
Board Administration	5,321	5,472	151	51.35%	54.44%	(3.1%)
Transportation	16,302	16,302	-	55.88%	56.59%	(0.7%)
School Operations and Maintenance	19,717	19,756	39	48.04%	48.17%	(0.1%)
Total Other	41,711	41,901	190	51.94%	51.75%	0.2%
TOTAL OPERATING	192,895	195,749	2,854	52.84%	52.54%	0.3%
Total Amortization and Debt	10,539	10,539	-	50.04%	49.39%	0.7%
TOTAL EXPENDITURES	203,434	206,288	2,854	52.70%	52.38%	0.3%

	BUDGETED ENROLMENT	REVISED ENROLMENT	INCREASE
ELEMENTARY	10,503.0	10,831.4	328.4
SECONDARY	5,062.5	5,090.0	27.5

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: April 4, 2017

TO: Board Trustees

SUBJECT: BU-3000 Travel Rate Policy

ORIGIN: Bob Kaye, Superintendent of Business

REFERENCE: Committee of the Whole Board Meeting – April 11, 2017

PURPOSE: To review the rate for reimbursement of staff for use of a personal vehicle on board business in the Travel Rate Policy BU-3000.

CONTEXT: The Board has requested that the travel rate in the policy be brought forward for review on an annual basis. The current travel rate of 45 cents/km was established effective May 2015.

CONTENT: Historically in determining the mileage reimbursement rate, reference was made to the most current Edition of the Canadian Automobile Association's "Driving Costs" worksheet, which could be used to estimate the annual cost of operating an automobile. Based upon that information and current fuel prices, a recommendation was made to establish the mileage reimbursement rate.

However, information provided by the Canada Revenue Agency indicates that the Canada Revenue Agency automobile allowance rates for 2017 in Ontario are \$.54 cents per kilometre for the first 5,000 kilometers driven and \$.48 cents per kilometre driven after that. In reviewing this information, staff believe that aligning the board reimbursement rate to the rates established in the automobile allowance rates set by the Canada Revenue Agency is the most expedient and effective basis for determining the rate for the Board policy.

ACTION: Recommendation that the Board align the travel rate, in the BU- 3000 Travel Rate Policy for the reimbursement of staff for the use of a personal vehicle on Board business, with the Canada Revenue Agency automobile allowance rate. This would establish the rates at 54 cents/km for the first 5,000 km driven in each calendar year, and 48 cents/km driven thereafter for the balance of the calendar year, effective January 1, 2017.

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TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE:	April 5, 2017
TO:	Trustees
SUBJECT:	HR-4005 Employee Assistance Program Policy
ORIGIN:	Dianna Scates, Superintendent of Employee Services
REFERENCE:	Committee of the Whole – April 11, 2017

PURPOSE:	To present the reviewed and revised HR-4005 Employee Assistance Program Policy.
CONTEXT:	<p>The HR-4005 Employee Assistance Program Policy identifies the importance of supporting employee well-being through provision of an Employee Assistance Program (EAP).</p> <p>This policy was due to be reviewed in 2017.</p>
CONTENT:	<p>A working group comprised of Trustee Colleen Wilcox, elementary and secondary administrators, union and federation representatives, and Employee Services representatives met on March 31, 2017 to review the draft HR-4005 Employee Assistance Program Policy. The Account Executive from Morneau Shepell, the Board's current EAP provider, presented information and statistics related to the Board's Employee Assistance Program to the group and responded to inquiries.</p> <p>The primary changes to the policy include:</p> <ul style="list-style-type: none">• the word immediate was added to reflect the availability of EAP services
ACTION:	Recommendation that the HR-4005 Employee Assistance Program Policy be approved.



BOARD POLICY	
<i>Approval Date</i> January 2012 2017	<i>Replacing</i> All previous policies DRAFT
<i>Review Date</i> 20172022	<i>Page</i> 1 of 1
<i>Contact Person/Department</i> Human Resources Administrator Superintendent of Employee Services	<i>Identification</i> HR-4005

EMPLOYEE ASSISTANCE PROGRAM

Trillium Lakelands District School Board believes in the importance of supporting the physical, mental and social health, well-being and productivity of employees in the workplace by providing **immediate**, confidential, and accessible services to eligible individual employees and their dependents through an Employee Assistance Program.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: April 5, 2017

TO: Trustees

SUBJECT: HR-4006 Employee Assistance Program Procedure

ORIGIN: Dianna Scates, Superintendent of Employee Services

REFERENCE: Committee of the Whole – April 11, 2017

PURPOSE: To present the reviewed and revised HR-4006 Employee Assistance Program Procedure.

CONTEXT: The HR-4006 Employee Assistance Program Procedure identifies the importance of supporting employee well-being through provision of an Employee Assistance Program (EAP). The procedure identifies the types of services, as well as the various delivery models, available through the Employee Assistance Program.

This procedure was due to be reviewed in 2017.

CONTENT: A working group comprised of Trustee Colleen Wilcox, elementary and secondary administrators, union and federation representatives, and Employee Services representatives met on March 31, 2017 to review the draft HR-4006 Employee Assistance Program Procedure. The Account Executive from Morneau Shepell, the Board's current EAP provider, presented information and statistics related to the Board's Employee Assistance Program to the group and responded to inquiries.

The primary changes to the procedure include:

- In 3.0, definitions were updated;
- In 4.2, the bullets were updated to reflect the areas in which EAP services are available. The bullets are now aligned with the information provided in the EAP pamphlet. Information on where to access information on the EAP was also added;
- 4.4 was added to identify the variety of ways in which EAP services may be delivered.

ADMINISTRATIVE PROCEDURE	
Approval Date January 2012 2017	Replacing All previous procedures DRAFT
Review Date 2017 2022	Page 1 of 2
Contact Person/Department Human Resources Administrator Superintendent of Employee Services	Identification HR-4006

EMPLOYEE ASSISTANCE PROGRAM

1.0 PURPOSE

Trillium Lakelands District School Board believes in the importance of supporting the physical, mental and social health, well-being and productivity of employees in the workplace by providing **immediate**, confidential, and accessible services to eligible individual employees and their dependents through an Employee Assistance Program.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Union/Federation Collective Agreements, Employee Terms of Employment and Personal Services Contracts
- 2.2 **HR-4005** Employee Assistance Program Policy ~~HR-40054500~~.
- 2.3 **HR-4051** Attendance Support Procedure ~~HR-4051~~.

3.0 TERMS AND DEFINITIONS

- 3.1 EAP – Employee Assistance Program.
- ~~3.2 Crisis Situations – a traumatic event that produces a strong emotional reaction that could affect one’s ability to cope.~~
- 3.23 Dependent – as defined in the eligible employee’s benefit program, ~~but generally includes only the immediate family.~~
- 3.34 EAP Coordinator – the Senior Manager of **Employee Services** ~~Human Resources~~ is designated to manage and coordinate the EAP.

4.0 ADMINISTRATIVE PROCEDURE

- 4.1 Consistent with Board Policy HR-4005, there shall be an Employee Assistance Program Committee (EAP Committee), comprised as follows:
 - one representative from ETFO-TLETL;
 - one representative from OSSTF;
 - one representative from CUPE;
 - one representative from Middle Management;
 - **one representative from the Principal/Vice Principal group;**
 - the Senior Manager of **Employee Services** ~~Human Resources~~.

The EAP Committee shall meet, as necessary, to monitor the EAP Program, discuss initiatives to promote awareness of the Program, and review and recommend changes in carrier where necessary and prior to renewal.

4.2 The range of areas typically managed by an EAP provider include:

- **Achieving well-being** ~~Physical, mental and social well-being;~~
- **Managing relationships and family** ~~Personal challenges;~~
- **Dealing with** ~~W~~workplace challenges;
- ~~Relationship challenges;~~
- **Finding** ~~E~~elder care **and**, childcare **resources**, ~~parenting challenges;~~
- ~~Harassment;~~
- **Tackling** ~~S~~substance abuse and addictions;
- ~~Separation, loss and bereavement;~~
- ~~Balancing work and family;~~
- **Getting** ~~Financial or legal~~ **advice** ~~challenges;~~
- ~~Domestic violence;~~
- **Receiving financial guidance;** ~~Retirement planning.~~
- **Improving nutrition;**
- **Focusing on health;**
- **Crisis situations.**

~~Some EAP providers are also able to offer other services such as wellness/health promotion and fitness (such as weight control, nutrition, exercise or smoking cessation). Others may offer advice on long-term illnesses, disability issues, workplace counselling for crisis situations (e.g., death at work), or advice specifically for managers/supervisors in dealing with difficult situations.~~

EAP pamphlets and information are available at the worksite, both in print and electronically, and through the Employee Services Department.

4.3 The EAP program is open to all permanent employees and **their eligible dependents** ~~members of their immediate family (as defined in the benefit policy)~~. The individual interested in using the program will contact the EAP provider directly.

4.4 **All employees and their eligible dependents have access to the EAP 24/7 by phone, web, or mobile app. Services may include:**

- **telephonic counselling;**
- **in person counselling;**
- **e-counselling;**
- **video counselling;**
- **mobile app chat;**
- **self-directed resources;**

- **online group counselling.**

4.54 Several factors make an EAP successful:

- Strict confidentiality;
- Open to **permanent** ~~eligible~~ employees and **their eligible dependents** ~~their families~~;
- Recognition and commitment by management, employees and unions that an EAP is **essential to support employee wellness** ~~needed~~;
- Promotion of the EAP and encouragement to use the service;
- ~~Managers and employees educated in the workings of the EAP;~~
- The EAP must be monitored and evaluated to ensure continued quality of the program;
- Periodic evaluation of the EAP to be sure the needs of both the employees and the employer are being met.