



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

DATE: Tuesday, September 10, 2013
LOCATION: VC Room – Haliburton County Education Centre
VIDEO CONFERENCE: Board Room – Corporate Office, Lindsay Education Centre
 VC Room – Muskoka Education Centre
TIME: 6:30 p.m. or following the in-camera meeting

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 Facility Partnerships Report ----- B. Kaye (pg.8)
- 5.1.c 2012-2013 Transportation Report ----- B. Kaye (pgs.9-10)
- 5.1.d 2012-2013 Occupational Health and Safety Report ----- D. Scates (pgs.11-15)

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 TRUSTEE REPORTS (verbal):

- 6.2.a Student Trustee Report----- J. Hawley
- 6.2.b OPSBA Report ----- T. Armstrong

7 CORRESPONDENCE

8 PUBLIC QUESTIONS AND COMMENTS

9 NEXT MEETING

DATE: Tuesday, September 24, 2013
LOCATION: Board Room – Corporate Office, Lindsay Education Centre
TIME: 6:30 p.m.

10 ADJOURNMENT



TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: September 3, 2013

TO: Trustees

SUBJECT: Treasurer's Report

ORIGIN: Bob Kaye, Superintendent of Business

REFERENCE: Committee of the Whole Board Meeting – September 10, 2013

PURPOSE: To provide the Board with a Treasurer's Report as of May 31st, 2013.

CONTEXT: This report provides the Board with an overview of the Board's operating expenditures and revenue position for the third quarter of the 2012/2013 Budget year.

CONTENT: The Treasurer's Report as of May 31st, 2013 reflects total expenditures of \$162,340,270 or 79% of the \$205,214,872 2012/2013 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 \$160,075,652 or 80% of budget.

The Interim Report – Schedule A, which forms part of the package, provides a comparison of the original 2012/13 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.

The Comments included in the report provide more information regarding specific budget lines.

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
TREASURERS' REPORT
EXPENDITURES AS OF MAY 31ST, 2013**

	<u>COMPENSATION</u>			<u>OTHER</u>			<u>TOTAL</u>		
	<u>2012/2013 BUDGET</u>	<u>MAY 31/2013 ACTUAL</u>	<u>% OF BUDGET</u>	<u>2012/2013 BUDGET</u>	<u>MAY 31/2013 ACTUAL</u>	<u>% OF BUDGET</u>	<u>2012/2013 BUDGET</u>	<u>MAY 31/2013 ACTUAL</u>	<u>% OF BUDGET</u>
CLASSROOM									
Classroom Teachers	\$98,496,182	\$73,602,846	75%	\$0	\$0		\$98,496,182	\$73,602,846	75%
Supply Teachers	3,397,023	3,324,227	98%	0	0		3,397,023	3,324,227	98%
Educational Assistants	14,885,898	15,094,844	101%	0	0		14,885,898	15,094,844	101%
Para-Professionals	3,887,088	3,372,227	87%	224,500	186,910	83%	4,111,588	3,559,137	87%
Classroom Computers	0	0		3,569,629	2,500,059	70%	3,569,629	2,500,059	70%
Texts and Supplies	0	0		8,237,931	9,088,039	110%	8,237,931	9,088,039	110%
Library and Guidance	4,206,311	3,125,170	74%	0	0		4,206,311	3,125,170	74%
Staff Development	0	0		1,123,370	869,479	77%	1,123,370	869,479	77%
	<u>124,872,502</u>	<u>98,519,314</u>	79%	<u>13,155,430</u>	<u>12,644,487</u>	96%	<u>138,027,932</u>	<u>111,163,801</u>	81%
NON-CLASSROOM									
District Principals & Consultants	2,766,677	1,810,389	65%	0	0		2,766,677	1,810,389	65%
Principals and VPs	8,578,706	6,441,075	75%	178,900	48,239	27%	8,757,606	6,489,314	74%
School Secretaries	4,302,117	3,644,181	85%	0	0		4,302,117	3,644,181	85%
	<u>15,647,500</u>	<u>11,895,645</u>	76%	<u>178,900</u>	<u>48,239</u>	27%	<u>15,826,400</u>	<u>11,943,884</u>	75%
OTHER CATEGORIES									
Con. Ed/Summer School	185,000	287,606	155%	212,000	282,420	133%	397,000	570,026	144%
Board Administration	3,853,103	2,948,637	77%	1,432,759	1,184,158	83%	5,285,862	4,132,795	78%
Transportation	475,500	353,276	74%	16,120,800	13,381,432	83%	16,596,300	13,734,708	83%
School Operations	11,760,872	8,446,877	72%	8,805,940	6,134,021	70%	20,566,812	14,580,898	71%
	<u>16,274,475</u>	<u>12,036,396</u>	74%	<u>26,571,499</u>	<u>20,982,031</u>	79%	<u>42,845,974</u>	<u>33,018,427</u>	77%
SUB-TOTAL	<u>156,794,477</u>	<u>122,451,355</u>	78%	<u>39,905,829</u>	<u>33,674,757</u>	84%	<u>196,700,306</u>	<u>156,126,112</u>	79%
Amortization	0	0		6,894,600	5,170,950	75%	6,894,600	5,170,950	75%
Debt Charges	0	0		1,619,966	1,043,208	64%	1,619,966	1,043,208	64%
TOTAL	<u>\$156,794,477</u>	<u>\$122,451,355</u>	78%	<u>\$48,420,395</u>	<u>\$39,888,915</u>	82%	<u>\$205,214,872</u>	<u>\$162,340,270</u>	79%

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
TREASURERS' REPORT
REVENUE AS OF MAY 31ST, 2013**

	2012/2013 <u>BUDGET</u>	2012/2013 <u>REVISED</u>	MAY 31/2013 <u>ACTUAL</u>	% OF <u>BUDGET</u>
Local Taxation	\$92,762,386	\$92,762,386	\$68,735,049	74%
Provincial Grants	92,326,585	92,984,023	76,913,032	83%
Other Revenue:				
Tuition Fees	335,263	257,401	237,606	
Transportation Recoveries	2,000,000	2,000,000	1,467,128	
Misc. Grants & Other	6,317,898	6,697,998	7,668,812	
Deferred Capital Contribution	<u>6,738,700</u>	<u>6,781,320</u>	<u>5,054,025</u>	
	<u>\$200,480,832</u>	<u>\$201,483,128</u>	<u>\$160,075,652</u>	80%

**Trillium Lakelands District School Board
Interim Report - Schedule A
For the Period Ending May 31, 2013**

(\$ thousands)

	2012-13			Actual to May 31/13	Actual to May 31/12	Year-to year Increase (Decrease)
	Budget (Estimates)	Budget (Revised)	Change \$ Increase (Decrease)	% of Revised Spent	% of Actual Spent	
OPERATING						
Classroom Instruction						
Teachers	98,496	98,234	(262)	74.93%	83.65%	(8.7%)
Supply Teachers	3,397	3,405	8	97.62%	69.47%	28.2%
Educational Assistants	14,886	16,404	1,518	92.02%	97.49%	(5.5%)
Classroom Computers	3,570	3,570	-	70.03%	76.69%	(6.7%)
Textbooks and Supplies	8,238	8,270	32	109.89%	83.40%	26.5%
Professionals and Paraprofessionals	4,112	4,292	180	82.92%	77.11%	5.8%
Library and Guidance	4,206	4,203	(3)	74.35%	73.53%	0.8%
Staff Development	1,123	1,123	-	77.47%	72.70%	4.8%
Total Classroom	138,028	139,501	1,473	79.69%	83.79%	(4.1%)
Non-Classroom						
Principal and Vice-Principals	8,758	8,734	(24)	74.30%	78.25%	(3.9%)
School Office	4,302	4,302	-	84.70%	91.38%	(6.7%)
Co-ordinators and Consultants	2,767	2,826	59	64.08%	70.82%	(6.7%)
Total Non-Classroom	15,827	15,862	35	75.30%	80.43%	(5.1%)
Other Categories						
Continuing Education	397	397	-	143.58%	68.07%	75.5%
Board Administration	5,286	5,298	12	78.01%	88.43%	(10.4%)
Transportation	16,596	16,146	(450)	85.06%	86.91%	(1.9%)
School Operations and Maintenance	20,567	20,499	(68)	71.13%	74.43%	(3.3%)
Total Other	42,846	42,340	(506)	77.98%	80.92%	(2.9%)
TOTAL OPERATING	196,701	197,703	1,002	78.97%	82.90%	(3.9%)
Total Amortization and Debt	8,514	8,514	-	72.99%	73.88%	(0.9%)
TOTAL EXPENDITURES	205,215	206,217	1,002	78.72%	82.52%	(3.8%)
	BUDGETED ENROLMENT	REVISED ENROLMENT	INCREASE			
ELEMENTARY	9,813.5	9,896.5	83.0			
SECONDARY	5,910.0	5,847.1	(62.9)			

TREASURERS' REPORT**MAY 31st, 2013****COMMENTS:**

1. Educational Assistants – Compensation: The expenditures at this point in the third quarter are higher than would be expected against the original budget, as a result of additional EAs that have been added since September. The additional EAs have been added to assist with the transitional needs of students and are reflected in the Revised Estimates figure.
2. Staff Development – Other: This category reflects an expenditure of 77% of budget. Historically, the percentage at this point in the year has been higher compared to budget. However, the figures for the current year are reflective of PD initiatives that were not able to be operated, particularly during the early part of this year.
3. Texts and Supplies – Other: This expenditure category is over budget as a result of additional spending on classroom materials related to the School/College/Workplace Initiative. These expenditures will be offset by additional EPO grants received under this program.
4. Con Ed/Summer School – Compensation and Other: Expenditures in these categories reflect additional expenditures that will be financed by 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
ADMINISTRATIVE REPORT**

DATE: September 3, 2013
TO: Board Trustees
SUBJECT: Facility Partnerships Report
ORIGIN: Bob Kaye, Superintendent of Business
REFERENCE: Committee of the Whole – September 10, 2013

PURPOSE: To present for information the report on facilities with underutilized space available for potential partnerships.

CONTEXT: In the spring of 2010 the Ministry issued a Facility Partnership Guideline outlining the requirements for district school boards to incorporate when establishing a Facility Partnership Policy.

CONTENT: The Facility Partnerships Procedure indicates that the Board will report annually, at a regular public meeting of the Board, on facilities that may be suitable for facility partnerships with respect to new construction and underutilized space in schools and administrative buildings.

Using the definition of underutilized space as those facilities that have a utilization of 60% or less for the preceding two years or having 200 or more surplus pupil places, the following facilities have been identified as underutilized as of June 2013:

Archie Stouffer Elementary School
Cardiff Elementary School
Dunsford District Elementary School
Fenelon Twp. Public School
Glen Orchard Public School
King Albert Public School
Lady Eaton Elementary School
Ridgewood Public School
Scott Young Public School
Woodville Elementary School
Fenelon Falls Secondary School
Gravenhurst High School
LCVI

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

DATE: September 3, 2013

TO: Trustees

SUBJECT: Transportation Report 2012-2013

ORIGIN: Bob Kaye, Superintendent of Business

REFERENCE: Committee of the Whole – September 10, 2013

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 2012-2013 the transportation department had an operational budget of approximately \$16,600,000, with recoveries from our partner boards estimated to be \$2,000,000. The Board contracts 377 vehicles to operate the morning and afternoon runs across the district, an area that encompasses more than 11,500 square kms or twice the size of Prince Edward Island. Approximately 13,750 students were transported almost 42,000 km each day, the equivalent of almost three round trips from Vancouver, B.C. to St. John's Newfoundland daily, for an annual total of over 7,850,000 kms.

We are in the second year of the current contract with the bus operators which covers the period from September 2012 - August 2014, and there are options for three one-year extensions after that time.

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 2012-2013 for all transported students was 24 minutes. Approximately 71% of all students transported had a ride time of 30 minutes or less. The average distance TLDSB students walked to a bus stop in 2012-2013 was less than 0.3 km, even though the TLDSB walk to a bus stop distance is 0.8 kms for elementary students and 1.6 kms for secondary students.

The Transportation Department continues to emphasize safety in all of the Board's bus operations. Bus Patroller programs are offered to all interested elementary school students in grades 6 to 8. There were 189 students in Haliburton and Muskoka that participated in one-day training sessions in October. In addition, the one-day Bus Patroller training format was expanded to students in the City of Kawartha Lakes. A total of 157 students from Mariposa, Dr. George Hall, Rolling Hills, Dunsford, Central Senior, Scott Young, Jack Callaghan, Parkview and Leslie Frost elementary schools as well as three elementary schools from PVNCCDSB participated in the program. The program was delivered by Community Service Officers from Kawartha Lakes OPP and City of Kawartha Lakes Police Departments as well as representatives from CAA, First Student and Stock Transportation. The program will be expanded to the balance of the City of Kawartha Lakes Schools in 2013.

Driver safety training, including first aid, continues to be offered to all new drivers as well as refresher training for existing drivers.

There were 23 minor accidents recorded in the district during the school year, which were primarily minor collisions with no major injuries to any students. Bus Operators continue to be diligent in the delivery of defensive driving and accident avoidance training as required in their contract with the Board.

During the winter of 2012 we experienced a few major snow storms but there were several freezing precipitation weather systems which affected operations. Each of the three geographical areas of the Board experience varying winter weather and road conditions, and are assessed independently for cancellations. Conditions varied across the Board, resulting in 8 cancellations for inclement weather or road conditions in Muskoka (3 in 2011), 7 cancellations in the City of Kawartha Lakes (4 in 2011) and 6 cancellations in Haliburton (5 in 2011).

Shared service agreements with Peterborough Victoria Northumberland Clarington Catholic DSB and Simcoe Muskoka Catholic DSB remain in place.

Using the routing software, staff was able to realize routing efficiencies in preparation for the 2013-2014 school year reducing or combining 9 routes and 6 runs. Staff continue to schedule nightly information backups, refresh the website database and import student data from the student database using a module added to the software so each task does not have to be completed manually.

The Transportation Department has developed a Standards of Performance tool in order to measure Operator compliance with the current contract terms and to provide formal performance feedback. The review is structured to review administration and operations, verifying required documents are in place, and verifying policies, procedures and standards are being followed. The reviews are conducted by the Transportation Supervisor and continued during the 2012-2013 school year.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT

DATE: September 3, 2013

TO: Trustees

SUBJECT: Occupational Health and Safety Report 2012-2013

ORIGIN: Dianna Scates, Superintendent of Secondary Operations & ICT

REFERENCE: Committee of the Whole – September 10, 2013

PURPOSE: To present to trustees a summary overview of the Board's health and safety statistics and activities for the 2012-2013 school year.

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

CONTENT: The report is intended to provide trustees with health and safety activities and statistics for the 2012-2013 school year.

Trillium Lakelands District School Board 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.

The Ministry of Labour (MOL) performed a thorough investigation regarding asbestos concerns raised by a member of the Joint Occupational Health and Safety Committee (JOHSC). No orders were issued to Trillium Lakelands DSB.

Brock Easterling, Health & Safety / WSIB Coordinator continues to be a resource to principals, supervisors, staff, and to the Joint Health and Safety Committee which include early return to work programs, MOL support and inspection of our facilities.

The Board has a Joint Occupational Health and Safety Committee that is comprised of members of each of the employee groups and management members. The committee has co-chairpersons; one is an employee member and one is an employer member. The parties are

jointly committed to fostering employee health and safety in the workplace through cooperation and joint efforts in the design and implementation of education programs for employees; in the investigation and resolution of safety problems; in the training and support of committee members; and in the development and promotion of an increased awareness of occupational health and safety matters. We have received a MOL Field Report Decision on August 20, 2013 that states three members of JOHSC do not work in Trillium Lakelands District School Board worksites and were advised they are not eligible for membership on the Committee.

Statistical Summary: History of Accidents/Incidents

Year	Incidents	First Aid	Health Care	Lost Time
2007-2008	156	51	60	35
2008-2009	209	46	52	30
2009-2010	300	26	54	30
2010-2011	226	35	60	28
2011-2012	275	45	61	35
2012-2013	476	69	51	33

	2009-2010	2010-2011	2011-2012	2012-2013
List of Incidents/Accidents				
Struck or Contact By	39	21	27	42
Struck Against/Contact with	21	19	27	25
Slip/Trip/Fall	63	56	53	65
Slip/Trip/no Fall	9	7	12	5
Caught in, under, on, between	6	10	9	13
Exposure	4	6	4	13
Over Exertion	16	19	24	14
Repetitive Body Movement	4	3	0	0
Student Aggression / Violence	227	181	243	281
Lifting or Assisting High Needs Student	3	1	3	4
Lifting Equipment/Furniture	5	6	9	7
Field Trip	1	1	2	0
Student Action	9	20	4	4
Motor Vehicle Accident	1	2	0	1

Student Aggression, Slips, Trips and Falls, and Struck or contact by continue to be areas of concern where 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, additional reports to the JOHSC, and special teams to mitigate the underlying behavior.

We continue to support the health and safety program and make improvements for the future. Low accident rates can save the Board thousands of dollars. As a Schedule 2 employer, we pay dollar-for-dollar for the claims sent into WSIB plus all related health care costs. A healthy workplace can contribute to higher job satisfaction, lower absenteeism and turnover, improved job performance, lower accident rates and reduced health benefit costs.

WSIB Payment Costs:

As a Schedule 2 employer, the Board is self-insured and therefore liable for all current and future claim costs. The Board pays for each claim, medical and lost time, plus a 27% administration fee to WSIB.

2007-2008	\$236,213.00
2008-2009	\$399,348.39
2009-2010	\$194,542 (Refund on individual case - \$104,425)
2010-2011	\$259,814.00
2011-2012	\$702,277.00

Overall costs have increased significantly from 2010-2011 as a result from 2 mesothelioma claims from 2004 and 2009. The Workplace Safety and Insurance Appeals Tribunal (WSIAT) decision for both claims came through the 2011-2012 school year which together add up to an approximate cost of \$513,316.00 out of the \$702,277.00.

Health and Safety Program Activities, 2012-2013:

1. Joint Occupational Health and Safety Committee
 - 5 meetings were held
 - Major topics were:
 - Asbestos concerns at Monck PS, VK Greer and Bracebridge PS.
 - Construction dust concern at Spruce Glen.
 - Dr. George Hall seeping floors
 - Student Injury Prevention Initiative Funding
 - Lieu time for Health and Safety release under the Act
 - Technology and Science Checklist
 - Bleach in Day Care Centres attached to Schools
 - Capital Construction Project Summary
 - Accident Reports
 - Workplace Inspection Feedback
 - Safety Concerns
 - Review of Ministry of Labour inspections

2. Workplace Inspections
 - Monthly inspections by the site members
 - Annual inspections by the Joint Committee members
3. Training
 - Certification training for committee/alternate members
 - Site member training (inspections)
 - Principal/Vice-Principal and Supervisor training
 - Teachers In Charge training
4. Communication
 - Monthly bulletins – posted in each facility
 - Weekly messages – Principals send to staff
 - Conferences on First Class – posting of information to Committee, Principals and staff
5. Accidents
 - EA Accident follow-up and control implementation
 - Personal Protective Equipment is available and monitored for EA's (biting, scratching, hitting, etc)
 - SBCI Report
 - Critical Injury Reporting
6. Review of Procedures/SO Memos
 - All Health & Safety SO Memos
 - Flow charts were created for injury reporting and monthly site inspections
7. Audits and Assessments
 - School Review Audits (include safety)
 - Music Room Noise Assessments
 - Ergonomic Assessments
 - Indoor Air Quality Assessments (Fume hood ventilation)
 - Asbestos
 - Mould
 - Annual Risk Assessment Review (Bill 168)
8. Recognition
 - The National Day of Mourning was highlighted in our schools. Activities included lowering the flag, and announcements in recognition of injured and deceased workers.
9. Student Initiative Funding
 - One-time funding of \$102,433.00 was provided by the Ministry of Education to address injury prevention in technological education facilities and science labs through inspections, and updating of machinery. 75% of the funding

was to be spent by August 31, 2013 with the remaining 25% to be spent by February 15, 2014.

- 75% of the funding was allocated to a chemical inventory of our science labs in our seven Secondary schools and storage re-classification by a third party consultant. Chemical removal and disposal was completed under the guidelines of the Ministry of Environment Hazardous Waste Information Network (HWIN) and was included in this funding. Low voltage protection were installed on machines in our technology education facilities to prevent accidental start-up after a power interruption.
- The remaining 25% has been allocated for science classroom safety training for our secondary science teachers and the purchase of science spill kits.