



COMMITTEE OF THE WHOLE MEETING OF THE BOARD
AGENDA

DATE: Tuesday, September 11, 2018
LOCATION: VC Room – Haliburton County Education Centre
VIDEO CONFERENCE: Rosseau Room – Muskoka Education Centre
Board Room – Lindsay Education Centre
TIME: 6:30 p.m.

1 CALL TO ORDER

2 DECLARATION OF POSSIBLE CONFLICT OF INTEREST

3 DELEGATIONS/PRESENTATIONS

3.1 Swearing in of the Student Trustee ----- L. Hope

4 APPROVAL OF THE AGENDA/ADDITIONS

5 ACTION ITEMS:

5.1 ADMINISTRATIVE REPORTS:

- 5.1.a Treasurer’s Report ----- C. Young (pgs.3-7)
5.1.b 2017-2018 Transportation Report ----- C. Young (pgs.8-9)
5.1.c 2017-2018 Occupational Health and Safety Report ----- D. Scates (pgs.10-13)

5.2 TRUSTEE REPORTS:

6 INFORMATION ITEMS (VERBAL)

6.1 ADMINISTRATIVE REPORTS: (verbal)

- 6.1.a September 2018 Enrolment Update ----- D. Scates
6.1.b Scott Young Public School Update ----- C. Young
6.1.c Administrative Update ----- L. Hope
6.1.d System Update ----- C. Shedden

6.2 STUDENT TRUSTEE REPORTS (verbal):

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

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 25, 2018
LOCATION: Board Room – Lindsay Education Centre
TIME: 6:30 p.m.

10 ADJOURNMENT

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: September 5, 2018

TO: Trustees

SUBJECT: Treasurer's Report

ORIGIN: Craig Young, Acting Superintendent of Business

REFERENCE: Committee of the Whole Board Meeting – September 11, 2018

PURPOSE: To provide the Board with a Treasurer's Report as of May 31, 2018.

CONTEXT: This report provides the Board with an overview of the Board's operating expenditure and revenue position for the third quarter of the 2017/2018 Budget year.

CONTENT: The Treasurer's Report as of May 31, 2018 reflects total expenditures of \$176,804,772 or 83% of the \$213,972,358 2017/2018 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 \$167,807,926 or 80% of budget.

The Interim Report – Schedule A, which forms part of the package, provides a comparison of the original 2017/18 budget with the Revised Estimate figures for 2017/18. 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**MAY 31, 2018****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 required 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: This expenditure for this quarter as a percentage of the original budget is higher than would be expected as a result of additional Educational Assistants being hired to provide transitional support for additional students identified with special needs. The Revised Estimates reflect an increase in staffing and the actual expenditures are more in line with the Revised Estimates.
3. Paraprofessional – 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: Efforts have been made to limit teacher absences for professional development in order to manage the pressures in limited supply teacher staff.
5. 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).
6. Revised Estimates – The increase in expenditures has been offset by the increase in revenues in the Revised Estimates, maintaining the net deficit of \$3,997,000 at the same amount as in the original approved budget. The increase in Revenue was as a result of higher enrolments than originally estimated, and the increase in expenditures is primarily due to increased staffing costs related to the enrolments.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
TREASURER'S REPORT
EXPENDITURES AS OF MAY 31, 2018

	<u>COMPENSATION</u>			<u>OTHER</u>			<u>TOTAL</u>		
	<u>2017/2018</u> <u>BUDGET</u>	<u>MAY 31/2018</u> <u>ACTUAL</u>	<u>% OF</u> <u>BUDGET</u>	<u>2017/2018</u> <u>BUDGET</u>	<u>MAY 31/2018</u> <u>ACTUAL</u>	<u>% OF</u> <u>BUDGET</u>	<u>2017/2018</u> <u>BUDGET</u>	<u>MAY 31/2018</u> <u>ACTUAL</u>	<u>% OF</u> <u>BUDGET</u>
CLASSROOM									
Classroom Teachers	\$103,388,380	\$80,562,834	78%	\$0	\$0		\$103,388,380	\$80,562,834	78%
Supply Staff	5,554,084	8,994,729	162%	0	0		5,554,084	8,994,729	162%
Educational Assistants/ECEs	17,075,592	16,203,911	95%	0	0		17,075,592	16,203,911	95%
Para-Professionals	5,174,982	3,637,876	70%	107,000	392,966	367%	5,281,982	4,030,842	76%
Classroom Computers	0	0		3,052,000	2,426,667	80%	3,052,000	2,426,667	80%
Texts and Supplies	0	0		6,478,211	5,229,271	81%	6,478,211	5,229,271	81%
Library and Guidance	2,234,560	1,799,920	81%	0	0		2,234,560	1,799,920	81%
Staff Development	0	0		846,500	493,331	58%	846,500	493,331	58%
	<u>133,427,598</u>	<u>111,199,270</u>	<u>83%</u>	<u>10,483,711</u>	<u>8,542,235</u>	<u>81%</u>	<u>143,911,309</u>	<u>119,741,505</u>	<u>83%</u>
NON-CLASSROOM									
District Principals & Consultant	2,487,672	2,025,346	81%	0	0		2,487,672	2,025,346	81%
Principals and VPs	9,095,445	7,054,994	78%	178,900	88,522	49%	9,274,345	7,143,516	77%
School Secretaries	4,247,673	3,549,554	84%	0	0		4,247,673	3,549,554	84%
	<u>15,830,790</u>	<u>12,629,894</u>	<u>80%</u>	<u>178,900</u>	<u>88,522</u>	<u>49%</u>	<u>16,009,690</u>	<u>12,718,416</u>	<u>79%</u>
OTHER CATEGORIES									
Con. Ed/Summer School	195,000	438,121	225%	130,000	123,573	95%	325,000	561,694	173%
Board Administration	4,292,866	3,533,556	82%	1,483,700	1,448,085	98%	5,776,566	4,981,641	86%
Transportation	502,000	378,158	75%	16,091,000	13,622,446	85%	16,593,000	14,000,604	84%
School Operations	11,392,000	8,964,736	79%	8,500,600	7,004,448	82%	19,892,600	15,969,184	80%
	<u>16,381,866</u>	<u>13,314,571</u>	<u>81%</u>	<u>26,205,300</u>	<u>22,198,552</u>	<u>85%</u>	<u>42,587,166</u>	<u>35,513,123</u>	<u>83%</u>
SUB-TOTAL	<u>165,640,254</u>	<u>137,143,735</u>	<u>83%</u>	<u>36,867,911</u>	<u>30,829,309</u>	<u>84%</u>	<u>202,508,165</u>	<u>167,973,044</u>	<u>83%</u>
Amortization	0	0		9,817,600	7,363,200	75%	9,817,600	7,363,200	75%
Debt Charges	0	0		1,646,593	1,468,528	89%	1,646,593	1,468,528	89%
TOTAL	<u>\$165,640,254</u>	<u>#####</u>	<u>83%</u>	<u>#####</u>	<u>\$39,661,037</u>	<u>82%</u>	<u>\$213,972,358</u>	<u>#####</u>	<u>83%</u>

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
TREASURERS' REPORT
REVENUE AS OF MAY 31ST, 2018**

	2017/2018 <u>BUDGET</u>	2017/2018 <u>REVISED</u>	MAY 31/2018 <u>ACTUAL</u>	% OF <u>BUDGET</u>
Local Taxation	\$87,194,402	\$87,463,564	\$62,758,781	72%
Provincial Grants	109,976,367	111,478,849	91,807,813	83%
Other Revenue:				
Tuition Fees	308,287	304,832	488,505	
Transportation Recoveries	1,730,000	1,730,000	1,676,007	
Misc. Grants & Other	1,038,602	1,199,729	3,781,045	
Deferred Capital Contributio	<u>9,727,700</u>	<u>9,727,700</u>	<u>7,295,775</u>	
	<u>\$209,975,358</u>	<u>\$211,904,674</u>	<u>\$167,807,926</u>	80%

5-Sep-18

**Trillium Lakelands District School Board
Interim Report - Schedule A
For the Period Ending May 31, 2018**

(\$ thousands)

	2017-18			Actual to May 31/18	Actual to May 31/17	Year-to year Increase (Decrease)
			Change	% of Revised Spent	% of Actual Spent	
	Budget (Estimates)	Budget (Revised)	\$ Increase (Decrease)			
OPERATING						
Classroom Instruction						
Teachers	103,388	102,792	(596)	78.37%	81.39%	(3.0%)
Supply Staff	5,554	5,716	162	157.37%	87.33%	70.0%
Educational Assistants/ECEs	17,076	17,691	615	91.59%	91.30%	0.3%
Classroom Computers	3,052	3,052	-	79.52%	79.18%	0.3%
Textbooks and Supplies	6,478	6,780	302	77.12%	77.51%	(0.4%)
Professionals and Paraprofessionals	5,282	5,683	401	70.93%	75.78%	(4.9%)
Library and Guidance	2,234	2,215	(19)	81.26%	57.99%	23.3%
Staff Development	846	908	62	54.30%	87.86%	(33.6%)
Total Classroom	143,910	144,837	927	82.67%	82.01%	0.7%
Non-Classroom						
District Principal and Consultants	2,488	2,902	414	69.78%	65.47%	4.3%
Principal and Vice-Principals	9,274	9,329	55	76.57%	79.23%	(2.7%)
School Office	4,248	4,327	79	82.04%	83.91%	(1.9%)
Total Non-Classroom	16,010	16,558	548	76.81%	77.81%	(1.0%)
Other Categories						
Continuing Education	325	325	-	172.92%	67.27%	105.7%
Board Administration	5,777	5,867	90	84.92%	78.76%	6.2%
Transportation	16,593	16,593	-	84.38%	85.80%	(1.4%)
School Operations and Maintenance	19,893	20,258	365	78.83%	74.85%	4.0%
Total Other	42,588	43,043	455	82.51%	79.30%	3.2%
TOTAL OPERATING	202,508	204,438	1,930	82.16%	81.08%	1.1%
Total Amortization and Debt	11,464	11,464	-	77.04%	77.41%	(0.4%)
TOTAL EXPENDITURES	213,972	215,902	1,930	81.89%	80.90%	1.0%

	BUDGETED ENROLMENT	REVISED ENROLMENT	INCREASE
ELEMENTARY	10,775.0	10,978.6	203.6
SECONDARY	5,235.5	5,225.0	(10.5)

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT**

DATE: September 5, 2018

TO: Trustees

SUBJECT: Transportation Report 2017-2018

ORIGIN: Craig Young, Assistant Superintendent of Business

REFERENCE: Committee of the Whole Board – September 11, 2018

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 2017-2018 the transportation department had an operational budget of approximately \$16,577,000 with recoveries from our partner boards of approximately \$1,895,000. The Board contracted 343 vehicles to operate the morning and afternoon runs across the district; an area that encompasses more than 11,500 square km. Approximately 12,900 students were transported almost 41,000 km each day, the equivalent of a return trip to the moon and back every month for an annual total of over 7,665,700 km.

The period from September 2017 to August 2018 was the first year of a two year optional extension with all operators for the 2017-2018 and 2018-2019 operating years. The Board was moderately affected by the province-wide bus driver shortage. Operations were not adversely affected because all routes were covered by spare drivers and B-licensed office and mechanic staff. The Board experienced a three-day school bus driver labour disruption affecting 10 routes servicing one secondary school and two elementary schools in March 2018.

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 2017-2018 for TLDSB students is 24 minutes and an average distance of just under 17 km. Approximately 70% of all transported TLDSB students have a ride time of less than 30 minutes. The average distance TLDSB students walked to a bus stop in 2017-2018 was 260 metres, even though the TLDSB walk to a bus stop distance is 0.8 km for elementary students and 1.6 km 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 across the Board each fall and participation was up 17% over last year with 446 students taking part in the training in 2017-2018. Accommodations were made for students required to take the test orally at the completion of the training. In addition, students in elementary grades JK to grade 8 who are provided bus transportation, participate in emergency evacuation drills each year.

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

There were 24 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 2017, fewer severe weather systems 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 slightly across the Board, resulting in 9 cancellations for inclement weather or road conditions in Muskoka (11 in 2016), 8 cancellations in the City of Kawartha Lakes (7 in 2016) and 7 cancellations in Haliburton (12 in 2016).

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

As part of the ongoing route analysis and utilizing the routing software, staff was able to realize additional routing efficiencies in preparation for the 2017-2018 school year.

Staff continues to schedule nightly information backups, refresh the website database and import student data from the student database using a module that allows the data in the system to be as current as possible. A module on the website notifies schools, parents and the general public when a bus is running late. The on-time service rate for the fleet in 2017-2018 was 99.58%.

Parents are able to subscribe to receive an email when their child's bus is delayed or cancelled due to inclement weather or road conditions. The number of subscribers continued to increase in 2017-2018 and parents also have the opportunity to access their child's transportation information using a secure login on the transportation website. It is expected the use of the parent portal will increase year over year.

The Transportation Department continues to measure Operator compliance with the current contract terms. Formal performance feedback is provided to the operators using the Standards of Performance tool structured to review administration and operations, verifying that required documentation is in place, and ensuring policies, procedures and standards are being followed. In 2017-2018 the Regional Internal Audit Team continued performing bus operator audits to determine compliance with the Transportation Contract - Operator Standards of Performance.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

ADMINISTRATIVE REPORT

DATE: September 5, 2018

TO: Trustees

SUBJECT: Occupational Health and Safety Report – 2017/2018

ORIGIN: Dianna Scates, Superintendent of Employee Services

REFERENCE: Committee of the Whole – September 11, 2018

PURPOSE: To provide trustees with a summary of the Board’s health and safety statistics and activities for the 2017/2018 school year.

CONTEXT: An annual summary is presented 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 2017/2018 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.

There are legislated obligations as the Board’s health and safety program (must comply with the *Occupational Health and Safety Act* and related regulations. The Ontario Ministry of Labour (MOL) 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 fifty-seven site-based Joint Health and Safety Committees (JOHSC). Brock Easterling continues to support occupational injury/illness early return to work programs, MOL compliance, and inspection of our facilities.

The 2017/2018 school year was the third year that TLDSB operated site based JOHSCs. The Internal Responsibility System (IRS) continues to work effectively and follows the proper processes. There were no formal health and safety concerns and no work refusals. There was one MOL complaint that is currently under investigation around safe lifting.

Statistical Summary:

History of Accidents/Incidents (# of incidents)

Year	Incidents (total)	First Aid	Health Care	Lost Time
2013/2014	728	65	85	24
2014/2015	720	64	57	32
2015/2016	849	65	60	33
2016/2017	1137	65	63	51
2017/2018	1578	101	67	43

	List of Incidents/Accidents	2013/14	2014/15	2015/16	2016/17	2017/18
1.	Exposure	10	20	3	5	5
2.	Field Trip	1	3	1	1	2
3.	Lifting Equipment/Furniture	7	4	4	7	5
4.	Lifting or Assisting High Needs Students	5	2	3	4	6
5.	Motor Vehicle Accident	1	1	1	0	1
6.	Over Exertion	22	21	26	20	11
7.	Repetitive Body Movement	2	2	0	1	0
8.	Slip/Trip/Fall	73	52	82	95	64
9.	Slip/Trip/No Fall	12	11	12	17	17
10.	Struck Against/Contact With	22	21	28	25	30
11.	Struck or Contact By	77	49	55	45	48
12.	Student Action	4	7	10	12	11
13.	Student Aggression	480	517	619	896	1371
14.	Traumatic Event	2	1	0	0	1
15.	Caught In, Under, On, Between	10	9	5	9	6

Of the 1578 incident reports completed, 1367 of those resulted in no injury, no lost time and no health care costs. There has been a substantial increase in incident reporting. Reports indicate that student aggression was the highest of the fifteen reportable categories. Slips, trips and falls was the second most reportable category.

For the 2017/2018 school year, there were a total of 454.5 lost time days, down from 664 in the 2016/2017 school year. Of those days, 282 were a result of only four injuries, and two of those injuries occurred in a previous school year and resulted in additional lost time in 2017/2018. When we exclude the above four

claims, the other lost time claims averaged four days lost. We have had a decrease in days lost due to short term lost time concussion claims. We implemented a concussion specific return to work plan in January 2017. This approach continues to provide a safe, reasonable transition to pre-injury duties while reducing lost time and health care claim costs.

Ergonomics 3.0 was rolled out in 2017/2018. In ergonomics we continue to focus on preventing injuries before they occur. The inspection of work stations included clerical staff, teachers, educational assistants, custodial staff and administration. Focusing on ergonomics, we were successful in returning employees to work sooner, reducing employee discomfort throughout the day, as well as reducing physiotherapy treatments. Brock Easterling continues to be involved in all new office furniture purchases and layout to ensure all ergonomic issues are addressed.

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. We remain diligent in our efforts to decrease the number of incidents and accidents.

Health and Safety Program Activities 2017/2018:

1. Site based Joint Occupational Health and Safety Committee
 - Consisted of 57 committees with meetings held in September 2017, December 2017, March 2018 and June 2018
 - Major topics were:
 - JOHSC composition
 - Site based procedure
 - Concussions
 - Accident reports
 - Workplace inspection feedback
 - Safety concerns

2. eBase on-line modules
 - *Forms:* Employee Workplace Incident/Accident/Illness reporting form, Supervisor Investigation report, Safe Schools Incident form and Physical Intervention form were developed and made accessible online as of August 30, 2018.
 - *Staff training:* WHMIS 2015, AODA and Violence Prevention training courses were added during the summer of 2018.
 - *Risk Assessment:* 2015/2016 Risk Assessments were added electronically to eBase. Principals are now able to complete the Risk Assessment template online for the 2018/2019 school year.

3. Ministry of Labour -Violence Prevention
 - The MOL met with management and union to discuss workplace violence within the school board and how they can provide support and resources.
 - A document review package was provided to the MOL as requested, no orders were written.
4. 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
5. Training and Communication
 - Certification training for 21 JOHSC members
 - First Aid recertification training for all custodians.
 - A half day of health and safety training was provided for ETFO teachers June 29, 2018.
 - New to administration received health and safety training
 - Presentations: Concussion awareness, Slip/trips/falls and safe driving, WHMIS, hot weather awareness.
 - Site based JOHSC conference on First Class – posting of site-based information for all committee members, principals, and staff
6. Audits and Assessments
 - Facilities Renewal (includes Health and Safety)
 - Ergonomic Assessments
 - Annual Asbestos report
 - Annual Risk Assessment Review (Bill 168)
7. Recognition
 - The National Day of Mourning was recognized in our schools and Education Centres. Activities included lowering the flag, distribution of a poster, and school based announcements were shared in recognition of injured and deceased workers