

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardel Avenue, Kitchener, Ontario, on **Monday, September 18, 2017, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Carrie Stevenson re Transportation – MacGregor/Albert Area
Sarah Whyte re Transportation – North Waterloo

Policy and Governance (30 minutes)

- 01** Review of Board Policy 4001 – Opening of New Schools and Additions (NM)
- 03** Review of Board Policy 6005 – Alternatives in Education (PR)
- 05** Review of Board Policy 6006 – Adult & Continuing Education (RD)
- 07** Review of Board Policy 6010 – Student Dress Code (PR)
- 09** Review of Board Policy 6012 – Prevention & Response to Student Concussion (BL)

Reports

- 15** Major Capital Projects Quarterly Update
- 17** Committee Assignments for Student Trustees
- 19** Motion from Trustee C. Watson re Letter to the Ministry of Education re Naloxone Kits

M. Gerard
Chairperson

Staff and Board Reports

Question Period (10 minutes)

Future Agenda Items (Notices of Motion to be referred to Agenda Development Committee)

Adjournment

Questions relating to this agenda should be directed to
Jayne Herring, Manager of Corporate Services
519-570-0003, ext. 4336, or Jayne.Herring@wrdsb.on.ca



OPENING OF NEW SCHOOLS AND ADDITIONS

Legal References:

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: *May 30, 2011, April 18, 2016*

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to hold an official opening for each new school or major addition constructed under its supervision and to make provisions for the neighbourhood community and the total community to be suitably involved in that program, recognizing that schools play an important role in the life of the community and that the total community is involved both directly and indirectly with school building projects.



OPENING OF NEW SCHOOLS AND ADDITIONS

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Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: *September 18, 2017*

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to hold an official opening for each new school or major addition constructed under its supervision.
- 1.2 *Opening events will include the local and regional community, recognizing the reciprocal relationship between schools and the communities they serve.*



ALTERNATIVES IN EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Regulation 308 - Supervised Alternative Learning for Excused Pupils Procedure 1620 – Alternative Suspension Program</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>April 14, 2014</i>
Reviewed:	<i>March 21, 2016</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to encourage and support the development and implementation of a wide range of programs and structures responsive to the needs of individuals within the Regional Municipality of Waterloo, consistent with financial resources available, recognizing that:
 - 1.1.1 the Board has demonstrated its awareness of the needs for alternatives to existing curricula, processes and organizational patterns;
 - 1.1.2 the Board acknowledges that the needs of some individuals may be best met if there are alternatives within the system;
 - 1.1.3 the Board, on many occasions, has anticipated local needs and responded to such needs on its own initiative;
 - 1.1.4 the Board has received the support of the public for many alternatives already in place;
 - 1.1.5 the Board has resources, both physical and human, which make it feasible to offer worthwhile alternative programs under its jurisdiction.



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ADULT AND CONTINUING EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Regulation 285 – Continuing Education</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>April 14, 2014</i>
Reviewed:	<i>March 21, 2016</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to provide adult and continuing education as alternative educational programs other than regular day school programs for people of all ages in order to respond to the educational needs of the citizens in its jurisdiction consistent with approved financial resources available, recognizing that:
 - 1.1.1 the Board acknowledges the concept of life-long learning and adult and continuing education as an important component and is committed to providing adult and continuing education programs relevant to students of all ages consistent with available financial and physical resources;
 - 1.1.2 the mandate of adult and continuing education is to provide alternative programs and processes through which people of all ages may improve their skills and enrich their knowledge in order that they may participate fully in modern society.



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STUDENT DRESS CODE

Legal References:	<i>Education Act</i>
Related References:	<i>Canadian Charter of Rights and Freedoms Ontario Human Rights Code Board Policy 1003 – School Councils</i>
Effective Date:	<i>June 25, 2001</i>
Revisions:	<i>March 2014, September 2002</i>
Reviewed:	<i>April 18, 2016</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to create an environment that is appropriate for student learning through the establishment of student dress expectations in each school.
- 1.2 It is the responsibility of the principal, in consultation with the School Council on an annual basis, to establish these expectations for student dress.



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PREVENTION AND RESPONSE TO STUDENT CONCUSSIONS

Legal References:	<i>Education Act, R.S.O. 1990, c. E.2.</i>
Related References:	<i>Ministry of Education, Policy/Program Memorandum 158, School Board Policies on Concussion OPHEA Safety Guidelines Parachute Canada Administrative Procedure 3850 – Staff Use of Head Protection in Sports Administrative Procedure 1240 – Student Use of Head Protection While Skating Administrative Procedure – Concussion Management (in development)</i>
Effective Date:	January 26, 2015
Revisions:	
Reviewed:	<i>March 21, 2016</i>

1. Preamble

- 1.1 The Waterloo Region District School Board recognizes the importance of the health, safety and well-being of its students as essential pre-conditions for effective learning. The Board understands that the all stakeholders, including trustees, administrators, educators, school staff, students, parents, school volunteers and community-based organizations have an important role to play in promoting student health and safety and in fostering and maintaining healthy and safe environments in which students can learn. To this end, the Board is committed to taking steps to reduce the risk associated with concussions.
- 1.2 In order to provide a comprehensive approach to prevent and respond to student concussions, the board has developed procedures to address concussion awareness, prevention, identification and management. Concussions can have a significant impact on students - cognitively, physically, emotionally, and socially. While all stakeholders have a responsibility to prevent and respond to student concussions, the board recognizes that a concussion must be clinically diagnosed by a doctor or a nurse practitioner.
- 1.3 The Board believes that the prevention and response to student concussions requires the cooperation of all partners in the school community including parents/guardians, students, volunteers, staff, and medical professionals.
- 1.4 As part of the response to student concussion, school administration and staff, with the support of parents/guardians, the student, and medical professionals will follow a Return to Learn/Return to Physical Activity Plan for students diagnosed with a concussion.

2. Definition of a Concussion:

The Ministry of Education Policy Procedure Memorandum 158, School Board Policies on Concussions defines a concussion as follows:

- 2.1 A concussion is a brain injury that causes changes in the way in which the brain functions which can lead to symptoms that can be physical (e.g. head-ache, dizziness), cognitive

(e.g. difficulty in concentrating or remembering), emotional/ behavioural (e.g. depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep).

- 2.2 A concussion may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull.
- 2.3 A concussion can occur even if there has been no loss of consciousness (in fact, most concussions occur without a loss of consciousness).
- 2.4 A concussion cannot normally be seen by means of medical imaging tests, such as x-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

3. Concussion Awareness, Prevention and Management, Identification and Response:

- 3.1 Awareness: The Board is committed to building awareness of head injuries, concussions and their impact with staff, students, volunteers, parents, and community partners. Knowledge about properly managing concussions or suspected concussions is essential in a student's recovery.
- 3.2 Prevention and Management: Concussions may occur anytime a student is involved in an activity whether at school or in the community. The Board takes a preventative approach to concussions using education as a tool to prevent and minimize the risk of concussion. As with all aspects of student safety, the Board promotes a culture of safety-mindedness first. Based on the OPHEA Concussion Safety Guidelines September 2014, three key aspects of concussion prevention and management include:
 - 3.2.1 Providing information/actions that prevent concussions from happening (e.g. rules and regulations, minimizing slips and falls by checking that classroom floor and activity environments provide for safe traction and are obstacle free, etc.),
 - 3.2.2 Appropriate management of a concussion when one has occurred (e.g. Effective identification of the problem, and Management of the Return to Learn/Return to Physical Activity plan, etc.) designed to prevent the worsening of a concussion,
 - 3.2.3 Preventing long term complications of a concussion (e.g. chronic traumatic encephalopathy) by advising the participant to permanently discontinue a physical activity/sport based on evidence-based guidelines.
- 3.3 Identification: The Board is committed to ensuring the proper identification of a concussion or suspected concussion. Whenever there is a blow to the head, face, or neck, or a blow to the body that transmits a force to the head, a concussion is to be suspected. When a concussion is suspected:
 - 3.3.1 The student will immediately be removed from all physical activities,
 - 3.3.2 The student's parents/guardians will be contacted,
 - 3.3.3 The Return to Learn/Return to Physical Activity Plan: "Suspected Concussion Checklist" will be completed and a copy given to the parents, and,
 - 3.3.4 The parents/guardians will provide the school principal with medical documentation as to whether there is or is not a diagnosed concussion.
- 3.4 Response: The Board believes that the successful treatment of a concussion is fundamental to optimizing the learning, well-being and achievement of the student. When a concussion is diagnosed the student will follow a medically supervised, individualized and gradual Return to Learn/Return to Physical Activity Plan.

4. Responsibilities:

- 4.1 The responsibility for administration of this policy lies with Senior Administration and the school. The school principal or designate is required to follow this policy and will lead the coordination and management of the Return to Learn/Return to Physical Activity Plan with the support of staff, parents/guardians, the student, and associated medical professionals.
- 4.2 School staff, coaches, and volunteers are required to follow this policy and fulfill the direction of the Return to Learn/Return to Physical Activity Plan.
- 4.3 Parents/guardians and students are responsible for developing their awareness about concussion prevention, identification and management and fulfilling their role as part of the collaborative team who implement the Return to Learn/Return to Physical Activity Plan where a student is diagnosed with a concussion.
- 4.4 Information on concussion awareness, prevention and management, identification and response is accessible to all stakeholders at www.ontario.ca/concussions



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- 4.2 School staff, coaches, and volunteers are required to **complete Board training and** follow this policy and fulfill the direction of the Return to Learn/Return to Physical Activity Plan.
- 4.3 Parents/guardians and students are responsible for developing their awareness about concussion prevention, identification and management. **Parents/guardians and students are responsible for communicating concussion history and symptoms, following medical advice and the steps in the procedure, including** fulfilling their role as part of the collaborative team who implement the Return to Learn/Return to Physical Activity Plan where a student is diagnosed with a concussion.
- 4.4 Medical professionals (Physician or Nurse Practitioner) are responsible for diagnosing concussions and advising any return to physical activity.**
- 4.5 Information on concussion awareness, prevention and management, identification and response is accessible to all stakeholders at www.ontario.ca/concussions



Report to Committee of the Whole

Sep 18, 2017

Subject: Major Capital Projects – Quarterly Update Report

Recommendation

This report is provided for the information of the Board.

Status

Current capital projects with budgets greater than \$2.5M are outlined in Appendix A and are presented with dashboard symbols to indicate the status of the project relative to the schedule, budget and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding as planned through the design and construction stages with the following updates.

Groh Public School and Chicopee Public School opened as planned on September 5th, 2017.

This has now been updated in Appendix A.

Background

The major capital projects listed on Appendix A have been funded by the Ministry of Education and approved by the Board of Trustees (Board).

Financial implications

The updated projects are listed on Appendix A.

Communications

Facility Services staff have consulted with the Ministry of Education, administration, contractors, architects, Financial Services, municipalities, various internal committees and the Board in regard to the stages of approval, design, construction and budget approvals.




Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services
& Treasurer of the Board
Ian Gaudet, Controller, Facility Service
Ron Dallan, Manager of Capital Projects
in consultation with Coordinating Council

Major Capital Projects
Quarterly Update Report
1-Sep-2017

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
Chicopee Hills P.S. (new)	Complete		New School	19-Sep-11	07-Jul-11	Yes	No	BJC Architects Inc.	Yes	Yes	Yes	\$12,951,869	September 2017
Groh P.S. (new)	Complete		New School	18-Mar-13	24-Jan-13	Yes	No	CS&P Architects Inc.	Yes	Yes	Yes	\$12,859,506	September 2017
P.S. in South West Kitchener (Rosenberg III) (new)	Construction		New School	11-May-15	30-Oct-15	Yes	No	WalterFedy	Yes	Yes	Yes	\$15,543,455	September 2018
P.S. in South East Cambridge (Greengate) (new)	Pre-Design		New School	09-May-16	21-Nov-16	No	No	TBA	No	No	No	\$13,503,269	TBA
Grand River C.I. (addition)	Design		Addition	09-May-16	21-Nov-16	NA	No	Kingsland + Architects Inc.	No	No	No	\$5,785,554	September 2019
Ryerson P.S. (addition)	Design		Addition	09-May-16	21-Nov-16	NA	No	WalterFedy	No	No	No	\$4,406,749	September 2019
Cedar Creek P.S. (addition)	Design		Addition	09-May-16	21-Nov-16	NA	No	BJC Architects Inc.	No	No	No	\$7,983,558	September 2019
Queensmount P.S (renovation)	Construction		Renovation	09-May-16	NA	NA	No	CS&P Architects Inc.	Yes	Yes	Yes	\$3,561,000	January 2018

Major Capital Projects are those greater than \$2.5M total project cost

Dashboard Definitions

On schedule, on budget, within scope	
Schedule, budget or scope concerns	
Schedule delays, budget creep, or quality concerns	

WATERLOO REGION DISTRICT SCHOOL BOARD
2017 - BOARD COMMITTEE MEMBERSHIP

SPECIAL EDUCATION ADVISORY COMMITTEE

*Appointed for four years
two trustees, two alternates
(generally meets second
Wednesday of each month)*

J. Hendry
C. Watson
T. Martin (Alternate)
M. Ramsay (Alternate)

STUDENT PROGRAM REVIEW COMMITTEE

*At least four trustees – appointed
annually (meets as required)*
*Supervised Alternative Learning

C. Harrington
T. Martin (both)
C. Millar
K. Smith
N. Waddell (both)
C. Watson
K. Woodcock*

DISCIPLINE COMMITTEE
*Board Chairperson or Designate,
and Six Trustees – appointed
annually*

(meets as required)

C. Harrington (T)
T. Martin (M)
C. Millar (M&T)
M. Ramsay (M&T)
K. Smith (M&T)
C. Watson (M)
K. Woodcock (M&T)

BOARD AUDIT COMMITTEE

*Appointed for four years – three
trustees (generally meets three or so
times per year)*

K. Smith (Chair)
C. Harrington
K. Woodcock
S. McMillan (Ex Officio)

PARENT INVOLVEMENT COMMITTEE

*One trustee - appointed annually
(meets as required)*

K. Smith
C. Watson (Alternate)

AGENDA DEVELOPMENT COMMITTEE

*Board Chair, Vice-Chair, Past
Chair, (meets first Monday of the
month)*

And other trustees as listed

S. McMillan (Chair)
T. Martin (Vice-Chair)
K. Woodcock (Past Chair)
C. Watson (January to May)
N. Waddell (June to December)
PLUS: One trustee rotating
alphabetically

STUDENT TRUSTEE & STUDENT SENATE MENTOR

*One trustee appointed annually
(meets as required)*

C. Millar

EQUITY AND INCLUSION ADVISORY GROUP

*Two trustees - appointed annually
(meets as required)*

C. Millar
K. Smith (Alternate)

SCHOOL YEAR CALENDAR COMMITTEE

*One trustee - appointed
annually (meets as required)*

K. Woodcock

ACCESSIBILITY COMMITTEE

*Two trustees - appointed annually
(meets as required)*

J. Hendry
K. Smith

AD HOC NUTRITION COMMITTEE

Two trustees - (meets as required)

C. Millar
K. Smith

FISCAL TASK FORCE

Two Trustees - (meets monthly)

N. Waddell
K. Smith

**AD HOC POLICY REVIEW
COMMITTEE**

*Up to four trustees
(meets as required)*

C. Millar (Chair)
M. Ramsay
N. Waddell

APPOINTMENTS:

**HURON NATURAL AREA ADVISORY
COMMITTEE**

*Previously was Vice-Chairperson
(meets as required)*

T. Martin

**WATERLOO EDUCATION
FOUNDATION INC.**

*Two trustees - appointed for four
years (meets as required)*

S. McMillan
T. Martin

**EARLY YEARS
ADVISORY GROUP**

*One trustee –
(meets as required)*

N. Waddell



Report to Committee of the Whole

September 18, 2017

Subject: Motion from Trustee C. Watson re Naloxone Kits

Recommendation

That the Waterloo Region District School Board of Trustees send a letter to the Minister of Education and the Minister of Health, requesting a provincial school protocol that would provide schools with Naloxone, the Fentanyl antidote, for all schools within the province.

Status

This report contains a Notice of Motion served by Trustee C. Watson at the June 26, 2017, Board Meeting and supported by Trustees C. Harrington and T. Martin.

Background

Trustee C. Watson served a Notice of Motion regarding sending a letter to the Minister of Education and the Minister of Health requesting a provincial protocol that would provide Naloxone kits for all schools within the province.

Financial implications

The financial implications of this motion for the WRDSB are unknown at this time.

Communications

None identified at this time.

Prepared by: Jayne Herring, Manager of Corporate Services on behalf of Trustee C. Watson and in consultation with Coordinating Council (Board).