

OCTOBER 26, 2015

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE OF MEETING

The regular monthly **Board Meeting** of the Waterloo Region District School Board will be held in the Board Room, Floor 1, Building 2, Education Centre, 51 Ardel Avenue, Kitchener, on **Monday, October 26, 2015, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Invocation (To be recited by trustees)

"In preparation for this evening's meeting, let us pause for thirty seconds of silent reflection – to commit our hearts and our heads, and help one another to make the careful and thoughtful decisions that will further the education of all our students."

Approval of Agenda

Consent Agenda**

Receipt/Approval of Minutes:

- 1** Receive Minutes – Board Meeting of September 28, 2015
- 5** Approve Minutes – Committee of the Whole Meeting of October 19, 2015
- 10** Approve Minutes – Special Education Advisory Committee Meeting of September 9, 2015

Receipt/Approval of Monthly Reports:

- 14** Suspension Expulsion Report to September 30, 2015 P. Rubenschuh
- 16** Staffing Information – Retirements and Resignations M. Weinert
- 18** Staffing Recommendations – Appointments M. Weinert

Declarations of Pecuniary Interest

Announcements/Celebrating Board Activities

Delegations

Reports

- 20** Procurement Presentation (Verbal) S. Case

Reports from Board Members

- Student Senate Terms of Reference Presentation R. Barnes/A. Takhar

**All matters listed under the Consent Agenda are considered not to require debate by the Board of Trustees and should be approved in one motion in accordance with the recommendation contained in each report.

Board Communications

Question Period (10 minutes)

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

Adjournment

**SEPTEMBER 28, 2015
BOARD MEETING**

The Waterloo Region District School Board held a Board Meeting this evening at 7:00 p.m. in the Education Centre Board Room, with the following members in attendance: K. Woodcock (Chairperson), C. Harrington, J. Hendry, T. Martin, S. McMillan, M. Ramsay, K. Smith, N. Waddell and C. Watson.

Trustees C. Millar and A. Mitchell were unable to attend this evening's meeting.

Student Trustees R. Barnes and A. Takhar were in attendance.

The following senior administration members were in attendance: J. Bryant (Director of Education and Secretary), M. Deacon, M. Gerard, L. Hodgins, S. Lomax, A. Mercier, S. Miller, L. Read, E. Ranney, P. Rubenschuh, M. Schinkel, G. Shantz and M. Weinert.

Other staff in attendance: J. Herring and L. Meikle.

CALL TO ORDER

Chairperson K. Woodcock called the meeting to order at 7:05 p.m.

APPROVAL OF AGENDA

1. Moved by J. Hendry, seconded by T. Martin:

That the agenda of the September 28, 2015, Board Meeting be approved.

-Carried Unanimously-

CONSENT AGENDA

2. Moved by C. Harrington, seconded by K. Smith:

That the consent agenda of the Board Meeting of September 28, 2015, and the actions contained therein, be approved.

-Carried Unanimously-

MOTIONS FROM IN CAMERA MEETING

Note: The following motions were approved in the In Camera session held earlier this evening.

3. Moved by N. Waddell, seconded by J. Hendry:

That the consent agenda of the September 28, 2015, In Camera Board Meeting and the actions contained therein, be approved.

-Carried Unanimously-

SALE OF PROPERTY – FORMER DICKSON PUBLIC SCHOOL

4. Moved by C. Harrington, seconded by J. Hendry:

That the Waterloo Region District School Board accept the Offer from Summerco Properties Inc., dated September 24, 2015, for the sale of the former Dickson Public School, 65 St. Andrew’s Street, Cambridge, and authorize staff to proceed with completion of the sale as outlined in the report to Board dated September 28, 2015.

-Carried Unanimously-

RISE AND REPORT

5. Moved by C. Harrington, seconded by S. McMillan:

That we rise and report in public session.

-Carried-

Note: This concludes the reporting of In Camera motions.

DECLARATIONS OF PECUNIARY INTEREST

Trustee C. Watson announced that she had declared a conflict of interest in the previous In Camera Session due to the fact that she has a family member who is an employee of the Board.

ANNOUNCEMENTS

Chairperson K. Woodcock announced that she had received regrets for this evening’s meeting from Trustees C. Millar and A. Mitchell.

Chairperson K. Woodcock noted that Trustees were provided with copies of the Terms of Reference for the Strategic Planning Working Group. Trustees who are interested in serving on this working group were asked to contact the Manager of Corporate Services by October 2, 2015.

DELEGATIONS

There were no delegations this evening.

REPORTS

UPDATE ON THE SAFETY OF HURON ROAD AND FEATHERSTONE CROSSING

Superintendent M. Gerard provided trustees with an update on the safety of students who walk to Jean Steckle Public School as a result of a delegation concern presented at the Special Committee of the Whole Meeting of August 24, 2015.

Superintendent Gerard stated that at the request of trustees staff have re-evaluated the situation and have not found any additional safety concerns beyond the addition of a crossing guard as previously mentioned.

In response to a question, M. Gerard noted that a copy of the report and attachment would be provided to the delegation.

3. Moved by C. Harrington, seconded by T. Martin:

That the Waterloo Region District School Board receive as information the report entitled “Update on Safety of Huron Road and Featherstone Crossing,” as presented at the Board Meeting of September 28, 2015.

-Carried-

REPORTS FROM BOARD MEMBERS

Trustee K. Smith provided trustees with a brief update regarding information from the OPSBA Board of Director’s Meeting.

OTHER BUSINESS

There were no items this evening.

QUESTION PERIOD

Trustee J. Hendry mentioned that he felt that a response should be sent from the Chairperson to a delegation, which would communicate next steps, or would provide a recap for delegations. Chairperson K. Woodcock responded that this item could be added to the agenda of the Agenda Development Committee meeting for further discussion.

Trustee K. Smith provided information to trustees on Deputy Ombudsman Barbara Finlay who has been appointed as the Interim Ombudsman. Ms. Finlay presented to OPSBA on the roles and duties of the Ombudsman as it relates to schools. K. Smith also noted that a survey had been sent to all Directors of Education and questioned if Director Bryant had responded to the survey on behalf of the WRDSB. Director J. Bryant responded that he did not recall the survey, but would follow-up on this issue.

Trustee K. Smith questioned if it was possible for trustees to be invited to go into schools during Municipal Week. She further noted that in the past City Officials had been invited, but that trustees were not and that she thought trustees would welcome an invitation from Principals.

FUTURE AGENDA ITEMS (to be referred to Agenda Development Committee)

There were no future agenda items.

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

OCTOBER 19, 2015
COMMITTEE OF THE WHOLE MEETING

The Waterloo Region District School Board held a Committee of the Whole Meeting this evening at 7:00 p.m. in the Education Centre Board Room, with the following members in attendance: K. Woodcock (Chairperson), C. Harrington, T. Martin, S. McMillan, K. Smith, N. Waddell and C. Watson.

Trustees J. Hendry, C. Millar, A. Mitchell and M. Ramsay were unable to attend this evening's meeting.

Student Trustees R. Barnes and A. Takhar were in attendance.

The following senior administration members were in attendance: J. Bryant (Director of Education and Secretary), M. Deacon, M. Gerard, L. Hodgins, S. Lomax, A. Mercier, S. Miller, E. Ranney, L. Read, P. Rubenschuh, G. Shantz and M. Weinert.

Other staff in attendance: J. Herring.

CALL TO ORDER

Chairperson K. Woodcock called the meeting to order at 7:00 p.m.

APPROVAL OF AGENDA

1. Moved by C. Harrington, seconded by S. McMillan:

That the agenda of the October 19, 2015, Committee of the Whole Meeting be approved.

-Carried-

DECLARATIONS OF PECUNIARY INTEREST

Trustee C. Watson stated that she had declared a conflict of interest in the previous In Camera session as she has a family member who is an employee of the Board.

CELEBRATING BOARD ACTIVITIES

Trustee K. Smith attended the Commencement Ceremony for Cameron Heights Collegiate Institute held at Bingemans on October 9, 2015.

Trustee T. Martin attended the Commencement Ceremony at Preston High School on October 8, 2015.

ANNOUNCEMENTS

Chairperson K. Woodcock announced that she had received regrets for this evening's meeting from Trustees J. Hendry, C. Millar and M. Ramsay.

DELEGATIONS

The delegation that was scheduled to appear has withdrawn their request to appear as a delegation this evening.

POLICY AND GOVERNANCE**REVIEW OF BOARD POLICY G300 – POLICY DEVELOPMENT AND REVIEW**

2. Moved by T. Martin, seconded by K. Smith:

That the Waterloo Region District School Board approve revisions to Board Policy G300 – Policy Development and Review, as presented at the October 19, 2015, Committee of the Whole Meeting.

-Carried-

REVIEW OF BOARD POLICY G400 – BOARD OF TRUSTEES PLANNING CYCLE AND EVALUATIONS

3. Moved by K. Smith, seconded by C. Harrington:

That the Waterloo Region District School Board approve revisions to Board Policy G400 – Board of Trustees Planning Cycle and Evaluations, as presented at the October 19, 2015, Committee of the Whole Meeting.

-Carried-

REVIEW OF BOARD POLICY 1001 – Health Support Services

4. Moved by K. Smith, seconded by T. Martin:

That the Waterloo Region District School Board approve Board Policy 1001 – Health Support Services, as presented at the October 19, 2015, Committee of the Whole Meeting.

-Carried-

REVIEW OF BOARD POLICY 1005 – SAFE ARRIVAL

Trustees suggested this policy include a reference to the Safe Arrival Program Procedure AP1520.

5. Moved by C. Watson, seconded by K. Smith:

That the Waterloo Region District School Board approve revisions to Board Policy 1005 – Safe Arrival, as presented at the October 19, 2015, Committee of the Whole Meeting.

OCTOBER 19, 2015
COMMITTEE OF THE WHOLE MEETING

-Carried-

REPORTS

2014-2015 ANNUAL SCHOOL COUNCILS' REPORT

Superintendent of Communication and Engagement M. Deacon provided trustees with a copy of the Annual School Councils' Report.

6. Moved by K. Smith, seconded by S. McMillan:

That the Waterloo Region District School Board receive as information the report entitled "2014-2015 Annual School Councils' Report" as presented at the October 19, 2015, Committee of the Whole Meeting.

-Carried-

**2015-2016 IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEES-
MEMBERSHIP**

Superintendent S. Miller provided trustees with a copy of the report for approval and responded to questions of clarification around the IPRC Committee membership.

7. Moved by C. Harrington, seconded by K. Smith:

That the Waterloo Region District School Board approve the staff that have been submitted as members of their respective Identification, Placement and Review Committees for the 2015-2016 school year as per Appendix A; and

That the jurisdiction of each of these committees as outlined below is approved:

- (a) **School Committees: A school IPRC is held when a program modification to accommodate an exceptional student with Special Education needs can be accomplished within the home school environment.**
- (b) **Area Committees: An area IPRC is held when program modifications to accommodate an exceptional student with Special Education needs is necessary for them to access a designated program within the present administrative area or if a change in schools is required for the student to access the designated program.**
- (c) **District Committees: A district IPRC is held when program modifications to accommodate an exceptional student with Special Education needs requires placement in cross-district Special Education Programs. This occurs when school and area resources have been exhausted or when specialized equipment that is not available in a school setting is being considered.**

-Carried-

ONTARIO SECONDARY SCHOOL LITERACY TEST – MARCH 2015

Superintendent of Student Achievement and Well-Being A. Mercier spoke to the EQAO Ontario Secondary School Literacy Test Results Report (OSSLT) provided to trustees for information.

A lengthy discussion followed on supports provided to students who were struggling to pass the test and to schools whose results were not at the desired level for the Board.

Director J. Bryant offered that staff could provide a report on the strategies in place to assist schools and students and will request that Agenda Development Committee schedule the report.

Student Trustee R. Barnes inquired about the total number of Grade 10 students this year versus last year. Superintendent A. Mercier will provide those numbers to Student Trustee Barnes.

8. Moved by S. McMillan, seconded by K. Smith:

That the Waterloo Region District School Board receive as information the report entitled “Ontario Secondary School Literacy Test – March 2015”, as presented at the Committee of the Whole Meeting of October 19, 2015.

-Carried Unanimously-

STAFF RESPONSE TO SUSPENSION/EXPULSION QUESTION

Superintendent P. Rubenschuh responded to a question from the June 24, 2015, Board Meeting at which Trustee C. Harrington stated that he had noticed a decrease in the number of suspensions and expulsions over the last few years, but there also seemed to be an increase in violent incident reports and Trustee C. Harrington had asked staff to provide additional information.

P. Rubenschuh provided a detailed response and noted that several factors were responsible for this increase including increased training for staff around completion of the violent incident forms and a change in criteria as some additional types of incidents are now considered to be violent incidents.

After a brief discussion, it was noted that the decrease in suspensions in WRDSB schools is a ‘good news item’ and should be publicized. Director J. Bryant agreed to follow-up on this with staff.

STAFF AND BOARD REPORTS

Trustee K. Smith noted that the Parent Involvement Committee is hosting Town Hall Meetings with the Director of Education which will be focused around parent engagement. Scheduled dates include November 12th at Eastwood Collegiate; November 19th at Bluevale Collegiate and November 26th at Galt Collegiate. Parents and Principals will be asked to come together in groups and will be focused into elementary and secondary panels. Attendees will receive an updated electronic version of the School Council Handbook.

OCTOBER 19, 2015
COMMITTEE OF THE WHOLE MEETING

Trustee K. Smith thanked the PIC Co-Chairs and committee on their hard work in completing the handbook.

Trustee T. Martin exited the meeting at 7:55 p.m.

QUESTION PERIOD

Superintendent P. Rubenschuh provided a brief explanation around ‘collaborative spaces’ from the September 28, 2015, Board Meeting.

Superintendent M. Deacon provided a response to a question around Facebook in schools and noted that discussion around this issue is on-going.

FUTURE AGENDA ITEMS

There were no future agenda items at this time.

ADJOURNMENT

9. Moved by C. Harrington, seconded by C. Watson:

That the Committee of the Whole Meeting of October 19, 2015, be adjourned.

-Carried-

The meeting adjourned at 8:04 p.m.

A meeting of the **Special Education Advisory Committee** was held on Wednesday, June 9, 2015 at 7:00 p.m. in the Cambridge Room, Education Centre, with the following members in attendance:

- Trustee Members: Cindy Watson
- Association Members: Tina Blanchette, Mary Cunningham, Graham Dunn, Janine Oosterveld, Kris Pryke, Angela Sider, Katherine Waybrant
- Association Alternates: Kristina Campbell, Jennifer Checkley, Marianne Domm, Molly Fortier, Andrea Ideka
- Non-Association Members: Colleen Borman, Amy Tupling

Board Staff in attendance: Cindy Benedetti, Scott R. Miller, Pat Pietrek, Lila Read, Karin Sonnenberg

Regrets: John Hendry, Frank Johnson, Liz Nickason

Guests: Sherry Ramage

CALL TO ORDER

SEAC Chair K. Pryke called the meeting to order at 7:00 p.m.

APPROVAL OF AGENDA

1. Moved by J. Oosterveld, seconded by M. Cunningham:

That the agenda of the September 9, 2015, Special Education Advisory Committee meeting, be approved.

- Carried -

APPROVAL OF MINUTES

2. Moved by G. Dunn seconded by K. Waybrant:

That the minutes of the June 10,,2015, Special Education Advisory Committee meeting, be approved.

- Carried -

SPECIAL EDUCATION UPDATE

Welcome - S. Miller, Superintendent, Student Achievement & Well-Being, welcomed back SEAC Members and introduced C. Benedetti, System Administrator, Learning Services - Special Education, Lila Read, Sr. Superintendent, Student Achievement & Well-Being and Sherry Ramage, a guest and potential SEAC member representing Carizon. K. Rempel left his position at Carizon and will no longer be a member of SEAC.

Special Needs Strategy Update - Pat Pietrek, Chief Speech & Language Pathologist, provided a power point on Ontario Special Needs Strategy (*see attachment Special Needs Strategy.pptx*)

September 9, 2015

SPECIAL EDUCATION ADVISORY COMMITTEE

Questions and comments were fielded by P. Pietrek. A. Sider offered to do a presentation on her association “Parents of Children with Mental Health” to provide further clarification to members and provide them with the mental health perspective.

This link waterlooregionspecialneedsstrategy.weebly.com will provide you with communication updates - once you’re in the website, look under “updates and publications”, then under “regional”. The six updates from the Integrated rehab working group are all there.

WRDSB Board Improvement Plan for Student Achievement (BIPSA)

S Miller showed the video that was presented to System Leaders at the beginning of the school year. This can also be found on the Board Website. He also provided a brief overview of the BIPSA. Positive comments were made about the video.

Updates to the Board website were also presented.

Budget Priorities - S. Miller provided a handout that consolidated the comments from SEAC members made at the June meeting regarding budget priorities. Members split into groups to discuss the points and list how they would like to see these priorities accomplished. S. Miller collected the comments.

Stop, Start, Continue - Review - K. Pryke commented that the exercise was overall positive.

SEAC Training Session: October 7. One of the top ideas of the Stop, Start, Continue exercise was a need to have an orientation session for new SEAC members. A suggestion was made to have this before the October meeting. We will go ahead and plan it. Send any topics to discuss to Kris. Start time 5 pm. Dinner will be provided. An email will be sent to all members to RSVP.

BUSINESS ARISING FROM THE MINUTES

Update on Fail to Fills - K. Waybrant informed members that a sub-committee met in July. S. Miller, J. Oosterveld, M. Domm and K. Waybrant met to discuss the fail to fill problem with EA’s. S. Miller informed members that small teams are being formulated to interview groups of 10 potential EA’s. Also, an efficient orientation method is being designed- working with HR and Carrie Parking - so that it can be done much faster and get the EA’s on the supply list. Looking at people that are willing to work in all classrooms. Catholic Board comparisons made- if EA’s work for both boards. WRDSB has raised hours of work up to 30 hours a week, some can work up to 35 hours. Communication between admin and teachers need to improve- admin should be going to teachers and advising if EA isn’t coming in.

K. Pryke suggested that since D. Clelland is unable to come to 3 SEAC meetings during the year due to being a rep on MACSE, could we consider moving the meetings to a different Wed during these months(Oct, Mar and June). No SEAC member disagreed to this. This does not set any precedence- only for this year. An option is to find Dawn an alternate. She does represent Spec Ed on a provincial level at MACSE. Membership voted- majority. Meetings will be held Oct 7, March 2 and June 15.

ROUND TABLE ASSOCIATION REPORTS

Time sensitive announcements were made. These still need to be sent to Karin and she will forward them to all SEAC members by the following week.

Tourette Canada (T. Blanchette)

Tourette Canada, formerly known as Tourette Syndrome Foundation of Canada, has undergone a re-branding transition (new bilingual name and logo). After almost a year's worth of discussion and consultation it's been decided that the kite best represents who we are and where we want to go as an organization. Originally there was the 'green leaf of hope', and then the familiar 'rising sun logo'. After almost 40 years it's believed the organization offers so much more than hope, that our community has grown far beyond a "peek over the horizon" – that we're ready to fly. As such, the new Kite logo represents that each kite's journey is unique, individual and apparently random, much like those who live with TS. Buffeted by the wind, it can sometimes be a challenge to stay aloft. With the help of its string the kite can be guided and encouraged; its path can be smoothed and it can fly higher, further, stronger and longer. With appropriate support the kite's flight is balanced, fulfilling and beautiful – just as we wish every person's life to be.



Please share with your networks that Tourette Canada is hosting its annual National Conference this year in Niagara Falls, Ontario, Oct. 15 -17th and features specific sessions for parents, adults, youth, children and an Educator's day. Information and registration about the conference can be found at www.tourette.ca

TRUSTEE REPORT

No Report.

CHAIR REPORT

K Pryke received more correspondence from other SEACs. Kris has electronic copies of the letters and will send them to members, if interested. Two of the letters were in regards to Bill 174 (Hiring Practices), a third letter was in response to FASD Funding and there was also a letter that referred to EQAO Testing not aligning with the Ministry of Education's Learning For All Document and the basis principles that are presented.

A discussion regarding the Ministry report "Community Hubs in Ontario" will occur at October's meeting. (see attachment)

MinistryofEducationResponsetotheReleaseofCommunityHubsinOnt.pdf and community-hubs-a-strategic-framework-and-action)

DATE OF NEXT MEETING

The next SEAC meeting date is Wednesday, October 7, 2015, 7:00 p.m., in the Cambridge Room, Education Centre.

ADJOURNMENT

3. Moved by J. Oosterveld , seconded by J Checkly :

That the Special Education Advisory Committee meeting be adjourned.

- Carried -

The meeting adjourned at 9:00 p.m.

**Report to Board
October 26, 2015**



**Waterloo Region
District School Board**

Inspired Learners – Tomorrow's Leaders

SUBJECT: Student Suspension/Expulsion Report - September 30, 2015

ORIGINATOR: This report was prepared by Peter Rubenschuh, Superintendent, Student Achievement & Well-Being.

PURPOSE/STRATEGIC PLAN:

To provide the Waterloo Region District School Board with information regarding monthly and year-to-date suspension/expulsion data.

This report supports pursuing student achievement and success for all students. The WRDSB continues to support students in alternative programs that support their success. Suspension and expulsion data is helpful in supporting schools as inclusive and caring communities.

BACKGROUND:

As requested by the Board, suspension/expulsion data will be presented at the Board meeting each month.

STATUS:

Comparing Year to Date from September 2014-2015 and September 2015-2016, Elementary suspensions have increased by 10 and Secondary suspensions have decreased by 16.

Comparing Year to Date from September 2014-2015 and September 2015-2016, School expulsions have remained the same and Board expulsions have remained the same.

The most recent month's suspension and expulsion data is included in the chart below. This data is accurate up to, and including, the date of collection.

A. Suspensions

	Sept 2015	YTD	Sept 2014	YTD
Total Elementary School Suspensions	39	39	29	29
Total Secondary School Suspensions	117	117	133	133

B. Expulsions

	Sept 2015	YTD	Sept 2014	YTD
Total School Expulsions	0	0	0	0
Total Board Expulsions	0	0	0	0

C. Violent Incidents

The term *violent incident* is defined as the occurrence of any one of the following or the occurrence of a combination of any of the following: possessing a weapon, including possessing a firearm, physical assault causing bodily harm requiring medical attention, sexual assault, robbery, using a weapon to cause or to threaten bodily harm to another person, extortion, hate and/or bias-motivated occurrences.

	Sept 2015	YTD	Sept 2014	YTD
Total (Elementary/Secondary)	3	3	0	0

COMMUNICATIONS:

Upon request, suspension/expulsion data is communicated to the Ministry of Education for statistical purposes.

FINANCIAL IMPLICATIONS:

No financial implications.

RECOMMENDATION:

No recommendation. For information only.

 **Director of Education**

**Report to Board
October 26, 2015**



**Waterloo Region
District School Board**

Inspired Learners – Tomorrow's Leaders

SUBJECT: Staffing Information – Retirements & Resignations

ORIGINATOR: This report was prepared by Michael Weinert, Superintendent, Human Resource Services, in consultation with Coordinating Council.

PURPOSE/STRATEGIC PLAN:

This report presents, as information, the names of those staff members who are retiring or resigning from the Waterloo Region District School Board.

This report relates to the Waterloo Region District School Board's strategic directions, particularly in the areas of promoting forward thinking, engaging staff and fostering wellness and well-being.

BACKGROUND:

The Board's practice has been to receive information regarding staff retirements and resignations at regular monthly Board meetings.

STATUS:

The employees listed in this Report have received acknowledgment of their retirement or resignation.

Retirements: Elementary Teaching Staff

Nil Report

Retirements: Secondary Teaching Staff

Nil Report

Retirements - Administrative and Support Staff

Name	Position / Location	Effective Date	Years of Service
Timothy Leis	Tradesperson, Facility Services, Education Centre	March 31, 2016	34
Pat Pietrek	Chief Speech Language Pathologist, Special Education – Learning Services, Education Centre	January 1, 2016	12

Resignations – Teaching, Administrative and Support Staff

Name	Position/Location	Effective Date
Humberta Da Silva Medeiros	Custodian, Jacob Hespeler Secondary School	October 30, 2015

COMMUNICATIONS:

Employees listed in this report have communicated through Human Resource Services.

FINANCIAL IMPLICATIONS:

Expenses are within the existing approved budget.

RECOMMENDATION:

No recommendation. For information only.

 **Director of Education**

**Report to Board
October 26, 2015**



**Waterloo Region
District School Board**

Inspired Learners – Tomorrow's Leaders

SUBJECT: Staffing Recommendations - Appointments

ORIGINATOR: This report was prepared by Michael Weinert, Superintendent, Human Resource Services; in consultation with Coordinating Council.

PURPOSE/STRATEGIC PLAN:

The purpose of this report is to present staff appointments to trustees for consideration and approval.

This report relates to the Waterloo Region District School Board's strategic directions, particularly in the areas of promoting forward thinking, engaging staff and fostering wellness and well-being.

BACKGROUND:

The Board's practice has been to have appointments presented for consideration and approval at regular monthly Board meetings.

STATUS:

The following staff appointments are effective the dates indicated:

Teaching Staff – Elementary:

<u>Name</u>	<u>Location</u>	<u>Date</u>
Kaitlyn Bunghardt	King Edward Public School	October 19, 2015
Christien Ellis	Cedar Creek Public School	October 5, 2015
Kora Rempel	Cedarbrae Public School	October 5, 2015
Jason Walker	Abraham Erb Public School	October 19, 2015

**Teaching Staff – Secondary:
Nil Report**

Administrative and Support Staff:

<u>Name</u>	<u>Position & Location</u>	<u>Effective Start Date</u>
Marilyn Boutilier	Custodian, Laurentian Public School	August 17, 2015
Justin Hannon	Custodian, MacGregor Public School	September 28, 2015
Susete Melo	Custodian, Wilson Avenue Public School	October 19, 2015
Patrick Slade	Custodian, Southwood Secondary School	August 17, 2015
Drazenka Uzelac	Custodian, Stanley Park Secondary School	October 1, 2015
Jolanta Zablocki	Custodian, Elizabeth Ziegler Public School	August 17, 2015

COMMUNICATIONS:

The employees listed in this report have/will be advised of the appointments.

FINANCIAL IMPLICATIONS:

Expenses are within the existing approved budget.

RECOMMENDATION:

It is recommended:

That the Waterloo Region District School Board approve the appointments to staff as outlined in the report titled “Staffing Recommendations – Appointments”, dated October 26, 2015.

 **Director of Education**



Waterloo Region District School Board

WATERLOO REGION DISTRICT SCHOOL BOARD PROCUREMENT WORKSHOP

Welcome Board of Trustees

October 26, 2015

Matthew Gerard
Superintendent, Business Services and Treasurer

Karen Newland
Controller, Financial Services
Stephen Case
Manager of Procurement and Risk Services



Agenda

1. Procurement Services
2. Judicial and Legislative Obligations
3. Procurement at the Waterloo Region District School Board
4. The Future of Public Procurement



Procurement Services

Procurement versus Purchasing

PROCUREMENT

"Procurement" best describes the activities and processes one considers if and/or when acquiring goods and services. Who, when, where, why, what we buy are all inter-woven into the decision-making process as well as, are often seen as directly linked to the identity of the organization (plan and/or strategy)."

PURCHASING

"Whereas, "Purchasing" is the process of; ordering, receiving and paying for goods and services, and therefore, refers to one of the actions of Procurement."

Reference: Purchasinginsight.com



Procurement Services

Our Responsibility

On behalf of the Board, Procurement Services is responsible for the overall competitive procurement process for acquiring assets of any kind, whether product, service or construction. Procurement Services utilizes Request for Quotations, Request for Proposals and Request for Tender through invitational and open forums to maximize fairness, impartiality, transparency and suitability to corporate procurement practices.

Our Goal

Our primary goal is to ensure that products and services are timely acquired at the correct quantity, quality, and price and service manner. All acquisitions must adhere to Board policies and procedures and within the requirements of the "Broader Public Sector Procurement Directive" as well as other legislated health, environmental and safety considerations.



Procurement at WRDSB

Procurement Statistics

2014/15 Spend: Approximately (29% of the Board Budget) \$129.7M in Procurement Spend of which 29% is under Collaborative Spend or \$37.6M.

2014/15 Capital Construction: Approximately \$31M.

2014/15 Tender Calls: 166

Commodity Spend under Collaborative Agreements: 22

Commodities under Contract: Student Busing, Utilities, some IT Software and Hardware, General Comprehensive Liability Insurance, Photocopiers, Stationery, Charter School Busing, Cell Phone Services, Waste Management, etc.

Online Ordering: 20+

Staffing: 3 Procurement Clerks, 1 Procurement Specialist, 2 Senior Procurement Specialists, 1 Manager



Judicial and Legislative Obligations

"Common Law"

- developed through decisions of courts and similar tribunals that decide individual cases.

"Statutory Law"

- enacted through legislation such as; Provincial Acts and Regulations

"Regulatory Law"

- issued by an executive branch of the Government



Judicial and Legislative Obligations Trade Agreements and Thresholds

TRADE AGREEMENT (Competitive Bidding Process)	Municipalities, Academic, School Boards, Hospitals (MASH) Sector - Ontario		
	Goods	Services	Construction
North American Free Trade Agreement (Canada/United States) 1994	\$25,200	\$80,400	\$10,400,000
North American Free Trade Agreement (Canada/Mexico) 1994	\$80,400	\$80,400	\$10,400,000
World Trade Organization 1995 (Formerly General Agreement on Trade and Tariffs 1947)	\$200,900	\$200,900	\$7,700,000
Agreement on Internal Trade Annex 502.4 Ontario 1995	\$100,000	\$100,000	\$250,000
Ontario Quebec Trade Cooperation Agreement 2009	\$100,000	\$100,000	\$100,000
Broader Public Sector Procurement Directive 2011	\$100,000**	\$100,000*	\$250,000
Trans-Pacific Partnership 2015?	TBA	TBA	TBA
Canada European Comprehensive Economic Trade Agreement 2016??	\$315,000	\$315,000	\$7,800,000
Waterloo Region District School Board Administrative Procedure 4570 Procurement	\$10,001	\$10,001	\$25,000

Procurement at WRDSB

Board Policy & Procedures

- In 2010, Broader Public Sector Accountability Act & Broader Public Sector Procurement Directive were Legislated.
- Broader Public Sector Procurement Directive 25 Mandatory Requirements were incorporated into new Procurement Policy and Procedures. (APPENDIX A)
- In November 2010 WRDSB Board of Trustees approved the new Procurement Policy and Procedure
- ✓ Board Policy 4005 Procurement
- ✓ Board Policy 4008 Segregation of Duties and Sign Authority
- ✓ Board Policy 4015 Procurement Cards
- ✓ Administrative Procedure 4570 Procurement

Procurement at WRDSB

Procurement Thresholds

\$ VALUE	PROCEDURE
<\$250.00	Direct Procurement – Petty Cash or Approved Expense Reimbursement Form
< \$1,000.00 (Excl. Furniture)	P-Card or Approved Expense Reimbursement
>\$1,000.00 to <\$10,000.00 (Incl. Furniture)	Minimum 1 Quotation from Registered Vendor List and Prepare a Budget Accounting Software (BAS) Requisition/Purchase Order
>\$10,000.00 to <\$50,000.00	Contact Procurement Services to Solicit Bids. Minimum 3 Bids obtained through the Registered Vendor List and Prepare a Budget Accounting Software BAS Requisition/Purchase Order
>\$50,000.00 to <\$100,000.00	Contact Procurement Services to Solicit Bids. Tender to Registered Vendors (Invitational or Open up to \$100K.)
>\$100,000.00	Contact Procurement Services to Solicit Bids. (Open, only) Notify Registered Vendors

Procurement at WRDSB

Value Adds

- Vendor Registration System
- Vendor Performance Evaluation
- Corrective Action Process
- Vendor/Client Facilitation and/or Mediation
- Contract Management
- Collaborative Opportunities
- Ensure Quality, Price and Supply
- Adhere to Laws and Regulations
- Mitigate Risk and Exposure



The Future of Public Procurement



WRDSB PROCUREMENT WORKSHOP

Thank You



APPENDIX A
Broader Public Sector Mandatory Requirements (25)

Mandatory Requirement	Mandatory Requirement Description	WRDSB - Commitment
#01	Segregation Duties	Board Policy #008
#02	Approval Authority	Board Policy #008
#03	Competitive Procurement Thresholds	AP 4570
#04	Information Gathering	AP 4570
#05	Supplier Pre Qualification	AP 4570, Tender/RFPs
#06	Posting Competitive Procurement Documents	AP 4570, Tender/RFPs
#07	Timelines for Posting Procurement Documents	AP 4570, Tender/RFPs
#08	Bid Receipt	AP 4570, Tender/RFPs
#09	Evaluation Criteria	AP 4570, Tender/RFPs
#10	Evaluation Process Disclosure	AP 4570, Tender/RFPs
#11	Evaluation Team	AP 4570, Tender/RFPs
#12	Evaluation Matrix	AP 4570, Tender/RFPs
#13	Winning Bid	AP 4570, Tender/RFPs
#14	Non-Discrimination	AP 4570, Tender/RFPs
#15	Executing the Contract	AP 4570, Tender/RFPs
#16	Establishing the Contract	AP 4570, Tender/RFPs
#17	Termination Clauses	AP 4570, Tender/RFPs
#18	Term of Agreement Modifications	AP 4570, Tender/RFPs
#19	Contract Award Notification	AP 4570, Tender/RFPs
#20	Supplier Debriefing	AP 4570, Tender/RFPs
#21	Non-Competitive Procurement	AP 4570, Tender/RFPs
#22	Contract Management	AP 4570, Tender/RFPs
#23	Procurement Records Retention	AP 4570, Tender/RFPs
#24	Conflict of Interest	AP 4570, 4360, Tender/RFPs
#25	Bid Dispute Resolution	AP 4570, Tender/RFPs

APPENDIX B
Code of Ethics
Broader Public Sector Procurement Directive
and
Board Policy 4005 Procurement
Waterloo Region District School Board

Supply Chain Code of Ethics
Goal: To ensure an ethical, professional and accountable Waterloo Region District School Board supply chain.

I. Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between the WRDSB, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

II. Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

III. Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

APPENDIX C
Procurement #6600-KP-15

Tender Summary

- Tender Number:** 6600-KP-15 **Name:** Request For Proposal Architect Consulting Services
Issued Date: July 15, 2015
Deadline for Proposer Questions: July 31, 2015
Deadline for Issuing Addenda: August 4, 2015
Closing Date: August 6, 2015 @ 2:00:00pm
Document Posting Sites: Biddings.com and Grand Valley Construction Association (GVCA.ca)
Evaluation Team: 8 staff members (comprising of Facility and Procurement Services)

Tender Status:

- Documents Talkers:** 128 Firms **Bids Received by Closing Date:** 25 (1 informal and removed) **Bids available for Evaluation in (Written) Stage 1:** 24 Bids. **Bids passing into (Interview) Stage 2:** 18 Bids. **Bids passing into (Pricing) Stage 3:** 12 Bids. **Successful Bids at the end of Stage 3:** 8 Bids.
- *As per the Terms and Conditions agreed to by submitting a Bid, the 8 Successful Bidders accepted and have entered into a Form of Agreement with the Board for a period of 3 years. (At the discretion of the Board, Extension(s) of 1 plus 1 year based on performance)

Conclusion:

- The Board is entering into 8 separate Forms of Agreements for Architect Consulting Services. Procurement will post the Award on Biddings.com and GVCA.ca. After the Award is posted and unsuccessful bidders are notified, all Proposers which competed in the process (25 firms) have the right to request a process debriefing.

References

- Supply Chain Management Association
www.scmanational.ca
- Institute of Supply Management
www.instituteforsupplymanagement.org
- National Institute of Governmental Purchasing
www.nipg.org
- Ontario Public Buyers Association
www.opba.ca
- Ontario Education Collaboration Marketplace
www.oecm.ca
- Ministry of Government and Consumer Services
www.doingbusiness.mgs.gov.on.ca
- Waterloo Region District School Board Procurement Services
www.wrdsb.ca/about-the-wrdsb/purchasing
