

**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, March 26, 2018, at 7:00 p.m.**

**AGENDA**

**Call to Order/Acknowledgement of Territorial Lands**

**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:**

- 01** Approve Minutes – Parent Involvement Committee of January 30, 2018
- 07** Approve Minutes – Special Education Advisory Committee Meeting of February 7, 2018
- 12** Receive Minutes – Board Meeting of February 26, 2018
- 18** Approve Minutes – Committee of the Whole Meeting of March 19, 2018

**Receipt/Approval of Monthly Reports:**

- 27** Staffing Information – Retirements and Resignations M. Weinert
- 30** Staffing Recommendations – Appointments M. Weinert
- 32** Suspension/Expulsion Report as of February 28, 2018 P. Rubenschuh

**Declarations of Pecuniary Interest**

**Announcements/Celebrating Board Activities**

**Communications Department Good News Update** S. Longeway

**Delegations**

**Reports**

**34** Transportation Consortium Update M. Gerard / B. Bourgault

**Staff and Board Reports**

Verbal Update – Supervised Injection Sites P. Rubenschuh

**Board Communications**

- 54** Niagara Catholic District School Board – OSTA Student Platform Report Endorsement
- 55** Durham District School Board – Population of Electoral Group Report

**Other Business**

**Question Period** (10 minutes)

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

**Adjournment**

\*\*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.



**January 30, 2018**  
**PARENT INVOLVEMENT COMMITTEE**

A meeting of the Waterloo Region District School Board **Parent Involvement Committee** was held on Tuesday, January 30, 2018, at 6:30 p.m. in the Cambridge Room at the Education Centre, 51 Ardel Avenue, Kitchener, with the following members in attendance:

Trustees: K. Smith

Committee Members: G. Anderson, M. Bond, A. Christiansen, S. Cranston, B. Hutzal (Co-Chair), M. Jenkins (Co-Chair), A. Keep, S. Robertson and L. Tremble.

Community Member: B. Davidson

Regrets: R. Barnett-Cowan, K. Brijlall, J. Coutts, Y. El Rayani, K. Gettliffe and K. Tucker-Petrick.

Staff in Attendance: J. Bryant, J. Crits, K. Freeman, N. Manning and K. Sonnenberg.

**CALL TO ORDER**

Committee Co-Chair B. Hutzal called the meeting to order at 6:30 p.m.

**APPROVAL OF AGENDA**

1. Moved by G. Anderson, seconded by L. Tremble:

**That the agenda of the January 30, 2018, Parent Involvement Committee meeting be approved.**

-Carried-

**APPROVAL OF MINUTES**

2. Moved by S. Cranston, seconded by S. Robertson:

**That the minutes of the December 5, 2017, Parent Involvement Committee meeting be approved.**

-Carried-

**DIRECTOR'S UPDATE**

J. Bryant informed members that the Director's Annual Report was presented on Monday, January 29th to the Board of Trustees. This is a ministry requirement and the Report will be posted on the website. If a parent would like a printed copy they are to call their school, who will in turn contact the Communications Department. N. Manning, Chief Communications Officer, demonstrated how to access the report online at [Director's Annual Report](#). The work of the entire system is captured in this report.

N. Manning informed members that a Communications Audit will take place to look at the gaps/strengths in communications. The company hired to do the audit will involve roughly 20 focus groups of key stakeholders and have identified 7-8 groups that will have parent representation. There are 75 spots available for parents and 212 have expressed an interest so far. Members from PIC, WRAPSC and SEAC will also form a group. The audit report is expected in June. N. Manning will work with B. Davidson to identify a group of vulnerable parents. N. Manning commented that

this is not a perfect process; however, the goal is begin to build strategies for communication that serve all communities.

N. Manning advised that WRAPSC has been contacted and will look into virtual feeds to include more parents. Selected individuals will be informed by March 12, 2018.

The SCIS Subcommittee provided the following questions for Director Bryant, who was not present at December's meeting, to answer.

1. As a result of its Well-Being consultation, the Ministry of Education has announced a multi-year well-being plan that includes significant funding investments. Can you please share with us how those funds are being allocated within our board?

The following areas are being supported by EPO and Board Funding;

- Student Well-Being – Collaboration, Release Time
- Well-Being Conference
- Kognito - Mental Health Training Portal
- Playground Activity Leaders in Schools
- Safe Schools Health and Safety Training (Sept)
- Safe Schools - midyear update (February)
- Behaviour Management Systems training
- Friends for Life Training Program
- Student Injury Prevention Initiative
- Specifically within the Equity portfolios, we are being supported with funds for ongoing work with our Indigenous community and others who may be experiencing marginalization or barriers to equitable outcomes.
- Indigenous Focus/Reconciliation - direct support and services for students, capacity building sessions for educators and enhanced community partnerships with our Indigenous Community Partner agencies
- Equity - focus on increasing staff capacity regarding the areas of systemic barriers and the impact of marginalization on student outcomes.
- Safety - rolling out an enhanced approach to training staff in Behaviour Management Systems (BMS) strategies. By Feb 2, all EAs and CYWs will be formally trained and certified in BMS. On a go forward basis, all members of this bargaining unit will be trained on an 18 month cycle. In the near future all administrators, staff assigned to congregated programs and members of Emergency Response Teams will be trained. Voluntary Training Sessions will be made available to members of all other bargaining units.

2. PIC ran a well-being engagement session in February and provided a report to board trustees and staff. Did staff make any specific observations or have any feedback for PIC on that report?

- The reports provided by PIC were shared with all members of the Well-being Op Goal Steering Team, along with a number of other reports that supported our deeper understanding of the concept of well-being. This work has contributed to the further development and enhancement of our WRDSB Well-being Strategy that is focused on relationships, conditions of learning, early identification and access to resources, supports, services and engagement, all of which have explicit strategies tied to them.

3. For our May PIC meeting, members were asked to identify key questions from the well-being report. Now that funding has been made available from the Ministry, we are asking if you can provide responses to these questions.

- a) Has any consideration been given to allocating funds to allow for full time CYWs in the

majority of elementary schools?

- S. Miller, Superintendent, Student Achievement & Well-Being, provided insight to the allocation of staffing enhancements. As a result of last year's extension funding, an additional 9 CYW FTE were added to our system. These CYWs were in some cases allocated to elementary schools on a half time basis resulting in only 8 of our elementary schools not having any CYW. A small number of K to 6 schools receiving a full time CYW. In addition to the increase in CYW FTE, we also added 17.5 FTE EA's across the system. At the Elementary level, an additional 11.5 Special Education Resource Teachers (SERT) was added with two SERT FTE added specifically for Kindergarten, and two FTE added to support our intermediate at-risk students (this included an indigenous focus)
- b) Will additional professional development be provided to teaching staff to better prepare them for managing and helping students displaying these difficult behaviours, while also supporting the needs of the remaining students within the school?
- As a system we will respond to further allocations as they become available. In addition to BMS, we have offered Applied Behaviour Analysis (ABA), Learning Series to Classroom Teachers and SERTs, as well as current training in Functional Behaviour Assessments (FBA) to Special Education Consultants and Itinerant Behaviour Teachers.

Next Steps: Supporting Well-Being for Students, Educators and Staff. - Ontario remains committed to realizing the vision of education and creating the best possible learning experience for all students. Beginning in September 2017, the government started implementing a multi-year plan to support overall student well-being. The next steps of this vision will see the Ministry of Education investing \$49 million over three years. The plan to support student achievement, equity and well-being includes;

- Supporting active transportation initiatives like walking school buses and biking to school programs.
- Increasing funding for School Mental Health - ASSIST by \$6 million over the next three years from the current \$1 million.
- Doubling the bundle of flexible funding provided to school boards to support local well-being programs to \$12 million starting next school year for breakfast programs, bullying prevention, recreational activities and staff professional development.
- Focusing on increasing the academic achievement and well-being of First Nation, Métis and Inuit students in Ontario through the Indigenous Education Strategy.
- Investing over \$6 million in new and expanded programs to support staff well-being and violence prevention in the classroom.

Congratulations to N. Manning who will be leaving on March 1, 2018, as VP of Communications with University of Waterloo.

### **TREASURER REPORT**

G. Anderson indicated that PIC needs to approve any additional spending.

3. Moved by B. Davidson, seconded by S. Robertson:

**That an additional \$40 incurred at the People for Education Conference be approved.**

**-Carried-**

4. Moved by B. Davidson, seconded by A. Keep:

**That \$250 allocated for discretionary spending until the end of the term be approved.**

-Carried-

G. Anderson asked members if they had any additional ideas on where to utilize funding. In the past, funds have been used for translating documents and promotional materials. Funds need to be spent so all expenditures must be approved at the May meeting.

**TRUSTEE REPORT - K. Smith**

At the last Board meeting, two motions were brought forward. The first motion was regarding full year schooling. An AdHoc Committee will be formed and consultation will occur with staff, community and parents.

The other motion was regarding secondary programs and partnerships and a possible change in how we offer programs to secondary students.

**CO-CHAIR REPORT**

Committee Membership changes: Welcome Mandi Bond replacing K. Wagner as PIC/WRAPSC representative and Kristina Brijlall replacing M. Cameron.

Promoting Parent Posts - If there is a topic that you'd like to share and write about, let Brent know. A volunteer to run the twitter account is still needed. Please let Brent know if you're interested.

L. Tremble attended the [Long Term Accommodation Plan](#) session on January 25.

N. Manning indicated there is still space available to attend the focus group, previously mentioned, on Tuesday, March 27 at 8 pm and to let B. Hutzal know if you are interested in attending.

[P4007 Approval of Research Projects](#) - Parent representation in the Research Review Committee is needed. B. Hutzal will keep members posted on developments.

Drug Education and Addictive Behaviour Policy - trustees will be discussing this at February 12 meeting. Those with specific feedback should send it to B. Hutzal and he will consolidate and send it out to members. Final recommendations will be given to K. Smith to bring forward at the COW meeting.

N. Manning - any comments on this policy can be funneled through B. Hutzal. If PIC feels there are specific recommendations, the policy can be looked at further. This is a sensitive issue and will likely involve continuous review.

5. Moved by G. Anderson, seconded by L. Tremble:

**To accept the feedback discussed regarding the Drug Education and Addictive Behaviours Policy and have Trustee K. Smith request that the policy be reviewed by the March 19 or April 16 Committee of the Whole meeting.**

-Carried-

**CONSENT AGENDA**

The Consent Agenda includes the following: *WRAPSC Report (M. Jenkins) and the SCIS Report (R. Barnett-Cowan)*

6. Moved by S. Robertson, seconded by S Cranston:

**That the Consent Agenda of the January 30, 2018, Parent Involvement Committee meeting be approved.**

**-Carried-**

### **SUBCOMMITTEE REPORTS**

*Governance – A. Keep, S. Cranston*

S. Cranston reviewed mandates and significant changes to the PIC Bylaws and Terms of Reference.

7. Moved by A. Keep seconded by S. Robertson:

**That the changes to the PIC Bylaws and Terms of Reference be approved.**

**-Carried-**

*Membership report - L. Tremble*

8. Moved by L. Tremble, seconded by M. Bond:

**That PIC approve the Terms of Reference of the Membership Subcommittee as attached to this report.**

**-Carried-**

*Pro Grant Parent Event* - Registration will be up and running by mid-February. B. Hutzal needs to connect with co-chairs to provide Ministry with details of event. Any new members interested in volunteering at the event are to contact L. Tremble.

### **POLICY REVIEW**

9. Moved by A. Keep, seconded by L. Tremble:

**That the recommended changes to the following Board Policies: 6000 Safe Schools, 6008 School Discipline, 1006 Anaphylaxis Management, 4005 Procurement, 4008 Segregation of Duties and Cheque Signing Authority, as summarized by B. Hutzal, be provided to Trustee Smith to bring forward for discussion at the Board table.**

**-Carried-**

### **FUTURE AGENDA ITEMS**

1. WRDSB Budget Presentation - M. Gerard (March 6, 2018)
2. Emotional Intelligence
3. Financial Literacy for Students
4. Detailed review of P2002 (Partnerships)
5. Food 4 Kids
6. Carizon
7. Discussion on Drug Education and Addiction Behaviours Policy
8. PIC Engagement Policy

**DATE OF NEXT MEETING:** Tuesday, March 6, 2018, 6:30 p.m., Cambridge Room

### **QUESTION & ANSWER PERIOD**

Not enough time to talk about Parent Engagement - Brent will prioritize this item on the next

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agenda.

**ADJOURNMENT**

10. Moved by S. Cranston, seconded by S. Roberson:

**That the Parent Involvement Committee Meeting be adjourned.**

**-Carried-**

The meeting adjourned at 9:00 p.m.





## Special Education Advisory Committee

Minutes - February 7, 2018

A meeting of the Special Education Advisory Committee (SEAC) was held on Wednesday, February 7, 2018 at 7:00 pm, in the St. Clements Room, Education Centre, with the following members in attendance:

**Trustees:** Cindy Watson, John Hendry

**Association Members:** Tina Blanchette (Tourette Syndrome Foundation of Canada), Dawn Clelland (CNIB/VIEWS for the visually impaired), Mary Cunningham (FASD ONE Fetal Alcohol Spectrum Disorder/Ontario Network of Expertise), Janine Oosterveld (Waterloo Region Down Syndrome Society), Angela Sider (Parents For Children's Mental Health - Waterloo Region), Katherine Waybrant (Ontario Federation of Cerebral Palsy)

**Association Alternates:** Amy Dibben (Waterloo Region Down Syndrome Society), Kathy Moreland (FASD/ONE Fetal Alcohol Spectrum Disorder/Ontario Network of Expertise), Amanda Schultz (Parents For Children's Mental Health - Waterloo Region)

**Non-Association Members:** Deanna Driedger Seeger & Carmen Sutherland (Waterloo Region Family Network), Sonya Petrella & Corrie-ann Snow (Carizon Family and Community Services)

**Board Staff in Attendance:** Cindy Benedetti (System Administrator), Leonilda Gil (Administrative Assistant), Scott Miller (Superintendent, Student Achievement & Well-Being)

**Regrets:** Sophia Catania (Autism Ontario Waterloo Region), Jennifer Checkley (Easter Seals), Stuart Cross (Family and Children Services of Waterloo Region), Graham Dunn (VOICE for Hearing Impaired Children), Sara Penny (Epilepsy Waterloo-Wellington), Kris Pryke (Association for Bright Children of Ontario), Shannon Taylor (Epilepsy Waterloo-Wellington), Faye Zevenbergen (Tourette Syndrome Foundation of Canada),

## **Call to Order**

J. Oosterveld called the meeting to order at 7:00 pm.

## **Approval of Agenda**

Moved by D. Clelland, seconded by K. Waybrant:

That the agenda of the February 7, 2018 meeting, Special Education Advisory Committee meeting, be approved.

- Carried -

## **Approval of Minutes**

Moved by A. Schultz, seconded by C. Sutherland:

That the minutes of the January 10, 2018 meeting, Special Education Advisory Committee, be approved.

- Carried -

## **Business Arising from the Minutes**

K. Waybrant would like to correct the section on bell times in the minutes. She would like the following:

“K. Waybrant shared her concerns with the early bell times and spoke to the recent article in the Globe and Mail regarding a study that has been conducted. She also shared that both teachers and parents have mentioned how the early bell times have resulted in more missed morning classes and times late. She wondered if we could look into this further. S. Miller suggested that she could look into further and then bring back the information to SEAC.”

Motion to make the change moved by K. Moreland, seconded by A. Sider.

K. Waybrant would like to bring this forward again to another meeting. C. Watson brought it forward to the Trustees. She indicated that K. Waybrant is welcome to come to a meeting as a delegate and have her speak to her concerns. K. Waybrant to provide a copy of the study and articles and present her findings. S. Miller asked to review the Committee of the Whole Report that was provided at the last meeting which outlines what all the outcomes were and the research that was done. L. Gil to provide board report again. During the March meeting there will be discussion if we want to look into this further.

### **Special Education Update – Scott Miller**

- Introduction was done of all members.
- Received More Than One Story Cards from Equity and Inclusion Advisory Group and members took a few moments to play the game. L. Gil to send information on how to order the cards.
- WRDSB Communication Audit (5 SEAC Members) - Requested names for Focus Group Meeting being held on March 27th at 8 p.m. at the Ed. Centre. Anyone interested to join is to advise S. Miller or J. Oosterveld. L. Gil to send out an e-mail request.
- SEAC Training - Orientation Powerpoint presentation provided which outlines the overall committee roles and responsibilities. It's a requirement that all School Boards have a Special Education Advisory Committee. L. Gil to send a copy of the presentation and if you see anything that needs to be changed please advise. L. Gil to provide a list of acronyms.
- SEAC Terms of Reference - How the Committee Works as a Group

Review of original and new version of Terms of Reference documents. Everyone who is interested is asked to provide feedback on the document. L. Gil to provide copies of both documents for review.

- WRDSB Conditions for Learning - deferred to next meeting
- WRDSB Website Feedback - deferred to next meeting, L. Gil to send out.
- Vision and Guiding Principles - Priority List - deferred to next meeting, L. Gil to send out.

### **Chair Report - J. Oosterveld**

- K. Moreland September 9 - FASD day. Bill 191 - FASD letter, she has drafted a letter that is similar to the one that was brought by Ottawa group to push this forward to first and second reading. M. Cunningham to provide a copy of the letter so L. Gil can provide to members.
- Motion to have SEAC committee endorse the letter to be sent by Trustees for the support of Bill 191 second and third reading moved by M. Cunningham, seconded C. Sutherland.

- Carried -

### **Trustee Report**

J. Hendry - attended Accessibility Committee meeting on February 1st where accessible school buses were brought up as something to investigate further. He is considering bring a motion to student transportation to look at the possibility of increasing the number of accessible buses over the next 3 years.

### **Round Table Association Reports**

C. Sutherland - reminder of the Summer Camp and Recreation Fair that is occurring on Monday, February 12th between 6:00 and 8:00 pm at the gym in the Family Centre (65

Hanson Avenue, Kitchener). It is a great place to learn about programs in Waterloo Region and beyond.

The second update is a Save the Date for WRFN's Evening of Elegance fundraiser on Friday, April 13, 2018. Tickets will be on sale soon and early bird tickets are \$75, and will later be \$100.

WRFN has hired a Family Resource Coach. Her name is Erin Sutherland and she started with WRFN last Friday. This role is now a part-time role as we get a better understanding of the impact of the implementation of Coordinated Service Planning through the Special Needs Strategy and the launch of the Family Compass "I Have a Concern" website. Erin will be at WRFN on Mondays, Wednesdays and Fridays.

### **Other Business**

None

### **Date of Next Meeting**

The next SEAC meeting date is March 7, 2018, 7:00 p.m. in the St. Jacobs Learning Hub, Education Centre.

### **Adjournment**

Moved by D. Clelland, seconded by A. Sider:

That the Special Education Advisory Committee meeting be adjourned.

- Carried -

The meeting adjourned at 9:20 pm.

**FEBRUARY 26, 2018  
BOARD MEETING**

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

Student Trustee K. Shaban was in attendance. Student Trustee G. Kenyon was not in attendance.

The following senior administration members were in attendance: J. Bryant (Director of Education and Secretary), R. DeBoer, M. Gerard, E. Giannopoulos, I. Gaudet, B. Lemon, N. Landry, S. Lomax, A. Mercier, S. Miller, P. Rubenschuh, E. Ranney, L. Read, G. Shantz and M. Weinert.

Other staff in attendance: D. Liebermann, S. Longeway, N. Manning and S. Reidel.

**CALL TO ORDER**

Chairperson S. McMillan called the meeting to order at 7:07 p.m.

**APPROVAL OF AGENDA**

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

**That the agenda of the February 26, 2018, Board Meeting be approved with the removal of the United Way Campaign Update, which will be rescheduled due to illness.**

-Carried -

**CONSENT AGENDA**

2. Moved by C. Watson, seconded by M. Ramsay:

**That the consent agenda of the Board Meeting of February 26, 2018, and the actions contained therein, be approved with the exception of the Motion Re: Naloxone Kits in Schools on Folio 22.**

-Carried-

**MOTION RE: NALOXONE KITS IN SCHOOLS ON FOLIO 22**

Trustee C. Watson asked that trustees reconsider the decision to postpone providing naloxone kits in schools. She reminded trustees of the dangers of Fentanyl and that the Ministry of Health and Long-Term Care is running a social media campaign encouraging individuals to pick up their free kits. She also expressed concerns around unavoidable delays paramedic may encounter on the way to an emergency.

**FEBRUARY 26, 2018  
BOARD MEETING**

Trustee C. Millar put forth a motion to postpone. She provided some clarification on discussions from the February 12, 2018 Committee of the Whole meeting around fatalities in the region, none of which would have been prevented by having naloxone kits in schools.

Trustees further discussed the benefits and costs to providing naloxone kits in schools.

Trustee C. Watson requested a recorded vote on the motion to postpone.

3. Moved by M. Ramsay, seconded by C. Watson:

**That the Waterloo Region District School Board provides Naloxone kits in its secondary schools and alternative programs; and**

**That the Waterloo Region District School Board postpone providing Naloxone kits in its elementary schools and rural schools until such time as the Board receives a report back from the Waterloo Region Integrated Drug Strategy.**

Motion to postpone moved by C. Millar, seconded by K. Smith:

**That the Waterloo Region District School Board postpone the Naloxone kits motion listed below to September 2018.**

**That the Waterloo Region District School Board provide Naloxone kits in its secondary schools and alternative programs; and**

**That the Waterloo Region District School Board postpone providing Naloxone kits in its elementary schools and rural schools until such time as the Board receives a report back from the Waterloo Region Integrated Drug Strategy.**

In Favour of Postponement

K. Woodcock  
C. Waterfall  
K. Smith  
J. Hendry  
T. Martin  
C. Millar  
K. Shaban\*

Opposed to Postponement:

N. Waddell  
M. Ramsay  
C. Watson  
C. Harrington

-Motion to Postpone Carried-

\* Student Trustees votes are recorded for the purpose of public record but are not included in the official count.

The motion was postponed and it will be revisited in September 2018.

**MOTIONS FROM IN CAMERA MEETING**

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

A. Moved by C. Harrington, seconded by K. Woodcock:

**That the agenda of the February 26, 2018, In Camera Board Meeting be deemed to meet the legislative requirements for discussion in camera.**

-Carried-

B. Moved by C. Harrington, seconded by C. Waterfall:

**That the consent agenda of the February 26, 2018, In Camera Board Meeting and the actions contained therein, be approved.**

-Carried-

C. Moved by C. Waterfall, seconded by C. Millar:

**That we rise and report in public session.**

-Carried-

*Note: This concludes the reporting of In Camera motions.*

**DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**ANNOUNCEMENTS/CELEBRATING BOARD ACTIVITIES**

Trustee K. Woodcock reminded trustees that proposed resolutions and constitutional amendments for the OPSBA AGM are due to the Manager of Corporate Services by Friday, March 2, 2018.

Chairperson S. McMillan attended Premier K. Wynne's visit to Glenview Park Secondary School (GPSS). Students had the opportunity to ask her questions and participate in a town hall discussion. The town hall was moderated by the Student Co-Prime Ministers of GPSS.

Director J. Bryant congratulated Martha (Marty) Deacon on her appointment to the Canadian Senate. Marty was a longtime educator in our district working as a teacher, principal and superintendent.

Director J. Bryant brought attention to the PIC Family Day posters in the boardroom. The WRDSB Parent Involvement Committee (PIC) and the Waterloo Region Assembly of Public School Councils (WRAPSC) are excited to host their annual free family event on April 7, 2018.



**HEFORSHE WRITING CONTEST WINNERS PRESENTATION**

Chief Communications Officer N. Manning introduced special guest Diana Parry, a professor at the University of Waterloo (UW). Professor D. Parry spoke about the HeForShe campaign for gender equity. WRDSB was chosen to partner with UW to be the youth voice of the HeforShe writing contest. The book will be released on March 2, 2018.

Ninety-seven WRDSB students submitted stories and poems for the contest. Present at today's meeting were the following contestants to accept their copy of the book:

- Rose Danen - Fiction - The Broken Road - Winner
- Lama Abdallah - Poetry - Fluent in Excuses - Winner
- Alanya Wallace - Poetry - Orchids
- Lily Abate - Poetry - Eyes Closed
- Gemma McVeigh - Non-Fiction - A Letter To Every Sexist I Have Encountered
- Victoria Monteith - Fiction - All of Our Broken Pieces

Youth Non-fiction winner Kaleigh Wiens was unable to attend the meeting.

**COMMUNICATIONS DEPARTMENT GOOD NEWS UPDATE**

Communications Officer S. Longeway shared a number of events which occurred this month across the system. Chief Communications Officer N. Manning shared February's media coverage.

Chairperson S. McMillan thanked N. Manning for his service and wished him luck in his new position.

**DELEGATIONS**

There were no delegations.

**REPORTS****STRATEGIC PLAN STATUS REPORT**

The report was for information and served as a mid-year check-in on the work related to the three to five-year implementation of the Strategic Plan and Operational Goals. Director J. Bryant and senior staff presented the report. The presentation included special guest, Giasone Italiano, a reengagement teacher who shared a graduation success story.

Trustees commented and asked clarifying questions on various goals.

Trustee C. Harrington left the meeting at 9:05 p.m.

Director J. Bryant reminded Trustees that due to the timing of data collection, actions which were implemented a year ago will still not be reflected until the Graduation rates are available in 2019.

4. Moved by C. Watson, seconded by T. Martin:

**That the Board Meeting extend an additional 30 minutes past 9:30 p.m.**

-Carried-

Trustees agreed it was important that the new Board of Trustees starting in December 2018 continue with the Strategic Plan.

Director Bryant thanked the Trustees for their support and advised that the upcoming budget information for 2018-2019 will support the goals of the Strategic Plan

### **REPORTS FROM BOARD MEMBERS**

Trustee Woodcock reminded Trustees and staff about a number of upcoming OPSBA events including the Summit on Mental Health in April and the AGM in May. Trustees were also reminded of the upcoming OPSBA officer's elections.

### **BOARD COMMUNICATIONS**

The Board received the following communications:

- Elementary Teachers' Federation of Ontario – Workplace Violence Survey

### **QUESTION PERIOD**

Trustee Watson asked if parents have received anything in regards to the Mindfulness Research Project. Coordinating Superintendent L. Reid confirmed that while the project is still being vetted and explored right now, when student information and data is collected for research, it would require parental permission.

Trustee M Ramsay inquired as to the level of cooperation when a student is interested in transferring to a different school board. Coordinating Superintendent L. Read confirmed that while staff will engage the family as to the reason for the transfer, families are supported in their decision.

### **FUTURE AGENDA ITEMS**

There were no future agenda items.

**ADJOURNMENT**

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

**That the Board Meeting of February 26, 2018, be adjourned.**

-Carried-

The meeting adjourned at 9:41 p.m.

MARCH 19, 2018

**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 Boardroom, with the following members in attendance: S. McMillan (Chairperson), C. Harrington, J. Hendry, T. Martin, C. Millar, M. Ramsay, K. Smith, N. Waddell, C. Waterfall, C. Watson and K. Woodcock.

Student Trustees M. Stojakovic and K. Shaban were in attendance.

The following senior administration members were in attendance: J. Bryant (Director of Education and Secretary), M. Gerard, E. Giannopoulos, B. Lemon, S. Lomax, E. Ranney, L. Read, G. Shantz and M. Weinert.

Other staff in attendance: L. Agar, S. Galliher, S. Longeway and S. Reidel.

**CALL TO ORDER**

Chairperson S. McMillan called the meeting to order at 7:00 p.m.

**APPROVAL OF AGENDA**

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

**That the agenda of the March 19, 2018, Committee of the Whole Meeting be approved.**

-Carried-

**DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**ANNOUNCEMENTS**

Trustee C. Millar introduced the newly elected Student Trustee, Marko Stojakovic. He was one of four candidates who applied and will serve for the remainder of the term.

Trustee T. Martin represented the Board of Trustees at the Facilities Professional Development Day.

Trustee C. Waterfall and Trustee C. Watson visited schools prior to March Break.

Director J. Bryant invited Trustees to attend the annual Google Summit at Jacob Hespeler Secondary School on April 7-8, 2018.

Trustee K. Woodcock reminded Trustees about the upcoming Parent Engagement for Innovative Education and Student Success event on April 7, 2018.

MARCH 19, 2018

## COMMITTEE OF THE WHOLE MEETING

Trustee K. Smith joined the meeting at 7:12 p.m.

**DELEGATIONS**

The following delegation spoke at this evening's meeting:

- Lisa Weiler Haskins, Educational Assistants Association - Student Aggression

Trustee M. Ramsay joined the meeting at 7:15 p.m.

2. Moved by C. Watson, seconded by T. Martin:

**That Waterloo Region District School Board extend the allowable time for the delegation.**

-Carried-

3. Moved by C. Watson, seconded by C. Millar:

**That Waterloo Region District School Board differentiate between staffing groups and provide further details on non-injuries when presenting the Quarterly Report on Student Aggression to the Board.**

-Carried-

**POLICY AND GOVERNANCE****REVIEW OF BOARD POLICY 1001 - HEALTH SUPPORT SERVICES**

Coordinating Superintendent M. Weinert shared that the Ministry of Education is working on an overarching policy which may allow for the board to retire Board Policy 1001 - Health Support Services in the future.

4. Moved by K. Woodcock, seconded by N. Waddell:

**That the Waterloo Region District School Board approve Board Policy 1001 - Health Support Services as presented at the March 19, 2018, Committee of the Whole Meeting.**

-Carried-

**COMMITTEE OF THE WHOLE MEETING****REVIEW OF BOARD POLICY 1005 - SAFE ARRIVAL**

5. Moved by K. Woodcock, seconded by C. Waterfall:

**That the Waterloo Region District School Board approve Board Policy 1005 - Safe Arrival as presented at the March 19, 2018, Committee of the Whole Meeting.**

-Carried-

**REVIEW OF BOARD POLICY 4015 - PROCUREMENT CARDS**

6. Moved by T. Martin, seconded by C. Watson:

**That the Waterloo Region District School Board approve Board Policy 4015 - Procurement Cards as presented at the March 19, 2018, Committee of the Whole Meeting.**

-Carried-

**REPORTS****DIRECTOR'S STRATEGIC PLAN TOWN HALL/OPEN HOUSE**

Coordinating Superintendent L. Read provided details on the upcoming Director's Strategic Plan Town Hall. The event will include opening remarks from the Chairperson and Director of Education, followed by 60 minutes of active engagement of families. Information on the event will be available on each school website and promoted through School Day.

A few questions arose about engaging newcomer parents. Trustees were assured that staff would take a differentiated approach to reach newcomer families.

**LONG TERM ACCOMMODATION PLAN FINAL**

Planning staff were pleased to provide the final Long-Term Accommodation Plan (LTAP) to the Board of Trustees. The initial draft was presented to Committee of the Whole on January 22, 2018. As a result of feedback received two new appendices have been added: 1) Secondary Specialist High Skills Major Programs and Additional Properties; and 2) a map was added to Appendix A – Child Care Locations.

No changes are implemented as a result of approving the plan; it is a guideline for proceeding with addressing system needs. The report will be submitted to the Ministry of Education and to other applicable stakeholders such as the Region of Waterloo.

MARCH 19, 2018

## COMMITTEE OF THE WHOLE MEETING

7. Moved by K. Woodcock, seconded by C. Waterfall:

**That the Waterloo Region District School Board send hard copies to mayors of local municipalities and to Waterloo Catholic District School Board with an accompanying letter signed by the Director of Education and Chairperson.**

-Carried-

Trustees were assured that while there are Review Areas identified for Pupil Accommodation Reviews, it may just be because the area needs some reorganization of grade offerings.

8. Moved by K. Woodcock, seconded by J. Hendry:

**That the Waterloo Region District School Board approves the Long-Term Accommodation Plan (LTAP); and**

**That staff be directed to submit the LTAP to the Ministry of Education and all entities outlined in the notification list in Administrative Procedure 4990 - Community Planning and Facility Partnerships.**

-Carried-

### SCHOOL YEAR CALENDAR 2018-2019

In preparation of the 2018-2019 School Year Calendars, a consultation process was established with representatives from stakeholder groups within the Waterloo Region District School Board, including the Waterloo Region Assembly of Public School Councils (WRAPSC), Parent Involvement Committee (PIC), employee federations, associations and administrators.

Of the seven Professional Development (PD) Days, six elementary and five secondary are aligned with the Waterloo Catholic District School Board. The Board will see an increased savings in transportation costs as a result of the alignment of PD Days.

9. Moved by J. Hendry, seconded by C. Waterfall:

**That the Waterloo Region District School Board approve the 2018-2019 School Year Calendars containing 194 school days, as outlined in Appendices A and B of the Report titled “School Year Calendars – 2018-2019”.**

-Carried-

**COMMITTEE OF THE WHOLE MEETING****STATUS REPORT OF PARTIAL FRENCH IMMERSION ELEMENTARY ENROLMENT FOR 17-18 AND PROJECTED GR 1 ENROLMENT FOR 18-19**

This report was provided for information.

One new French Immersion site has been added. Chicopee Hills Public School will offer grade one French Immersion in the 2018-2019 school year.

It was clarified that Janet Metcalfe Public School did not generate enough interest to start a French Immersion program in 2018-2019. Many of the students in boundary have decided to remain as out-of-boundary students at their current French Immersion program.

Trustees with further questions about schools starting French Immersion programs can be directed to Superintendent B. Lemon.

**TRUSTEE DETERMINATION AND DISTRIBUTION REPORT**

Under Ontario Regulation 412/00 of the Education Act (O. Reg. 412/00), school boards are responsible for confirming trustee determination and for providing trustee distribution calculations. This information must be submitted to the Ministry of Education as part of the Board's Determination and Distribution (D&D) Report.

As in past years, the Board is required to use the number of people eligible to vote for Public School Board Trustees in the last election, not the current population, to determine the Trustee distribution for the next term.



MARCH 19, 2018

## COMMITTEE OF THE WHOLE MEETING

10. Moved by C. Watson, seconded by J. Hendry:

**That, pursuant to Section 4(1)(b) of Ontario Regulation 412/00 of the Education Act, the Waterloo Region District School Board agrees that no areas within the Board's area of jurisdiction in the Region of Waterloo be designated as low population municipalities; and**

**That, pursuant to Section 58.1(10.0.1) of Ontario Regulation 412/00 of the Education Act, which says the number of elected trustee positions on a district school board be set at the number determined by the Board for the 2006 school board election, the Waterloo Region District School Board confirms that the number of trustees for this Board will remain at eleven (11); and**

**That the Waterloo Region District School Board distributes its members as follows:**

- **four (4) representatives for the City of Kitchener;**
- **three (3) representatives for the combined area of the City of Waterloo and the Township of Wilmot;**
- **three (3) representatives for the combined area of the City of Cambridge and the Township of North Dumfries; and**
- **one (1) representative for the combined area of the Township of Wellesley and the Township of Woolwich.**

-Carried-

**COMPLIANCE AUDIT COMMITTEE – ELECTIONS**

In accordance with the Municipal Elections Act, Section 88.37 (1), a local board shall establish a compliance audit committee before October 1 of an election year. Staff is proposing a joint Compliance Audit Committee with the Waterloo Catholic District School Board. This committee would be comprised of the external Audit Committee Members from each board. A full report will be brought to the Board of Trustees with membership and Terms of Reference prior to October 1, 2018.

Trustees requested that the Terms of Reference include a provision in the event a member is unable to complete the term.

11. Moved by C. Watson, seconded by T. Martin:

**That the Waterloo Region District School Board approve pursuing a joint Compliance Audit Committee with the Waterloo Catholic District School Board for the 2018 Municipal Election.**

-Carried-

## COMMITTEE OF THE WHOLE MEETING

**HURON HEIGHTS SECONDARY SCHOOL BELL TIMES REPORT**

This report was provided for information.

An adjustment to the school schedule provides efficiencies in scheduling classes and allows the school to continue to accommodate the 2018-2019 student course requests. The schedule change results in one additional instructional period by creating two separated lunch periods while maintaining the Multi-Subject Instructional Period (MSIP) timetable and lengthens the instructional day by ten minutes.

Trustee C. Harrington left the meeting at 9:03 p.m.

**OPSBA PROPOSED TRUSTEE RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS FOR AGM**

Trustee N. Waddell developed a proposal for Policy Resolution for the 2018 Ontario Public School Boards' Association (OPSBA) Annual General Meeting (AGM).

Trustee N. Waddell attended an Attention Deficit Hyperactivity Disorder (ADHD) conference and became aware of the inequity for students with ADHD across the province. School boards are left to determine if a student with ADHD is identified as exceptional. ADHD is not specifically mentioned in the Ministry of Education classifications of exceptionalities.

Some trustees expressed concerns about specifically choosing ADHD for the proposal and would rather a proposal be put forth encouraging the Ministry of Education to review the categories of exceptionalities.

Trustees decided to vote on the motion and allow OPSBA to discuss and debate making changes to the policy resolution.

12. Moved by K. Woodcock, seconded by C. Millar:

**That the Waterloo Region District School Board approve and support the submission to OPSBA of the Policy Resolution by Trustee N. Waddell regarding ADHD and lobbying the Ministry of Education.**

-Carried-

Opposed: J. Hendry

MARCH 19, 2018

**COMMITTEE OF THE WHOLE MEETING****MOTION RE: LEARNING SKILLS AND STUDENT ACHIEVEMENT / WELL-BEING**

This report contained a Notice of Motion served by Trustee N. Waddell at the November 20, 2017, Committee of the Whole Meeting, supported by Trustees K. Woodcock and C. Watson. The motion was the result of a trustee group seminar and brainstorming session. The intention is to see if staff can use learning skills to identify students who need additional supports. These students could also be at risk of mental health issues. The learning skills, as reported on report cards are self-regulation, initiative, independent work, collaboration, organization and responsibility. They are graded as excellent, good, satisfactory or needs improvement.

13. Moved by T. Martin, seconded by N. Waddell:

**That the Committee of the Whole Meeting extend an additional 30 minutes past 9:30 p.m.**

-Carried-

Staff, aware this motion was coming forward, has already started to engage on this work. It aligns closely with the strategic plan. Acknowledging that staff will need to put some time into this endeavor, Director Bryant anticipates that the data collection will be done electronically and that the information it will provide will be worth the effort.

14. Moved by N. Waddell, seconded by C. Waterfall:

**That the Waterloo Region District School Board direct staff to explore the correlation between learning skills and both student achievement and student well-being; and**

**Staff to prepare a report on these findings which is to include both quantitative and qualitative data; and**

**Staff to present this report to trustees before the end of June 2018.**

-Carried-

**MOTION RE: BYLAW REVIEW COMMITTEE**

This report contained a Notice of Motion served by Trustee K. Woodcock at the January 22, 2018, Committee of the Whole Meeting, supported by Trustees C. Waterfall, N. Waddell and C. Millar.

Trustee K. Woodcock mentioned a small correction to section 5.1 in the Terms of Reference to change restriction of membership to include the Director of Education (or designate) and remove Coordinating Superintendents of Student Achievement and Well-Being.

MARCH 19, 2018

**COMMITTEE OF THE WHOLE MEETING**

15. Moved by K. Woodcock, seconded by N. Waddell:

**That an Ad Hoc Committee be formed to review the Bylaws for the Waterloo Region District School Board; and**

**Provide recommended revisions to the Bylaws in a report to the Board on or before June 25, 2018.**

-Carried-

**ADJOURNMENT**

16. Moved by J. Hendry, seconded by t. Martin:

**That the Committee of the Whole Meeting of March 19, 2018, be adjourned.**

-Carried-

The meeting adjourned at 9:43 p.m.



# Report to Board of Trustees

March 26, 2018

**Subject: Staffing Information –  
Retirements and Resignations**

## **Recommendation**

*This report is provided for information of the Board.*

## **Status**

The employees listed in Appendix A of this report have received acknowledgement of their retirement or resignation.

## **Background**

The board's practice is to receive information regarding staff retirements and resignations at regular monthly board meetings.

## **Financial implications**

Expenses are within the existing approved budget.

## **Communications**

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

Prepared by: Michael Weinert, Coordinating Superintendent, Human Resource Services, in consultation with Coordinating Council.

**Staffing Information – Retirements & Resignations**  
**Current at March 26, 2018**

<b>Retirements: Elementary Teaching Staff</b>				
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Laura	Beben-Feehan	Teacher, Wilson Avenue PS	June 30, 2018	31
Laurie	Beetham	Teacher, Abraham Erb PS	June 30, 2018	21
Michael	Beetham	Teacher, Cedarbrae PS	June 30, 2018	28
Betty Anne	Behrns	Teacher, Williamsburg PS	June 30, 2018	20
Anne	Brennan	Teacher, Meadowlane PS	June 30, 2018	17
Catherine	Browne	Teacher, Keatsway PS	June 30, 2018	27
Marianne	Dziarski	Teacher, St. Jacobs PS	June 30, 2018	23
Wendy	Garrett	Teacher, Breslau PS	June 30, 2018	29
Debbie	Gillies	Teacher, Sandhills PS	June 30, 2018	31
Julie	Glofcheskie	Teacher, Floradale PS	June 30, 2018	30
Karen	Gowing	Teacher, N.A. MacEachern PS	June 30, 2018	33
Gail	Growden	Teacher, Wilson Avenue PS	June 30, 2018	31
Leslie	Hunter	Teacher, Highland PS	June 30, 2018	18
Yvonne	Koves	Teacher, Brigadoon PS	June 30, 2018	16
Helene	Luft	Teacher, Edna Staebler PS	June 30, 2018	31
Vicki	McCuaig	Teacher, Stewart Avenue PS	June 30, 2018	28
Heather	Smith	Teacher, Cedar creek PS	June 30, 2018	26
Patty	Yantz	Teacher, Franklin PS	June 30, 2018	27

18 / Subtotal

<b>Retirements: Secondary Teaching Staff</b>				
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Kenneth	Baxter	Teacher, Cameron Heights CI	June 30, 2018	20
Ingrid	Bauman	Teacher, Elmira District SS	June 30, 2018	31
John	Carlisle	Teacher, Bluevale CI	June 30, 2018	27
Mike	Forler	Teacher, Elmira District SS	June 30, 2018	36
Lorie	Guest	Teacher, Bluevale CI	June 30, 2018	32
Howard	Jones	Teacher, Bluevale CI	June 30, 2018	30
Matt	Morris	Department Head, Kitchener-Waterloo CI&VS	June 30, 2018	28
Judy	Savill	Department Head, Elmira District SS	June 30, 2018	30
Chuck	Stemmler	Teacher, Bluevale CI	June 30, 2018	24
Melanie	Stronach	Teacher, Elmira District SS	June 30, 2018	32
James	Westoby	Department Head, Sir John A. Macdonald SS	June 30, 2018	30

11 / Subtotal

**Staffing Information – Retirements & Resignations**  
**Current at March 26, 2018**

Continued...

<b>Retirements: Administrative &amp; Support Staff</b>				
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Jeff	Addis	Head Custodian, Ayr PS	July 31, 2018	32
Lucy	Andrade-Morreira	Custodian, Jacob Hespeler SS	April 13, 2018	27
Isobel	Cayenne	Office Supervisor, Cameron Heights CI	July 31, 2018	28
Hazel	Cleveland	Custodian, Grand River CI	March 30, 2018	26
Joanne	Hodge	Educational Assistant, Laurelwood PS	April 13, 2018	32
Mary Liz	Jardine	Itinerant Library Technician, Information Technology Services (ITS), EdC	September 30, 2018	20
Kelly	Kempel	Principal (Secondary), Preston HS	May 31, 2018	31
Jayne	Kukk	Inventory Mgmt. Control, Information Technology Services (ITS), EdC	Sept. 30, 2018	27
Kim	O'Driscoll	Educational Assistant, John Mahood PS	August 31, 2018	14
Robin	Soehner	Serviceperson, Facility Services, EdC	June 30, 2018	39
Karen	Vautour	Educational Assistant (EA), Special Education, EdC	July 31, 2018	29
Susan	Weaver	Secretary, Huron Heights SS	July 3, 2018	20
Wendy	Weiss	Assistant Office Supervisor, Adult & Continuing Education Office, Waterloo	August 31, 2018	28

13 / Total = 42

<b>WRDSB Resignations:</b>			
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Effective Date</b>
Nicole	Davis	Early Childhood Educator (ECE) Glencairn PS	June 30, 2018
Kirby	Fischer	Early Childhood Educator (ECE), John Mahood PS	February 23, 2018
Rebecca	Hazelwood	Educational Assistant (EA), Kitchener-Waterloo CI	March 26, 2018
Debbie	Sweitzer	Custodian, Southridge PS	February 28, 2018
Bruno	Terra	Custodian, Sir John A. Macdonald SS	February 8, 2018



# Report to Board of Trustees

March 26, 2018

## **Subject: Staffing Recommendations – Appointments**

### **Recommendation**

*That the Waterloo Region District School Board approve the appointments to staff as outlined in the report titled “Staffing Recommendations – Appointments, dated March 26, 2018.*

### **Status**

The staff appointments as noted on Appendix A of this report are effective the dates indicated.

### **Background**

The board’s practice has been to have appointments presented for information at regular monthly board meetings.

### **Financial implications**

Expenses are within the existing approved budget.

### **Communications**

Employees listed in this report have, or will be advised of the appointments.

Prepared by: Michael Weinert, Coordinating Superintendent, Human Resource Services, in consultation with Coordinating Council.



### Staffing Information – New Appointments

**Current at March 26, 2018**

<b>New Appointments: Elementary Teaching Staff</b>			
<b>First</b>	<b>Last</b>	<b>School ID / Education Centre</b>	<b>Effective Date</b>
Patricia	Clarizio	Teacher, Grand View PS, Cambridge	March 19, 2018
Sarah	Gingerich	Teacher, Forest Hill PS	March 19, 2018

<b>New Appointments: Secondary Teaching Staff</b>			
<b>First</b>	<b>Last</b>	<b>School ID / Education Centre</b>	<b>Effective Date</b>
<i>Nil Report</i>			

<b>New Appointments: Administrative and Support Staff</b>			
<b>First</b>	<b>Last</b>	<b>School ID / Education Centre</b>	<b>Effective Date</b>
Rebecca	Betts	Secretary, Elgin Street PS	April 3, 2018
Brittany	Cook	Payroll Assistant, Human Resource Services, EdC	March 19, 2018
Shannon	Freemantle	Custodian, Forest Heights CI	March 26, 2018
Cheryl	(Leigh) Rees	Secretary, Northlake Woods PS	April 9, 2018
Kyle	Nutbrown	Custodian, Bridgeport PS	March 20, 2018
Marko	Radoja	Custodian, Prueter PS	March 21, 2018
Jordan	Papadopoulos	Custodian, A&CE & Bluevale CI	March 19, 2018
Travis	Park	Project Manager, ITS, EdC	March 5, 2018
Dania	Puac-Galindo	Secretary, Cameron Heights CI	February 26, 2018
Phil	Shuh	Secretary, John Mahood PS	March 19, 2018
Zachary	Wootton	Custodian, Elmira District SS	March 5, 2018

*The above new hires are permanent full or part time positions, due to retirements and resignations.*

*Human Resource Services*

*March 26, 2018*



# Report to Board of Trustees

March 26, 2018

## Subject: Student Suspension/Expulsion Report February, 2018

### Recommendation

*This report is provided for the Waterloo Region District School Board with information regarding monthly and year-to-date suspension/expulsion data.*

### Status

Comparing year to date from February 2017 and February 2018, elementary suspensions have increased by 114 and secondary suspensions have increased by 310.

Comparing year to date from February 2017 and February 2018, school expulsions have decreased by 3 and board expulsions have decreased by 1.

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

### Suspensions

- Total elementary school suspensions in February 2017 - 179, year to date - 666
- Total elementary school suspensions in February 2018 - 174, year to date - 780
- Total secondary school suspensions in February 2017 - 120, year to date - 862
- Total secondary school suspensions in February 2018 - 209, year to date - 1172

### Expulsions

- Total school expulsions in February 2017 - 1, Year to Date 3
- Total school expulsions in February 2018 - 0, Year to Date 0
- Total board expulsions in February 2017 - 2, Year to Date 11
- Total board expulsions in February 2018 - 1, Year to Date 10

### Violent Incidents

The term violent incident is defined as the occurrence of any 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.

- Total elementary/secondary violent incidents in February 2017 - 3, year to date 24
- Total elementary/secondary violent incidents in February 2018 - 1, year to date 24

**Background**

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

**Financial implications**

There are no financial implications.

**Communications**

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

Prepared by: Peter Rubenschuh, Superintendent, Student Achievement & Well-Being, James Bond, System Administrator, Learning Services, and in consultation with Coordinating Council.



# Report to Board of Trustees

Match 26, 2018

## **Subject: Transportation Consortium Update**

### **Recommendation**

*This report is provided for information of the Board.*

### **Status**

The General Manager of STSWR, Inc., Benoit Bourgault, is presenting the 2016-17 Annual Report to the Board of Trustees (Board) (see Appendix A).

### **Background**

In 2006-2007 the government began implementing reforms for student transportation which included the mandating of consortium delivery of student transportation services. The objectives of the reforms were to build capacity to deliver safe, effective and efficient student transportation services, achieve an equitable approach to funding and reduce the administrative burden of delivering transportation. The overall objective was to allow school boards to focus on their core business of student learning and achievement and not be involved in the day to day operations of transportation.

The Waterloo Catholic District School Board and the Waterloo Region District School Board legally formed a consortium on September 7, 2007. In June of 2008, employees of the former boards were officially transferred to STSWR, Inc. a separate incorporated entity.

According to the Articles of Incorporation, STSWR, Inc. is governed by a Board of Directors consisting of the Directors of Education and Business Superintendents from the Waterloo Region District School Board and the Waterloo Catholic District School Board. The role of the Board of Directors is to set the strategic directions for STSWR, Inc., review and approve annual budgets, and deal with other governance topics as they arise. The Board of Directors meets quarterly. A Consortium Management Committee (CMC) consisting of two representatives from each board meet monthly with the General Manager of the consortium. The role of the CMC is to monitor monthly budget variations, review and approve STSWR, Inc. policies and procedures, monitor STSWR, Inc. performance against the strategic directions set by the Board of Directors and deal with other operational issues as they may arise. The fundamental role of STSWR, Inc. is to apply the policies and procedures of the partner boards; the CMC acts as an independent adjudicator of appeals brought forward through the established process to deal with the interpretation of board policies by STSWR, Inc. not exceptions to policy.

Since its inception in 2007, Student Transportation Services of Waterloo Region Inc. has evolved into one of the leading consortiums in the province. Its ongoing focus on providing safe and efficient transportation services to Waterloo Region benefits students, staff and the community. We are pleased to present to the board, information related to the 2016-17 school year.

**Financial implications**

No financial implications.

**Communications**

The information will be posted on the STSWR, Inc. website:

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services &  
Treasurer of the Board  
Nick Landry, Controller, Financial Services  
in consultation with Coordinating Council



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# Student Transportation Services of Waterloo Region

## 2016-2017 Annual Report

October 2017



# 2016-2017 Annual Report

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# 2016-2017 Highlights

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## Safety Initiatives:

- STSWR continues the weekly reporting on speeding events with school purpose vehicles. Continued to see reduction in speeding
- STSWR continues to focus on student safety and offers training to students, parents, school staff and school bus drivers through the following events:
  - Revamped First Rider program for Kindergarten students
  - Bus patrols, standing patrols (student crossing guards) and trailblazers (walking school bus leaders)
  - Bus Evacuation training for all elementary students
  - Bus Driver professional development day
- STSWR is also a member of the Active and Safe Routes to School Committee.





# 2016-2017 Highlights

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## Contract Compliance and Performance Management:

- All bus operators and taxi operators have been audited to ensure contract compliance.
  - All operators were in compliance with the terms of the contract
  - Minor discrepancies in record keeping were identified and corrected
- A monthly scorecard system has been implemented to ensure ongoing compliance for some key performance indicators.
  - Valid driver license
  - First Aid Valid
  - EpiPen annual
  - Vehicle Age
  - Vehicle GPS
- All Bus Routes are formally audited at least twice a year using GPS tracking data.



# 2016-2017 Highlights

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## Productivity Initiatives:

- Our continued effort in optimizing the transportation network resulted in a small increase in contracted vehicle despite the continued growth of 1.2% in the transported population.
- Fine tune the network to improve consistency in service
  - Reduction of 56 km/day in deadhead (over 10,000km for the year)
  - 1 additional vehicle due to construction
- Special Needs
  - Addition of 1 mini bus
  - Mid year route review to eliminate 177 km daily (16,000 for the year)



# Measuring Performance

## Key Performance Indicators:

- STSWR has developed a number of key performance indicators to benchmark performance against industry standards and track improvements year over year.



### STSWR Scorecard 2016-2017

Updated : August 1, 2017

	Goal	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
<b>Safety</b>	Student Injuries	0	0	0	2	3
	Collisions	0	41	48	54	40
	Collision Frequency	4.4	6.6	8.3	9.3	8.02
<b>Quality</b>	Student Ride time	14	14	14	13	14
<b>Service</b>	Service interruption	0	0	0	2	9
	Late bus over 50 minutes	0	20	33	13	26
<b>Cost</b>	Variance to Plan	\$ -	\$ (14,800)	\$ 545,530	\$ 346,423	\$ 1,006,664
	\$/student	\$ 705	\$ 670	\$ 666	\$ 676	\$ 702

Injuries: No Injuries  
 Collision 20% reduction in collision frequency

delays 33% reduction in number of preventable collision  
 70% of long delays due to driver issue.



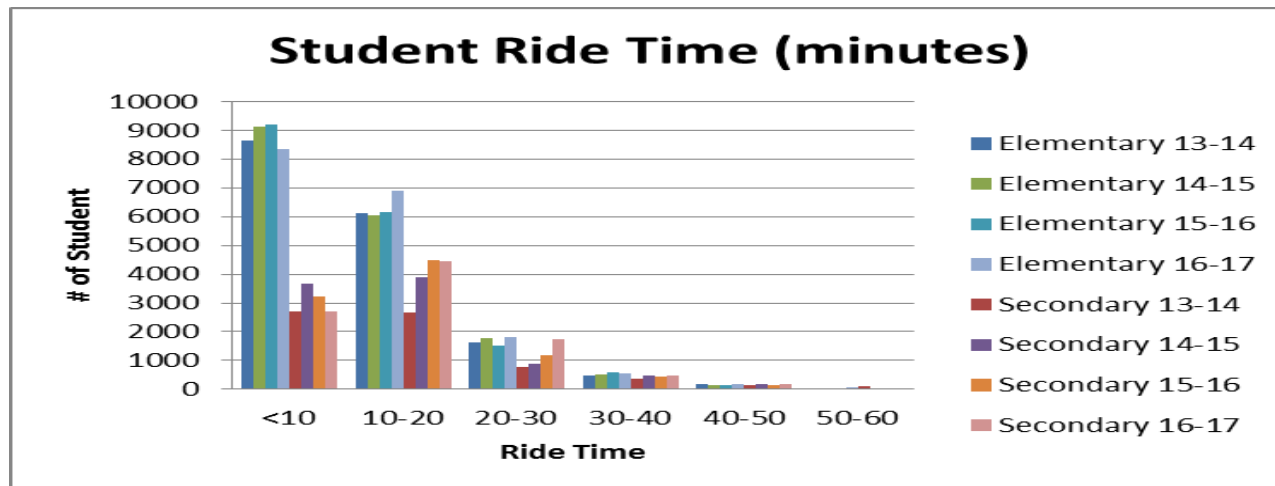
# Measuring Performance

## Average Distance to Bus Stop:

- Elementary Students 140m, range from 0m to 950m
- Secondary Students 280m, range from 0m to 1,400m

## Ride Time Distribution:

- The vast majority of students travel for less than 20 minutes.
- Continued focus on reducing the very long ride time

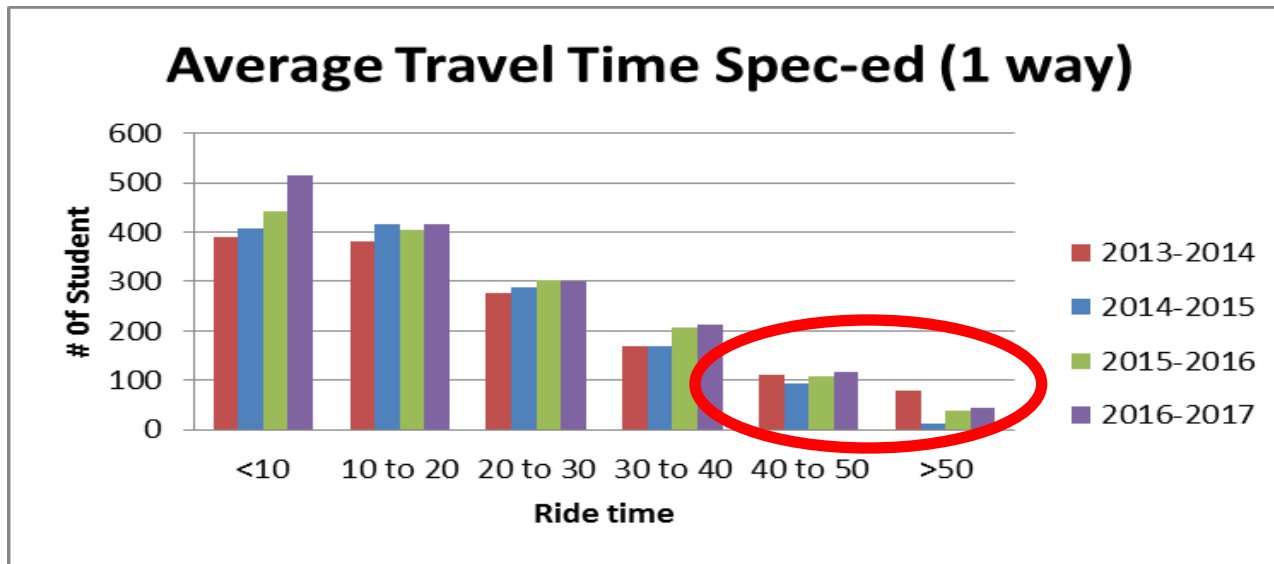




# Measuring Performance

## Ride Time for Special Needs Students:

- Continue to focus on minimizing the ride time

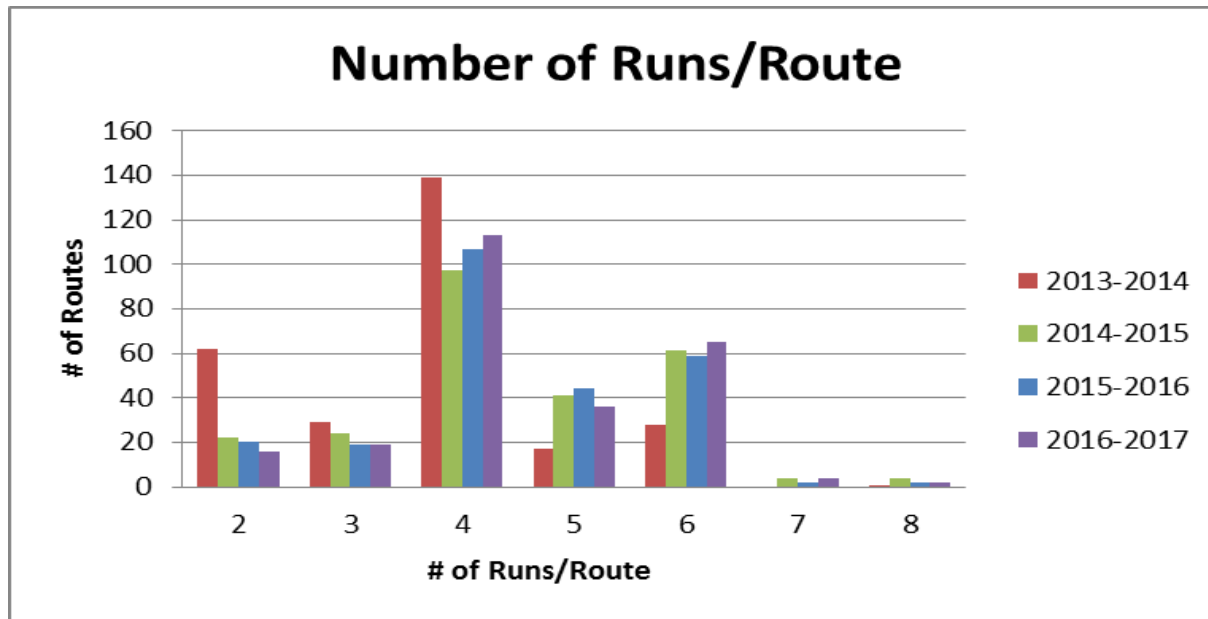




# Measuring Performance

## Vehicle Capacity Utilization:

- The growth is absorbed in the current number of vehicle

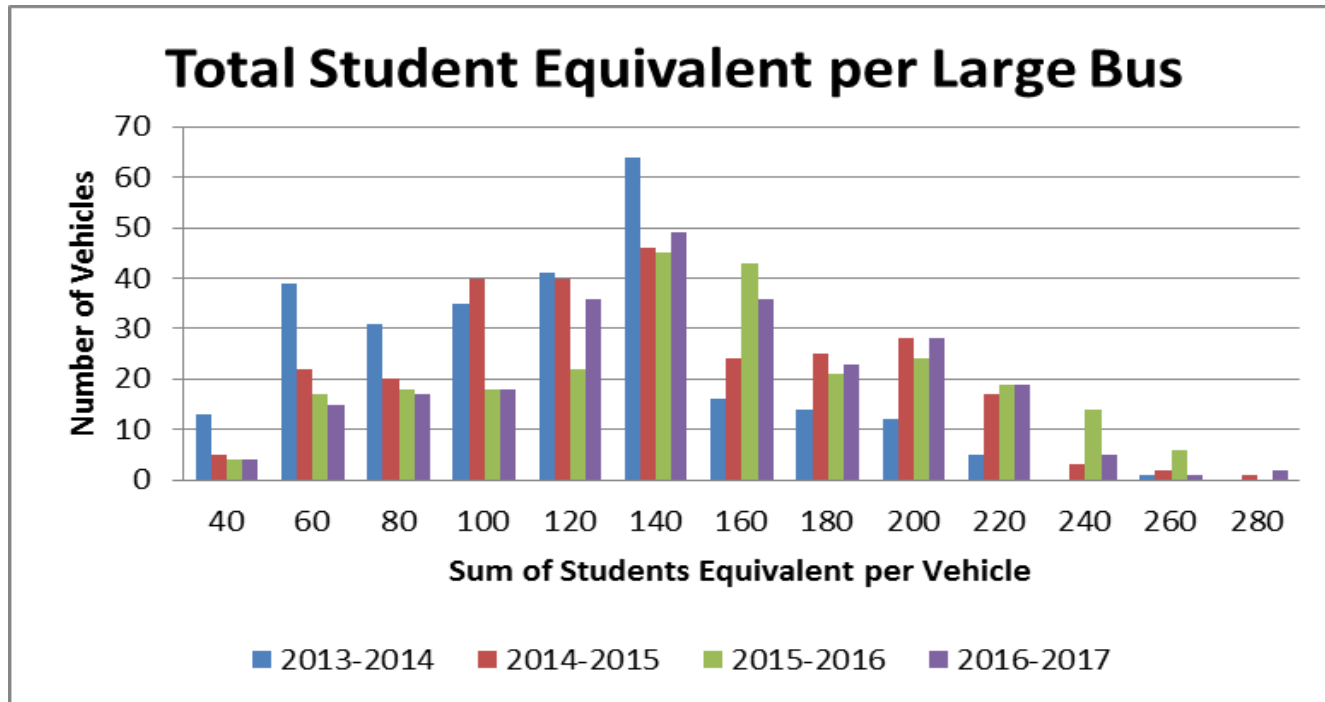




# Measuring Performance

## Vehicle Capacity Utilization:

- We are now transporting up to 296 students equivalent in a single vehicle
- The load factor is calculated as such: JK to 6 students count as 1.0, 7-12 students count as 1.5

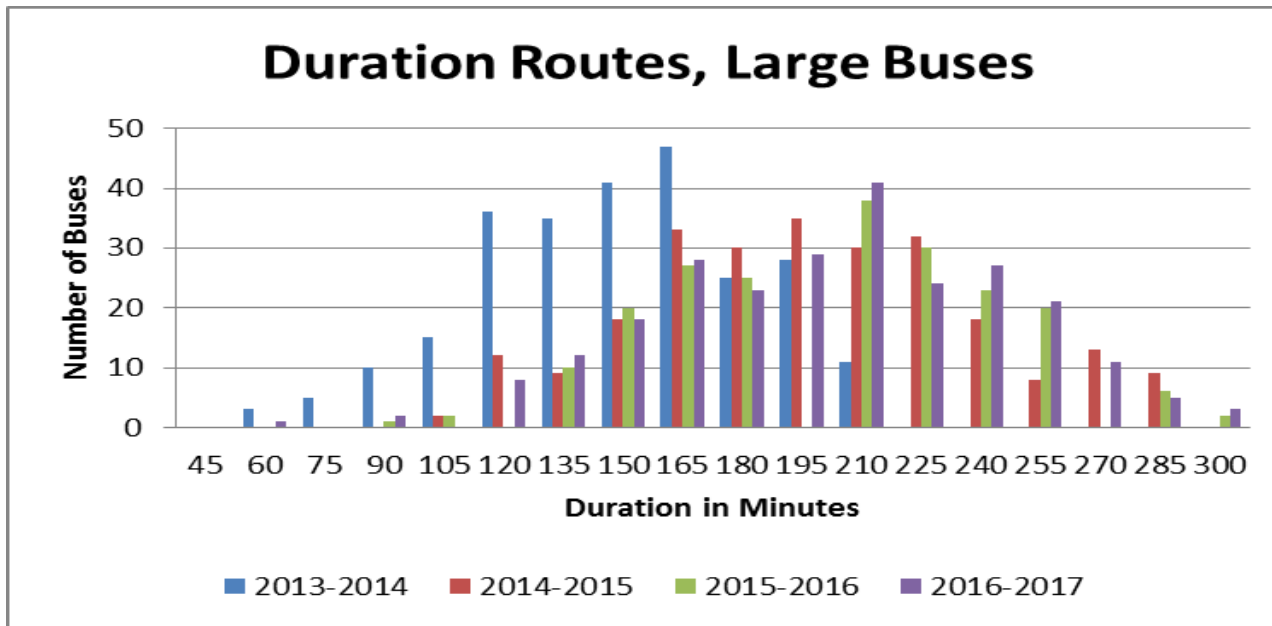




# Measuring Performance

## Vehicle Time Utilization:

- We continue to maximize the utilization of the vehicles.

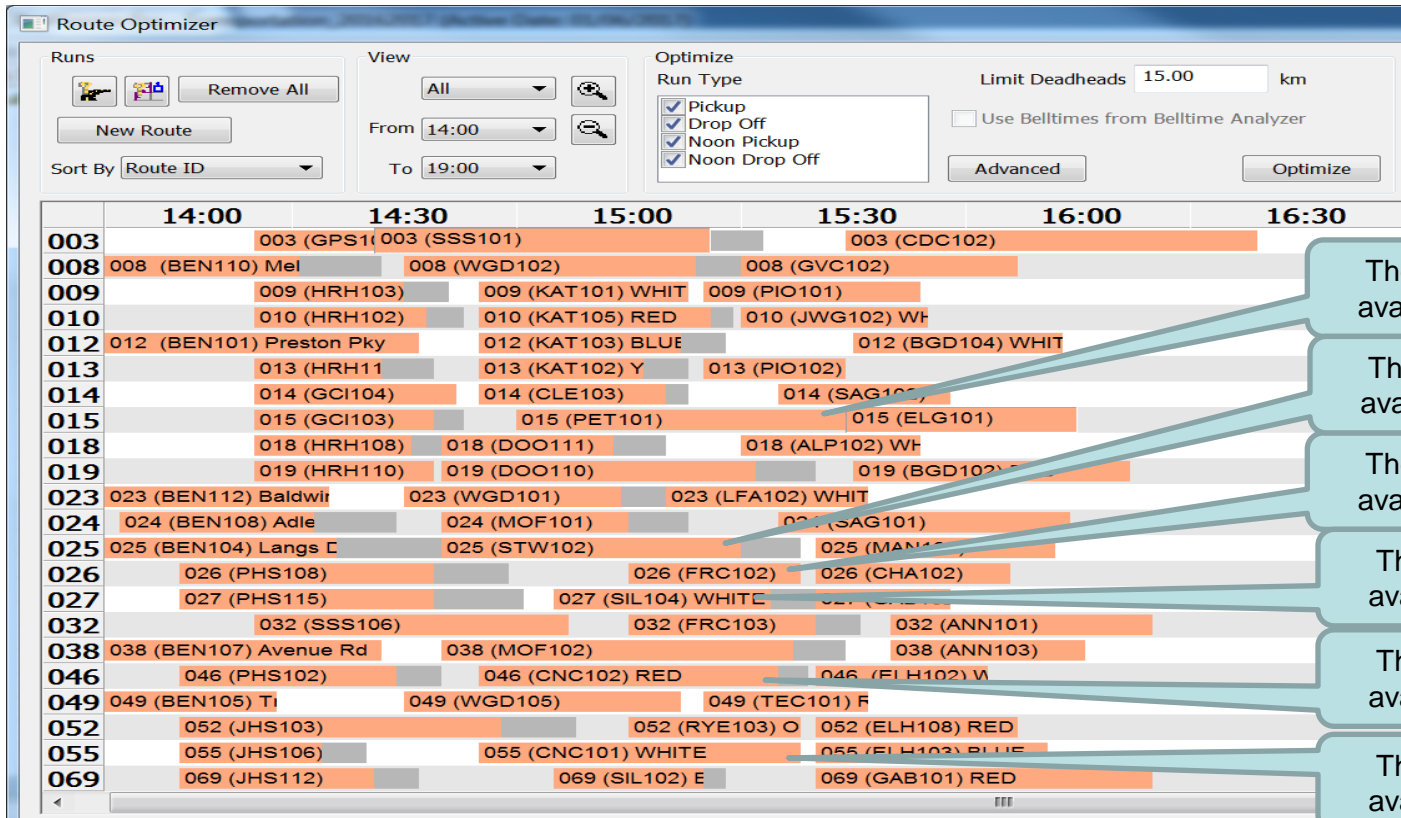


- We continued to better utilize the current fleet to integrate the continued growth to limit the increase in vehicles





# The impact of Courtesy Busing



Filling every seat will extend the run time and will prevent us from servicing a third school.



# Appeals

## Appeals:

- We continue to see a declining trend in number of appeals we received. We received only 36 appeals from 48 the previous year.
- At the WRDSB the distance continues to be a point of contention particularly at grade 1 which coincides with the loss of transportation for several students.
- At the WCDSB, the primary cause of appeal is related to sibling eligibility.
- The following tables illustrate the number of appeals at the WRDSB, the reason for the appeal, and the outcome.

	2016-2017 School Year					
<b>WRDSB</b>	Elementary	Secondary	Total	Granted by GM	Elevated to CMC	Granted by CMC
Distance	6	2	8		3	
Sibling	4		4			
Stop Location	1	2	3			
Safety	1	1	2	1		
French Immersion	2	0	2		1	
Special Request	1	1	2			
Ride Time	1		1	1		
Out of Bound	1		1			
<b>Total</b>	17	6	23	2	4	0



# 2016-2017 Overview

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## 2016-17 Summary:

Transportation continues to be very safe for students. No injuries reported. Overall a very successful year.

### – Safety

- We continue to see improvement following the implementation of the revised kindergarten drop off process to improve the safety of the our most vulnerable students.
- Significant reduction in overall collision frequency.
- Public awareness campaign continued with 2 radio campaigns
- Trial of alcohol detection sensor on school bus

### – Customer Service

- We continue to review our customer's interactions and provided training to staff to further improve the delivery of the service.
- We continue to leverage communication by using social media.



# 2016-2017 Overview

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## 2016-17 Summary:

### – Procurement

- A procurement process was completed for the school buses and focused on:
  - Driver recruitment, retention and remuneration
  - Customer service
  - New technology for GPS with alcohol detection for all school bus
  - Safety Culture
  - Vehicle appearance
  - Small vehicle equipment (i.e. integrated seats, air conditioning)

### – Active Transportation

- Integrated the active transportation in the services we provide



# 2017-2018 Outlook

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## 2017-18 Objectives:

- Building upon our successes and challenges from 2016-17, there are a number of key areas that STSWR will focus on during the 2017-18 school year. These include:
  - Safety
    - Continue to work with the Region to pursue the stop arm camera.
    - Continue to focus on defensive driving to reduce the risk of collision by focusing on Speeding and leveraging the Bus Driver PD day.
    - Roll out new School Bus Evacuation Training.
    - Participate in School Bus Safety week.
    - Complete the implementation of the new GPS and Alcohol sensor on all vehicles.



# 2017-2018 Outlook

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## 2017-18 Objectives:

- Customer Service
  - Review start up to continue to improve interaction with the customers.
  - Improve stakeholder communication processes
- Special Needs transportation
  - Continue to review network for efficiency focusing on reducing ride time and reducing the use of Taxis
- Staff Development
  - Train staff to support the Active Transportation services
  - Support staff development to ensure positive interactions with stakeholders



# 2016-2017 Financial Report

The continued improvement of the transportation network even with the challenges caused by the major construction projects and an increase in enrollment resulted in very small increase transportation cost.

STSWR 2016-2017	Total
Overhead	\$ 1,381,052
WCDSB transportation cost	\$ 4,571,404
WRDSB transportation cost	\$14,479,642
<b>Total</b>	<b>\$20,434,767</b>

WCDSB Details	Total
Regular School Bus	\$ 3,748,981
Spec-Ed Bus	\$ 635,771
Taxi	\$ 181,859
GRT	\$ 19,950
<b>Total</b>	<b>\$ 4,571,404</b>

WRDSB Details	Total
Regular School Bus	\$ 7,323,458
Spec-Ed Bus	\$ 5,694,628
Taxi	\$ 1,089,693
GRT	\$ 247,590
<b>Total</b>	<b>\$14,479,462</b>



**SENT ELECTRONICALLY AND BY MAIL**

February 5<sup>th</sup>, 2018

Honorable Indira Naidoo-Harris  
Minister of Education  
14<sup>th</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, ON. M7A 1L2

Dear Minister Naidoo-Harris:

As Chair of the Niagara Catholic District School Board, on behalf of the Board, its students and staff I extend congratulations to you on your recent appointment as Minister of Education. As a Board we look forward to engaging you in meaningful dialogue on student achievement and success for all students in the four publically funded school systems in Ontario.

Niagara Catholic places tremendous value, resources and experiences for students within our system to enhance and nurture student voice and engagement. Towards that continuous priority, our two Student Trustees, who Co-Chair our Niagara Catholic Student Senate, represent and are the voice at the Board and its committees for all students, Kindergarten to Graduation.

At the January 30<sup>th</sup>, 2018 Board Meeting, Student Trustee Nico Tripodi presented the Ontario Student Trustees' Association – l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO) "*Student Platform : Education policy recommendations for the 2018 provincial election – created by students, for students*" for the information of the Board.

The Board reviewed the Student Platform and unanimously approved the following motion:

"THAT the Niagara Catholic District School Board unreservedly endorse the Ontario Student Trustees Association Student Platform Report and that the Niagara Catholic District School Board communicate the endorsement to the Minister of Education and all Boards across the Province."

As a Board, Niagara Catholic congratulates OSTA-AECO for the comprehensive report and invites the Minister of Education to endorse the report and its recommendations.

Sincerely,

Rev. Fr. Paul MacNeil  
Chair of the Board

cc. Trustee Associations  
OSTA-AECO  
Chairs of all District School Boards  
Directors of Education of all District School Boards



March 6, 2018

**To: All English Public School Boards in Ontario**

Dear Chairs,

I am writing to you in respect of the upcoming trustee election. As you know, school boards are legislatively required each election year to undertake a process whereby the number of trustees for the school board is determined. Part of that process requires boards to use population data collected by the Municipal Property Assessment Corporation in the form of a Population of Electoral Group Report (“PEG Report”).

It has come to the Durham District School Board’s (DDSB’s) attention that the population data contained in the PEG Report does not appear to be consistent with the definition of electoral group in the Regulation. The electoral group, for the purpose of determining the number of trustees, includes all persons resident in the jurisdiction of the school board and who are entitled to vote, or are supporters of the school board, or are their dependents. For example, we understand that since before 2014, MPAC has collected population data for new growth housing that includes only the registered landowner and for new rental properties, that includes only the registered landowner and not their tenants. As a result, population data for spouses, dependents and tenants in new growth housing may not be captured. Durham is a region with a significant amount of growth in new housing.

It appears that these issues have caused an impact on the accuracy of the population data reported by MPAC in the PEG Report for the Durham District School Board. We are writing a letter to the Minister of Education to request a resolution to this issue.

For the DDSB, the correct MPAC data calculation would indicate that the DDSB’s population would place our Board in a population category to add one more trustee position. Currently we are in the process of determining redistribution of trustees due to current MPAC data, which could lead to reductions in trustee allocation in three townships and increase trustee allocation in another municipality.

Sincerely,

*Michael Barrett*

Michael Barrett, Chair  
Durham District School Board



@DurhamDSB



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[www.youtube.com/DurhamDSB](http://www.youtube.com/DurhamDSB)