

FEBRUARY 11, 2019

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardel Avenue, Kitchener, Ontario, on **Monday, February 11, 2019, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Policy and Governance

- 01 Review of Board Policy 4021 – Use of Volunteers
- 03 Review of Board Policy 3006 – Student Trustees

M. Weinert
Trustees

Reports

- Smart Waterloo Region – Karen Redman, Regional Chair and
Matthew Chandy, Manager, Economic Development
- 15 Transportation Consortium Update
- 32 Human Resources Information System (HRIS) Report
2018 Summer Learning Program
- 35 Interim OPSBA Voting Delegate and Alternate Director

L. Read
M. Gerard/B. Bourguault
M. Weinert
E. Ranney
Chairperson

Board Reports

Question Period (*10 minutes*)

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

Adjournment

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



USE OF VOLUNTEERS

Legal References:

Related References: *AP1415 – Use of Volunteers*
AP3770 – Criminal Reference Checks

Effective Date: *November 21, 2016*

Revisions:

Reviewed: *November 12, 2018, February 11, 2019*

It is the policy of the Waterloo Region District School Board to welcome the use of volunteers within our schools with an understanding of the following:

1. Volunteers are individuals who willingly give of their time and talent within a school setting;
2. Volunteers will not receive any type of remuneration;
3. Volunteerism is a form of community engagement;
4. ~~Under certain circumstances, volunteers may act as supervisors for extracurricular activities, after being screened, trained, and only upon the approval of the school Principal.~~ **Volunteers may perform tasks under the supervision and guidance of teachers or supervisors in conjunction with principals.**
5. **Volunteers may perform supportive activities to assist staff but are not to be directly assigned to teaching, diagnostic, prescriptive or evaluative duties.**
6. **Volunteers, prior to volunteering, are to be screened, trained and must provide a satisfactory Criminal Record Check (Level3).**



USE OF VOLUNTEERS

Legal References:

Related References: *AP1415 – Use of Volunteers*
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Effective Date: *November 21, 2016*

Revisions:

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1. **Preamble**

It is the policy of the Waterloo Region District School Board to welcome the use of volunteers within our schools with an understanding of the following:

- 1.1 Volunteers are individuals who willingly give of their time and talent within a school setting;
- 1.2 Volunteers will not receive any type of remuneration;
- 1.3 Volunteerism is a form of community engagement;
- 1.4 Under certain circumstances, volunteers may act as supervisors for extracurricular activities, after being screened, trained, and only upon the approval of the school Principal.



STUDENT TRUSTEES AND STUDENT REPRESENTATION WITHIN THE BOARD

Legal References:	<i>Education Act; Ontario Regulation 7/07</i>
Related References:	<i>Board Policy 3001 Travel, Meals and Hospitality Expenditures – Trustees; Administrative Procedure 1580 Off-Campus – Categories I, II & III; Student Senate – Terms of Reference</i>
Effective Date:	<i>May 1998</i>
Revisions:	<i>November 21, 2016, June 19, 2017</i>
Reviewed:	<i>February 11, 2019</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board, in accordance with the legislative requirements contained in the Education Act and related regulations, to recognize the benefits that accrue when students are involved in the planning of their education through participation in the role of Student Trustee. This policy outlines the roles and responsibilities of the Student Trustee(s), Student Senate and the Trustee Mentor in the Waterloo Region District School Board.

2. Eligibility, Qualifications and Disqualification

- 2.1 Student Trustees must be enrolled as full-time (taking at least 3.0 credits per semester or 6 credits in a non-semestered program) senior division (***grade 11 or 12***) student in a Waterloo Region District Secondary School and have secured parental permission if they are under the age of majority (~~Appendix A~~);
- 2.1.1 Is an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced. O. Reg. 42/11, s. 1.
- 2.2 It is recommended that candidates:
- Have demonstrated success in and commitment to their academic studies;
 - Have demonstrated an interest and prior involvement in school, extra-curricular and/or community-based activities (***e.g. Student Senate***) ~~and have good school attendance on a regular basis;~~
 - Have demonstrated strong communication skills and an ability to effectively liaise with fellow students;
 - Have demonstrated critical thinking skills and creativity in developing ideas and implementing solutions;
- 2.3 A Student Trustee shall resign their position in the event that:
- The student fails to maintain the required qualifications (as outlined in 2.1 above);
 - The student fails or is unable to comply with the terms of office outlined in this policy;
 - The student is required to serve a sentence of imprisonment in a penal or correctional institution.

2.4 If the Student Trustee is unable to perform the duties of the role due to unexcused absences, a meeting will be scheduled with the Student Trustee mentor, chair, and director to discuss plans for the remaining term of office.

- 2.5 Any vacancy created by the disqualification or resignation of a Student Trustee shall be filled by means of a by-election. O Reg 7/07, s. 7.
- 2.5.1 **In consultation with remaining Student Trustee**, the Board may decide not to fill a vacated position provided that **the remaining** ~~one~~ Student Trustee continues to serve the term of office.

3. Election Process

- 3.1 All **qualified** ~~senior-level~~ secondary students that meet the requirements of this policy are eligible to put their names forward as candidates for the position of Student Trustee.
- 3.2 Each student who put their names forward as candidates will provide the Board the following portfolio of information no later than the last Friday **prior to the election date** ~~of April in each school year~~:
- A ~~detailed~~ resume including level of completed education and **any** relevant experiences;
 - ~~A current transcript of completed courses;~~
 - ~~A record of school attendance for the current year;~~
 - A letter of intent outlining the candidate's understanding of the role of the Student Trustee and their goals in performing that role;
 - A letter of recommendation from the student's **teacher, staff member, or principal** ~~current principal or teacher~~;
 - A letter of recommendation from a community member who is not related to the candidate (**e.g. coach, music teacher, family friend, neighbour**);
 - **A letter of Permission from the candidate's parent/guardian** for candidates under the age of 18. ~~(form provided in Annex A)~~
- 3.2.1 This portfolio will ~~only~~ be reviewed by the Trustee Mentor, Director of Education **or their designate**, Board Chairperson, ~~Chief Communications Officer~~ and the Manager of Corporate Services **and retained only as required by the WRDSB Records Retention Schedule** for a period not exceeding two (2) years ~~from the date of commencement of the term of the new Student Trustees.~~
- 3.3 No later than the first Wednesday of May in each school year, an **additional** Student Senate meeting shall be conducted at the direction of the current Student Trustees for the **sole** purpose of electing incoming Student Trustees.
- 3.4 The voting process will be conducted as follows:
- 3.4.1 At the Student Senate meeting, each candidate present must present a speech that is between three (3) and five (5) minutes in length **with the order of candidate speeches decided randomly**;
- 3.4.2 After each speech, each candidate must answer one (1) to three (3) questions posed by Student Senators present;
- 3.4.3 Voting will be done by secret ballot;
- 3.4.4 A staff member and the Trustee Mentor will act as scrutineers to distribute, collect and count the ballots;
- 3.4.5 Each secondary school present will be permitted **two** ~~one~~ votes, regardless of how many Student Senators are present from a given school;
- 3.4.6 ~~Each ballot may have either one or two names of candidates written on it;~~
- 3.4.7 Where there are more than two candidates, following the count of the vote, the name of the individual with the lowest number of votes will be removed from the list of candidates;
- 3.4.8 The results of the secret ballot will be announced to all Student Senators present at the meeting by the co-chairs;
- 3.4.9 The voting process set out in 3.5.5, 3.5.6, 3.5.7 and 3.5.8 will be repeated until only two names remain on the ballot;

3.4.10 In the case of a tie where no candidate can be eliminated using procedure 3.4.9, a name will be randomly drawn to decide which candidate wins.

3.4.11 The two students remaining will be designated as Student Trustees for the following school year.

3.5 When one of the two current Student Trustees is running for re-election, they will not participate in the meeting or any prior preparation. The remaining Student Trustee will chair the election process.

3.6 When both of the current Student Trustees are running for re-election, they will not participate in the meeting or any prior preparation. The Trustee Mentor and an identified Superintendent will chair the election process.

3.7 When there are no applications submitted for the position of Student Trustee, the Director of Education, and the Board Chairperson **and current Student Trustees** will take steps to communicate with the **Student Senate contact or** administration **where applicable** at each secondary school and encourage them to invite students to apply. The vote will be postponed until applications are submitted and the Ministry will be informed of the delay.

3.8 The Board shall have at least one but not more than two Student Trustees. These Trustees will be introduced to the board before the end of June at a Board/COW Meeting.

3.9 If only two Student Trustee candidate applications are received and these candidates have met the criteria as outlined in this policy, these two shall be acclaimed.

3.9.1 The expectation that each candidate delivers a speech and answers questions per 3.4.1 and 3.4.2 of this policy shall remain in cases of acclamation.

3.9.2 There shall be no vote by the Senators in cases of acclamation.

3.10 Within 30 days after the date of the election or by-election of Student Trustees, the Board shall provide the Ministry with the name(s) of the elected candidates(s).

3.11 Upon election, Student Trustees will be formally invited to “shadow” the existing Student Trustees at Board and Committee of the Whole meetings during the month of June, except for all In Camera meetings of the Board.

4. Terms of Office

4.1 Each Student Trustee will serve a twelve-month term from August 1 until July 31, inclusive.

4.2 Student Trustees shall receive an honorarium in the amount of \$2500 if that role is retained for a complete term. If less than a complete term is served, the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office.

4.3 Student Trustees shall be reimbursed for expenses while on Board business in accordance with Policy 3001 (Travel, Meals and Hospitality Expenditures – Trustees).

4.4 Student Trustees may serve up to two terms if elected in accordance with the Selection Process regulations this policy.

4.5 Responsibilities of the Student Trustees include the following:

4.5.1 Receive and review agenda packages and attend public and In Camera sessions of the Board and Committee of the Whole, as well as other committee meetings,

when invited by the committee Chair, except for those In Camera meetings excluded under the Education Act s. 55 (5);

- 4.5.2 Participate in public discussions of the Board;
- 4.5.3 Have their vote recorded for the purpose of public record and for accountability to the student body;
- 4.5.4 Prepare motions or amendments to motions to be submitted by a Trustee on their behalf;
- 4.5.5 May be invited to serve on ad hoc committees of the Board;
- 4.5.6 Act with the decorum and expectations of all elected Trustees;
- 4.5.7 ~~Comply with the Board's Administrative Procedure for Off Campus Trips (AP 1580) when travelling on Board business;~~
- 4.5.7 As appropriate, be provided with resources such as secretarial support, telephone voice-mail and intranet electronic communications (Gmail);
- 4.5.8 Notify the Board during public meetings of any direct or indirect conflict of interest they may have in any matter being discussed by the Board;
- 4.5.9 Comply with legislation governing the attendance of Trustees at public meetings of the Board;
- 4.5.10 Provide co-chair leadership throughout the year to the Board's Student Senate including calling meetings no less than four times per year, including the meeting to elect Student Trustees for the following term of office;
- 4.5.11 Provide a verbal report to the Board of Trustees after each Student Senate meeting;
- 4.5.12 Review with the Student Senate the Student Trustees and Student Representation Within the Board policy and Student Senate Terms of Reference annually to ensure they best reflect the progressive work of the Student Senate and Student Trustees;
- 4.5.13 A Trustee mentor and their alternate will be identified each year in December, but they will assume their responsibilities at the end of the following June in alignment with the election of the new Student Trustees. Their role is to guide the Student Trustees throughout their term of office. The Trustee mentor will be assigned seating next to the Student Trustees at the Board table.

4.6 By accepting the role of Student Trustee, students agree to:

- 4.6.1 ***Release to the Waterloo Region District School Board (WRDSB), its agents, and employees all rights to record and share their input and suggestions through board meeting minutes.***
- 4.6.2 ***Acknowledge that both print and electronic forms of board meeting minutes will be made publicly available and kept as a permanent record.***
- 4.6.3 ***Recognize that Board-related meetings or events may be shared on Waterloo Region District School Board websites and social media channels and may include photographs and video recordings taken of them.***
- 4.6.4 ***Recognize that Student Senate meetings or events may be shared on Waterloo Region District School Board websites and social media channels and may include photographs and video recordings taken of them.***

5. Student Senate

- 5.1 The purpose of Student Senate meetings, co-chaired by the Student Trustees per 4.5.44 **12**, will be to:
 - 5.1.1 Assist the Student Trustees in determining student issues, gathering student opinion and communicating with students;
 - 5.1.2 Providing students with an opportunity for larger, more cohesive voice and a forum for the exchange of ideas;
 - 5.1.3 Connecting student voice by working toward dialogue between all students in all schools of the Board concerning advisory matters pertinent to the Student Senate and to the Board;

- 5.1.4 Allow for discussion of students' interests and concerns related to Board issues;
- 5.1.5 Providing staff with the opportunity to present to student leaders from each school;
- 5.1.6 Review relevant and applicable policies of the Board that impact students with the purpose of providing feedback to staff and the Board.

5.1.7 *Liaise back with the Student Senate contact/school administration to inform staff and students about the work that happens at Student Senate.*

5.2 *In May or June of the previous year, Senior Staff will communicate with secondary school administration and/or Student Senate contacts and ask that they identify two candidates to be Student Senator representatives for the following school year. At the beginning of each school year, an orientation and goal setting session will be organized and offered.* ~~At the start of each school year, the two Student Trustees will contact the administration of each secondary school in the Board to provide information on the Student Senate, the role of a Senator, and request that the school nominate or elect at minimum two students to serve as that school's Student Senators.~~

5.2.1 Identified Board staff will provide assistance to the Student Trustees in meeting this objective.

5.3 Any interested students who are not nominated or elected per 5.2 are still invited and welcome to attend all Student Senate meetings and act in the official capacity as a Student Senator for their school.

6. Trustee Mentor

- 6.1 Responsibilities of the Trustee Mentor and their alternate include the following:
 - 6.1.1 Appointed to serve as a mentor to the Student Trustees and to the Student Senate in accordance with 4.5.13 of this policy;
 - 6.1.2 Provide guidance and orientation to the role of Student Trustees;
 - 6.1.3 Aid in understanding of Board meeting procedures;
 - 6.1.4 Answer relevant questions from Student Trustees;
 - 6.1.5 Help to create a welcoming atmosphere, such that Student Trustees feel more comfortable speaking at the Board table;
 - 6.1.6 Encourage Student Trustees to share thoughts at the Board table;
 - 6.1.7 Informing Student Trustees as to who to contact in the event of absence from meetings;
 - 6.1.8 Provide Student Trustees with objective and pertinent information about topics discussed at the Board table;
 - 6.1.9 Meet with Student Trustees prior to the start of their term;
 - 6.1.10 Help Student Trustees to better provide student opinion to the Board;
 - 6.1.11 Debrief after any meetings where Student Trustees wish to discuss the contents or course of the meeting;
 - 6.1.12 Assist Student Trustees to prepare agendas for Student Senate meetings;
 - 6.1.13 Attend monthly Student Senate meetings;
 - 6.1.14 ~~Ensure appropriate supervision when travelling on Board business per 4.5.7 of this policy.~~

APPENDIX A

LETTER OF PARENT/GUARDIAN/CAREGIVER PERMISSION FOR STUDENT TRUSTEE CANDIDATES UNDER 18 YEARS OF AGE.

Candidate Information

Candidates should print this form and complete this section then have their parent(s)/guardian(s)/caregiver(s) complete and sign the next section. Candidates must include a completed copy of this form with their application portfolio per 3.3.

Candidate Name: _____

Candidate School: _____

Application Cycle: _____ (eg. 2017/18)

Date of Birth (YYYY/MM/DD): ____/____/____

Statement of Parent/Guardian/Caregiver Consent

I/We, the undersigned parent(s)/guardian(s)/caregiver(s) of the above named Candidate for the Position of Student Trustee with the Waterloo Region District School Board do give my/our consent for my/our child to apply for the position of Student Trustee, and if elected, to carry out the duties of Student Trustee. I/We understand that elected Student Trustees will be required to regularly attend meetings of the Board, may be asked to travel and attend conferences on official business of the Board, provide co-chair leadership for the Student Senate, and carry out any other duties of a Student Trustee in accordance with Board Policy 3006 and/or the Education Act.

I/We understand the above and give our consent for my/our child to submit their application and carry out the duties enumerated above for the entire duration of their term if elected.

X _____ X _____

Print Name: _____ Print Name: _____

Phone: _____ Phone: _____



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- 2.1 Student Trustees must be enrolled as full-time (taking at least 3.0 credits per semester or 6 credits in a non-semestered program) senior division student in a Waterloo Region District Secondary School and have secured parental permission if they are under the age of majority (Appendix A) or;
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- 2.2 It is recommended that candidates:
- Have demonstrated success in and commitment to their academic studies;
 - Have demonstrated an interest and prior involvement in school, extra-curricular and/or community-based activities and have good school attendance on a regular basis;
 - Have demonstrated strong communication skills and an ability to effectively liaise with fellow students;
 - Have demonstrated critical thinking skills and creativity in developing ideas and implementing solutions;
- 2.3 A Student Trustee shall resign their position in the event that:
- The student fails to maintain the required qualifications (as outlined in 2.1 above);
 - The student fails or is unable to comply with the terms of office outlined in this policy;
 - The student is required to serve a sentence of imprisonment in a penal or correctional institution.
- 2.4 Any vacancy created by the disqualification or resignation of a Student Trustee shall be filled by means of a by-election. O Reg 7/07, s. 7.

- 2.4.1 The Board may decide not to fill a vacated position provided that one Student Trustee continues to serve the term of office.

3. Election Process

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- A detailed resume including level of completed education and relevant experiences;
 - A current transcript of completed courses;
 - A record of school attendance for the current year;
 - A letter of intent outlining the candidate's understanding of the role of the Student Trustee and their goals in performing that role;
 - A letter of recommendation from the student's current principal or teacher;
 - A letter of recommendation from a community member who is not related to the candidate;
 - Permission for candidates under the age of 18 (form provided in Annex A)
- 3.2.1 This portfolio will only be reviewed by the Trustee Mentor, Director of Education, Board Chairperson, Chief Communications Officer and the Manager of Corporate Services for a period not exceeding two (2) years from the date of commencement of the term of the new Student Trustees.
- 3.3 No later than the first Wednesday of May in each school year, a Student Senate meeting shall be conducted at the direction of the current Student Trustees for the purpose of electing incoming Student Trustees.
- 3.4 The voting process will be conducted as follows:
- 3.4.1 At the Student Senate meeting, each candidate present must present a speech that is between three (3) and five (5) minutes in length;
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- 3.4.9 The voting process set out in 3.5.5, 3.5.6, 3.5.7 and 3.5.8 will be repeated until only two names remain on the ballot;
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- 3.5 When one of the two current Student Trustees is running for re-election, they will not participate in the meeting or any prior preparation. The remaining Student Trustee will chair the election process.

- 3.6 When both of the current Student Trustees are running for re-election, they will not participate in the meeting or any prior preparation. The Trustee Mentor and an identified Superintendent will chair the election process.
- 3.7 When there are no applications submitted for the position of Student Trustee, the Director of Education and the Board Chairperson will take steps to communicate with the administration at each secondary school and encourage them to invite students to apply. The vote will be postponed until applications are submitted and the Ministry will be informed of the delay.
- 3.8 The Board shall have at least one but not more than two Student Trustees. These Trustees will be introduced to the board before the end of June at a Board/COW Meeting.
- 3.9 If only two Student Trustee candidate applications are received and these candidates have met the criteria as outlined in this policy, these two shall be acclaimed.
- 3.9.1 The expectation that each candidate delivers a speech and answers questions per 3.4.1 and 3.4.2 of this policy shall remain in cases of acclamation.
- 3.9.2 There shall be no vote by the Senators in cases of acclamation.
- 3.10 Within 30 days after the date of the election or by-election of Student Trustees, the Board shall provide the Ministry with the name(s) of the elected candidates(s).
- 3.11 Upon election, Student Trustees will be formally invited to “shadow” the existing Student Trustees at Board and Committee of the Whole meetings during the month of June, except for all In Camera meetings of the Board.
4. Terms of Office
- 4.1 Each Student Trustee will serve a twelve-month term from August 1 until July 31, inclusive.
- 4.2 Student Trustees shall receive an honorarium in the amount of \$2500 if that role is retained for a complete term. If less than a complete term is served, the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office.
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- 4.4 Student Trustees may serve up to two terms if elected in accordance with the Selection Process regulations this policy.
- 4.5 Responsibilities of the Student Trustees include the following:
- 4.5.1 Receive and review agenda packages and attend public and In Camera sessions of the Board and Committee of the Whole, as well as other committee meetings, when invited by the committee Chair, except for those In Camera meetings excluded under the Education Act s. 55 (5);
- 4.5.2 Participate in public discussions of the Board;
- 4.5.3 Have their vote recorded for the purpose of public record and for accountability to the student body;
- 4.5.4 Prepare motions or amendments to motions to be submitted by a Trustee on their behalf;
- 4.5.5 May be invited to serve on ad hoc committees of the Board;
- 4.5.6 Act with the decorum and expectations of all elected Trustees;

- 4.5.7 Comply with the Board's Administrative Procedure for Off-Campus Trips (AP 1580) when travelling on Board business;
- 4.5.8 As appropriate, be provided with resources such as secretarial support, telephone voice-mail and intranet electronic communications (Gmail);
- 4.5.9 Notify the Board during public meetings of any direct or indirect conflict of interest they may have in any matter being discussed by the Board;
- 4.5.10 Comply with legislation governing the attendance of Trustees at public meetings of the Board;
- 4.5.11 Provide co-chair leadership throughout the year to the Board's Student Senate including calling meetings no less than four times per year, including the meeting to elect Student Trustees for the following term of office;
- 4.5.12 Provide a verbal report to the Board of Trustees after each Student Senate meeting;
- 4.5.13 Review with the Student Senate the Student Trustees and Student Representation Within the Board policy and Student Senate Terms of Reference annually to ensure they best reflect the progressive work of the Student Senate and Student Trustees;
- 4.5.14 A Trustee mentor and their alternate will be identified each year in December, but they will assume their responsibilities at the end of the following June in alignment with the election of the new Student Trustees. Their role is to guide the Student Trustees throughout their term of office. The Trustee mentor will be assigned seating next to the Student Trustees at the Board table.

5. Student Senate

- 5.1 The purpose of Student Senate meetings, co-chaired by the Student Trustees per 4.5.11, will be to:
 - 5.1.1 Assist the Student Trustees in determining student issues, gathering student opinion and communicating with students;
 - 5.1.2 Providing students with an opportunity for larger, more cohesive voice and a forum for the exchange of ideas;
 - 5.1.3 Connecting student voice by working toward dialogue between all students in all schools of the Board concerning advisory matters pertinent to the Student Senate and to the Board;
 - 5.1.4 Allow for discussion of students' interests and concerns related to Board issues;
 - 5.1.5 Providing staff with the opportunity to present to student leaders from each school;
 - 5.1.6 Review relevant and applicable policies of the Board that impact students with the purpose of providing feedback to staff and the Board.
- 5.2 At the start of each school year, the two Student Trustees will contact the administration of each secondary school in the Board to provide information on the Student Senate, the role of a Senator, and request that the school nominate or elect at minimum two students to serve as that school's Student Senators.
 - 5.2.1 Identified Board staff will provide assistance to the Student Trustees in meeting this objective.
- 5.3 Any interested students who are not nominated or elected per 5.2 are still invited and welcome to attend all Student Senate meetings and act in the official capacity as a Student Senator for their school.

6. Trustee Mentor

- 6.1 Responsibilities of the Trustee Mentor and their alternate include the following:

- 6.1.1 Appointed to serve as a mentor to the Student Trustees and to the Student Senate in accordance with 4.5.13 of this policy;
- 6.1.2 Provide guidance and orientation to the role of Student Trustees;
- 6.1.3 Aid in understanding of Board meeting procedures;
- 6.1.4 Answer relevant questions from Student Trustees;
- 6.1.5 Help to create a welcoming atmosphere, such that Student Trustees feel more comfortable speaking at the Board table;
- 6.1.6 Encourage Student Trustees to share thoughts at the Board table;
- 6.1.7 Informing Student Trustees as to who to contact in the event of absence from meetings;
- 6.1.8 Provide Student Trustees with objective and pertinent information about topics discussed at the Board table;
- 6.1.9 Meet with Student Trustees prior to the start of their term;
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- 6.1.11 Debrief after any meetings where Student Trustees wish to discuss the contents or course of the meeting;
- 6.1.12 Assist Student Trustees to prepare agendas for Student Senate meetings;
- 6.1.13 Attend monthly Student Senate meetings;
- 6.1.14 Ensure appropriate supervision when travelling on Board business per 4.5.7 of this policy.

APPENDIX A

LETTER OF PARENT/GUARDIAN/CAREGIVER PERMISSION FOR STUDENT TRUSTEE CANDIDATES UNDER 18 YEARS OF AGE.

Candidate Information

Candidates should print this form and complete this section then have their parent(s)/guardian(s)/caregiver(s) complete and sign the next section. Candidates must include a completed copy of this form with their application portfolio per 3.3.

Candidate Name: _____

Candidate School: _____

Application Cycle: _____ (eg. 2017/18)

Date of Birth (YYYY/MM/DD): ____/____/____

Statement of Parent/Guardian/Caregiver Consent

I/We, the undersigned parent(s)/guardian(s)/caregiver(s) of the above named Candidate for the Position of Student Trustee with the Waterloo Region District School Board do give my/our consent for my/our child to apply for the position of Student Trustee, and if elected, to carry out the duties of Student Trustee. I/We understand that elected Student Trustees will be required to regularly attend meetings of the Board, may be asked to travel and attend conferences on official business of the Board, provide co-chair leadership for the Student Senate, and carry out any other duties of a Student Trustee in accordance with Board Policy 3006 and/or the Education Act.

I/We understand the above and give our consent for my/our child to submit their application and carry out the duties enumerated above for the entire duration of their term if elected.

X _____
Print Name:
Phone:

X _____
Print Name:
Phone:



Report to Board of Trustees

February 11, 2019

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 2017-18 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 Student Transportation Services of Waterloo Region, Inc. (STSWR), a separate incorporated entity.

According to the Articles of Incorporation, STSWR 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 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 policies and procedures, monitor STSWR, 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 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 not exceptions to policy.

Since its inception in 2007, STSWR 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 2017-18 school year.

Financial implications

No financial implications.

Communications

The information will be posted on the STSWR website.

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



Student Transportation Services of Waterloo Region

2017-2018 Annual
Report

February 2019



2017-2018 Annual Report

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2017-2018 Highlights

Safety Initiatives:

- STSWR renewed its focus on speeding with the change in technology onboard of school purpose vehicles.
- STSWR continues to focus on student safety and offers training to students, parents, school staff and school bus drivers through the following events:
 - Updated First Rider program for Kindergarten students
 - Bus patrols, standing patrols (student crossing guards) and trailblazers (walking student leaders)
 - New Bus Evacuation training for all elementary students
 - Bus Driver professional development day
- Revamped the School Travel Planning partnership with the municipalities.

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 contracts.
 - Updated audits to align with individual Contract Proposal
- A monthly scorecard system ensures ongoing compliance for some KPI's.
 - Valid Driver License
 - First Aid Valid
 - EpiPen Annually
 - Vehicle Age
 - Vehicle GPS
- All Bus Routes are formally audited at least twice a year using GPS tracking data.



2017-2018 Highlights

Productivity Initiatives:

- The continued growth of 3.8% in the transported population is stretching the network capacity. We have been able to integrate the added volume to existing route network.
- Large vehicles
 - Mileage increased by 1%
 - No vehicle added
- Special Needs
 - Addition of 4 minivans mid year to improve service and alleviate challenges with taxi service



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 2017-2018

Updated : Aug 31, 2018

Goal 2017-2018 2016-2017 2015-2016 2014-2015 2013-2014 2012-2013

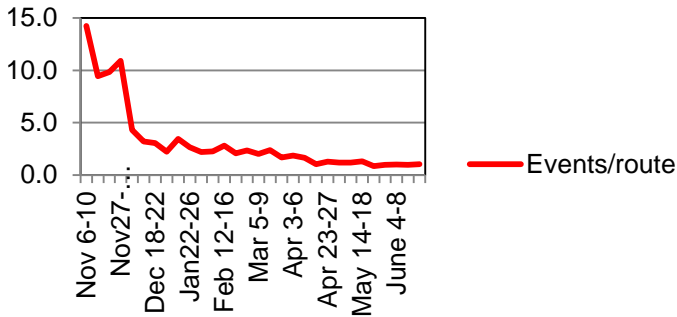
	Goal	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013
Safety	Student Injuries	0	1	0	0	2	3
	Collisions	0	58	41	48	54	40
	Collision Frequency	4.4	11.2	6.6	8.3	9.3	8.02
Quality	Student Ride time	14	14	14	14	13	14
Service	Service interruption	0	6	0	0	2	9
	Late bus over 50 minutes	0	188	20	33	13	26
Cost	Variance to Plan	\$ -	\$ (98,793)	\$ (14,800)	\$ 545,530	\$ 346,423	\$ 1,006,664
	\$/student	\$735	\$ 722	\$ 670	\$ 666	\$ 676	\$ 702

Injuries:	Back pain from bus going over a bump
Collision	Significant increase in collision, 52/83 attributed to rushing
Delays	Weather 120 (95 Jan 8), 24 driver related, 20 traffic related, 18 mechanical
Service interruption	6 routes Jan 8 around Elmira



Improving safety

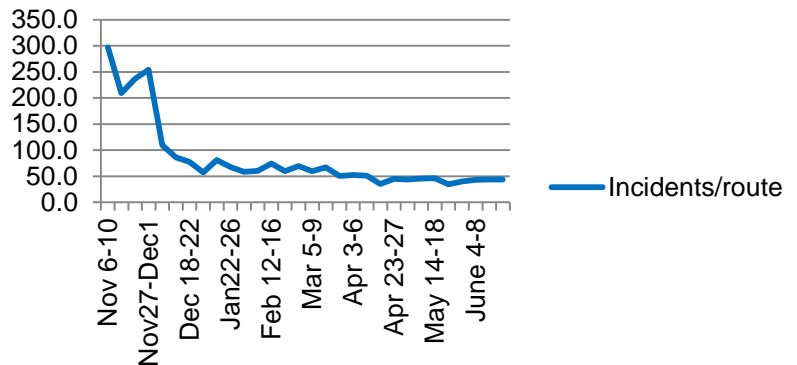
Speeding Events/route/Week



Speeding event:
sustained speeding
over 40 seconds

Speeding incident:
any speeding 10%
over posted speed,
10 seconds intervals.

Speeding Incidents/Route/Week





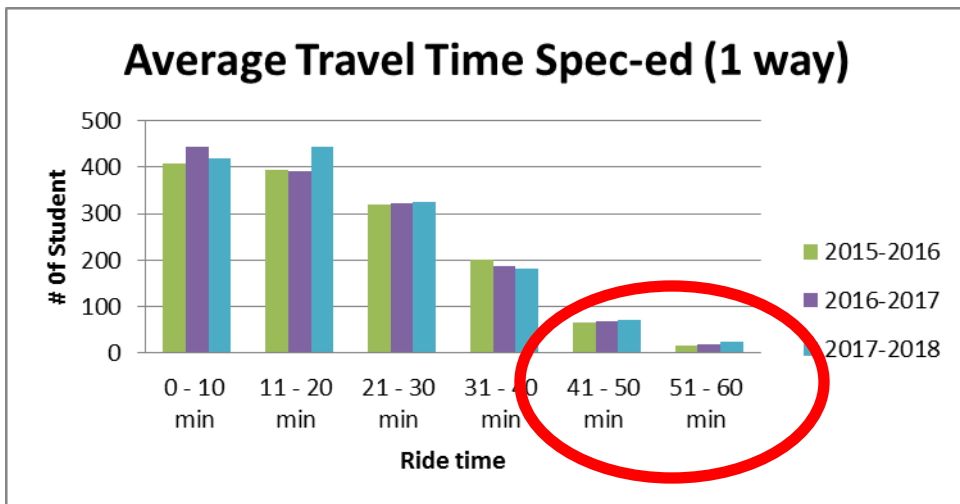
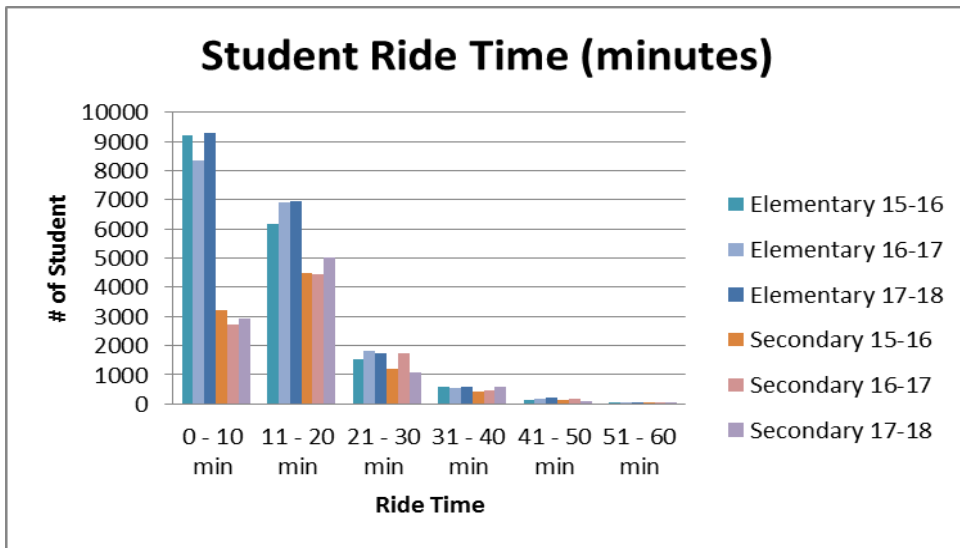
Measuring Performance

Average Distance to Bus Stop:

- Kindergarten Students 134m, range from 0 to 500m
- Elementary Students 144m, range from 0m to 920m
- Secondary Students 284m, 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



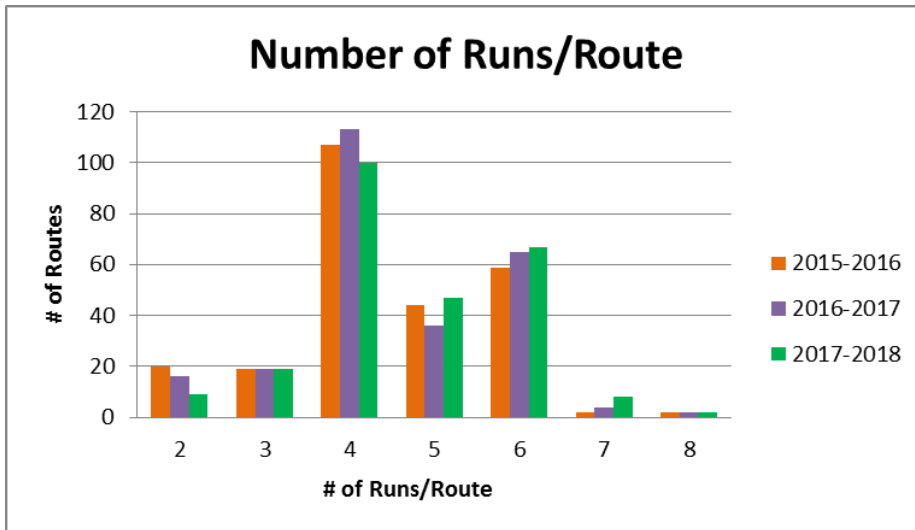
Focused on minimizing long ride time



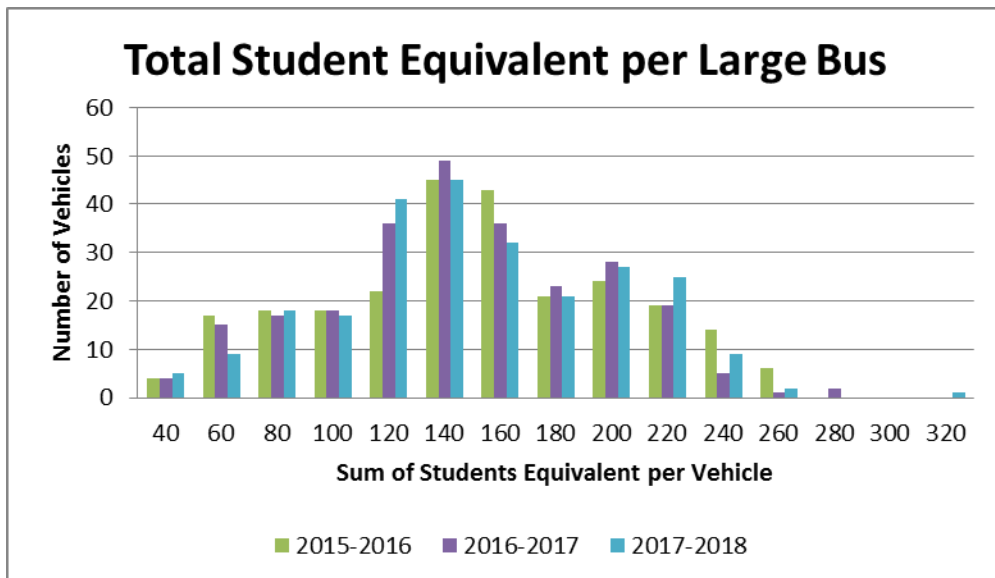
Measuring Performance

Vehicle Capacity Utilization:

- The growth is absorbed in the current number of vehicle



- We are now transporting up to 312 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

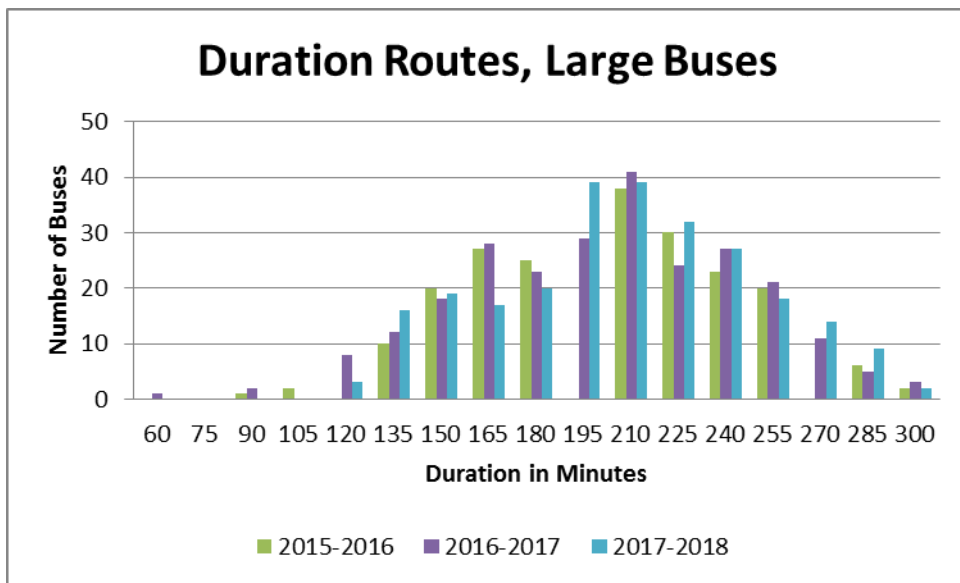




Measuring Performance

Vehicle Time Utilization:

- We continue to maximize the utilization of the vehicles.



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



Active Transportation

Developing tools and programs to support schools in addressing traffic and parking issues.

- 17 schools requested school travel planning intervention
- 8 school councils received presentation
- 9 schools initiated a school travel action plan
- 8 school travel plan committees
- 29 schools participated in Walk In Their Sneakers
- 5 schools and 74 students participated in Trailblazer training program



Appeals

Appeals:

- We had a considerable increase in appeal last year. We received 73 appeals from 36 the previous year.
- At the WRDSB, changes with the French Immersion program created some challenges. The distance continues to be a point of contention.
- At the WCDSB, the primary cause of appeal is related to distance followed by sibling eligibility.
- The following tables illustrate the number of appeals at the WRDSB, the reason for the appeal, and the outcome.

	2017-2018 School Year					
WRDSB	Elementary	Secondary	Total	Granted by GM	Elevated to CMC	Granted by CMC
French Immersion	15	2	17		8	
distance	5	12	17	2	5	
loss of transportation	11		11		5	2
sibling	7		7		1	
grandfather	3		3			
OOB	2	1	3		1	
safety	3		3	1	1	
stop location	1	1	2	1		
boundary change	1		1			
total	48	16	64	4	21	2



2017-2018 Overview

2017-18 Summary:

Transportation continues to be very safe for students. Overall a very successful year.

- Safety
 - Sustainable process to ensure kindergarten safe drop off.
 - Significant reduction of speeding.
 - Public awareness campaign continued with 2 radio campaigns.
 - First fleet to install alcohol detection sensors on all school purpose vehicles.
- Customer Service
 - Making strides in ensuring every interaction is a positive one.
 - Challenging start-up with lots of change.
- Service provider change
 - Successful start-up with new operators and significant changes in route and vehicle type distribution.
- Sustainability
 - 15 propane school buses with lower emissions.
 - 1 electric school bus in service.
- Active Transportation
 - Developed the Trailblazer training.
- Driver Shortage
 - We worked collaboratively with the Bus Operators to address driver shortage before service was significantly affected.



2018-2019 Outlook

2018-19 Objectives:

- Building upon our successes and challenges from 2017-18, there are a number of key areas that STSWR will focus on during the 2018-19 school year. These include:
 - Safety
 - Continue with simple message to slow down and leveraging the Bus Driver PD day.
 - Roll out new School Bus Evacuation Training.
 - Evacuation review at secondary level.
 - Participate in School Bus Safety week.
 - Monitoring compliance to Alcohol sensor on all vehicles.
 - Continue to work with the Region to pursue the stop arm camera.
 - Customer Service
 - Continuously working with all stakeholders to ensure every interaction is a positive one.
 - Improving the on time performance tracking
 - Special Needs transportation
 - Continue to review network for efficiency focusing on reducing ride time and reducing the use of Taxis
 - School Travel Planning
 - 2 additional staff to support Active Transportation services
 - Supporting Heart and Stoke walking school bus program
 - Technology
 - Focusing on providing better tools to bus drivers starting with turn by turn directions on mobile app.



2017-2018 Financial Report

Driver availability was challenging and caused us to make changes to driver wage.

STSWR 2016-2017	Total
Overhead	\$ 1,411,742
WCDSB transportation cost	\$ 4,996,905
WRDSB transportation cost	\$16,040,357
School Travel Planning	\$ 49,699
Total	\$22,498,704

WCDSB Details	Total
Regular School Bus	\$ 3,790,968
Spec-Ed Bus	\$ 826,373
Taxi	\$ 201,466
GRT	\$ 21,170
Total	\$ 4,996,905

WRDSB Details	Total
Regular School Bus	\$ 7,376,567
Spec-Ed Bus	\$ 6,504,215
Taxi	\$ 1,139,374
GRT	\$ 316,382
Total	\$16,040,357



Vehicle cost

The table below lists vehicle usage and annual cost for the 2018-2019 school year.

Vehicle annual cost and daily usage									
Cost 2018-2019	Minimum Daily Distance	Maximum Daily Distance	Average Daily Distance	Minimum Daily Time	Maximum Daily Time	Average Daily Time	Minimum Annual Cost	Maximum Annual Cost	Average Annual Cost
Mini Bus	71	250	111	157	455	243	\$33,634	\$ 73,558	\$43,796
Big Bus	14	195	86	53	375	198	\$36,482	\$ 69,241	\$45,224
20-WC	60	217	107	132	416	242	\$42,622	\$ 70,127	\$50,920
VAN	80	182	117	162	401	241	\$27,897	\$ 52,746	\$35,838
Total	14	250	96	53	455	216	\$27,897	\$ 73,558	\$44,675



Report to Committee of the Whole

February 11, 2019

Subject: Human Resource Information System Upgrade

Recommendation

That the Waterloo Region District School Board approve an additional commitment of \$2.3M from accumulated surplus to support an upgrade to the Board's Human Resource Information System as outlined in the report to the Committee of the Whole on February 11, 2019.

Status

On June 25, 2018, the Board of Trustees approved a balanced budget, which included \$150,000 to hire a consultant to support the Board during the early stages of the upgrade including establishing the needs of the board and developing a project scope. The Board has successfully completed both steps and has issued a Request for Proposal. The Request for Proposal was posted publicly and had a closing date of January 28, 2019. The Request for Proposal is non-binding and will only be actioned if the Board of Trustees passed the motion contained within this report.

Background

The Waterloo Region District School Board is one of the largest employers in the region at approximately 8,200 employees. The Board's Human Resources Information System (HRIS) supports the board in critical areas such as position management, payroll, talent management, workforce management, Human Resources strategic planning, and regulatory reporting. (See Appendix A)

Currently, we are able to manage and store employee data as well as process and pay employees of the board bi-weekly and who either work on a 10 month or 12 month basis. However, over the years, because of centrally agreed to collective agreements, Ministry Regulations, agreements reached between the Crown and employee groups, increased reporting requirements of the Ministry of Education, greater demands on our system has occurred. Due to those demands, additional work (e.g., manually creating a work around necessary to complete the tasks) on the part of existing staff within Human Resources, Financial Services and Information Technology Services is required on a regular basis to meet reporting timelines, reconciliation and accounting expectations of the Ministry of Education. Sustainability of being able to maintain this level of support as well as completing daily tasks is not foreseeable in the long term.

It is important that we have a Human Resource Information System (HRIS) that reflects accurate information regarding those in the employ of the board while ensuring data that is stored and/or created is both current and timely. With this in mind, having a robust and adaptable HRIS system will serve us well in ensuring that whether we are creating bi-weekly pays, completing reports or complying with special requests, we can do so with the utmost confidence and ease.

As a result, the need has arisen to identify options currently in the market place that will assist in completing our HRIS requirements as well as having the potential to adapt to further needs, which may arise from time to time, minimizing manual intervention and delivering results in a timely and accurate manner.

Financial implications

The process of implementing changes to the Board's existing Human Resources Information System is an investment of time and resources. However, the gains in efficiencies through process improvement, accuracy, and automation will support the entire organization.

The total project budget is \$2,300,000. As of February 8, 2019, the Board's Accumulated Surplus - Unappropriated has sufficient funds to support this project. The Board of Trustees, through the motion contained in this report, will be able to approve the allocation of these funds.

The project budget will support the follow items:

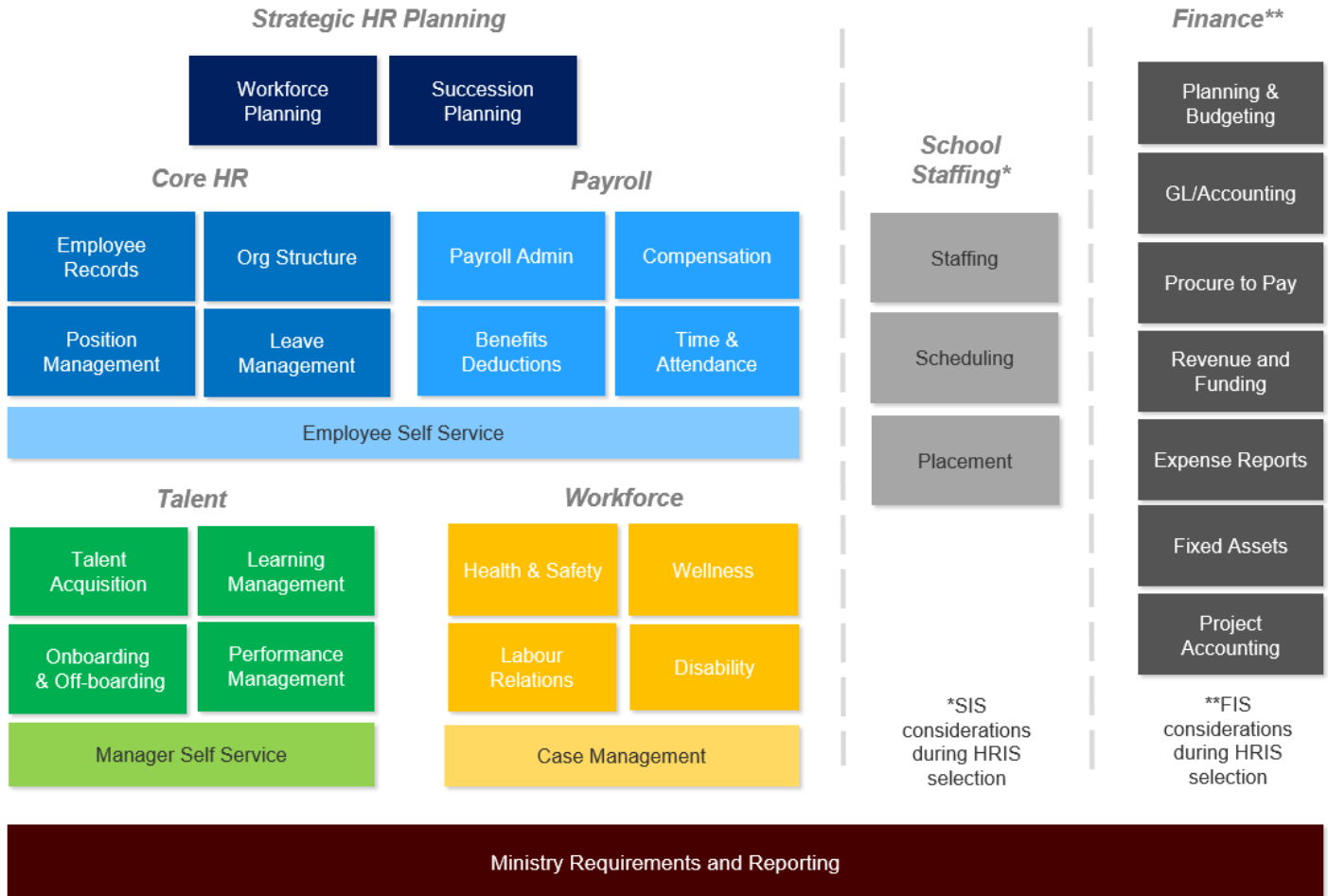
Software acquisition and implementation support	\$1,500,000
Release time for subject matter experts from payroll, human resources, finance and dedicated implementation support from Information Technology Services.	650,000
Project Management Consultant with expertise in HRIS implementation	<u>150,000</u>
TOTAL	<u>\$2,300,000</u>

Communications

The Board will follow its normal, mandated procurement process and complete all necessary communications as required by the Broader Public Sector Procurement Guidelines.

Prepared by: Michael Weinert, Coordinating Superintendent, Human Resource Services
Matthew Gerard, Coordinating Superintendent, Business Services and
Treasurer of the Board and in consultation with Coordinating Council

WRDSB Operating Model for HRIS & Payroll Selection v2



The scope of this project is for the Strategic HR Planning, Core HR, Talent Management and Case Management modules. The Request for Proposal included option pricing for the Finance modules but are not contemplated as part of the costing in this report.



Report to Committee of the Whole

February 11, 2019

Subject: OPSBA Interim Trustee Confirmations or Appointments for Vacant Positions

Recommendation

That the Waterloo Region District School Board of Trustees confirm or appoint their Voting Delegate; and

Confirm or appoint the Alternate Director.

Status

The trustee term commencing December 1, 2018 has two vacant Ontario Public School Boards' Association (OPSBA) positions:

1. Voting Delegate
2. Alternate Director

These positions need to be filled for the remainder of the term ending in May 2019.

Voting Delegate – Annual General Meeting (June 2018)

For the Annual General Meeting, this Board must appoint one member to serve as the Voting Delegate and a second member to act as an Alternate in the absence of the Voting Delegate.

Appointment of OPSBA Director/Alternate Director (June 2018 – June 2019)

The constitution and bylaws of the Ontario Public School Boards' Association entitle certain member boards to appoint a trustee representative to the Association's Board of Directors. The Waterloo Region District School Board meets the criteria to be eligible to appoint one Director, as well as one Alternate Director who would act only in the absence of the Director.

Background

The voting process can be found as Appendix A.

The Board's current trustee appointments to OPSBA are:

- | | |
|-----------------------------|-------------------|
| • Voting Delegate | Vacant |
| • Director | Kathleen Woodcock |
| • Alternate Voting Delegate | Kathleen Woodcock |
| • Alternate Director | Vacant |

Note: Should trustees be willing to continue serving in their current roles with the Association, there is nothing within OPSBA's procedures that would prevent re-appointment and the nomination/voting process will be consistent with that followed at the Board's Inaugural Meeting.

Financial implications

No financial implications.

Communications

Confirmations and/or appointments will be communicated by the Manager of Corporate Services to OPSBA following Board approval.

Prepared by: Stephanie Reidel, Manager of Corporate Services on behalf of Chairperson J. Herring.

Appendix A

CLARIFICATION OF VOTING PROCESS FOR ELECTION OF OPSBA POSITIONS

The information below is provided for clarification of the voting process, if required, for the election of the Voting Delegate and Director, and Alternate Voting Delegate and Alternate Director positions.

The election shall follow the Board's bylaws which state:

4.2.3 When nominations have been closed by a vote with a show of hands, any vote required to elect the Chairperson will be conducted by secret ballot.

The Board, by majority vote, appoints two staff members to act as scrutineers and such appointments have traditionally been from the members of senior administration present at the meeting.

One of the scrutineers distributes a slip of paper to each trustee following the closing of nominations for the position. Once the ballots are completed, trustees fold the slip of paper in half and the second scrutineer will present the ballot box to each trustee in which he/she will deposit the ballot.

The scrutineers withdraw from the Boardroom to the Trustees Office to count the ballots. The name of the successful candidate will be written on a piece of paper and handed to the Chairperson. The Chairperson will then announce the name of the successful candidate. This process shall be repeated for each position to be filled.

However, if a successful candidate is not determined through the first vote because there are more than two candidates nominated and none of them receive a majority vote, then the ballot process must be repeated in accordance with the bylaws (Article 4.2.7 through 4.2.9)

If there are only two candidates, and the successful candidate is not determined through the first vote because of a tie, then the candidates draw lots to fill the position, which means the names of the two candidates are placed in the ballot box and one name is drawn from the box. Our practice has been to appoint one of the scrutineers to draw the name from the box.

It has been the practice to use a different colour of paper for each round of voting so there is no room for error when the scrutineers are counting ballots. The ballots are destroyed following the voting process.

Please note that since the Board's bylaws indicate the election must be conducted by secret ballot, no other form of voting would be considered acceptable. Section 45 of Roberts Rules of Order regarding voting procedures states that, "when the bylaws require a vote to be taken by ballot, the requirement cannot be suspended, even by unanimous vote." This would mean that anyone who is not present at the Committee of the Whole meeting is ineligible to vote in this election.