

March 8, 2021

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held via video conference, on **Monday, March 8, 2021, 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 Board Policy G500 - Director of Education Executive Limitations/Requirements

Chairperson

10 Board Policy 3000 - Trustee Honoraria

M. Gerard

Reports

12 Class Size and Room Utilization

M. Weinert / M. Gerard

Student Census Verbal Update

P. Rubenschuh / D. Liebermann / D. Lane

COVID-19 Pandemic Update

J. Bryant / L. Read

17 Motion: Letter Regarding Stop Arm Cameras

Trustee C. Whetham

Board Reports

Ad Hoc School Resource Officer Review Committee Update

Trustee K. Meissner

OPSBA Board of Directors' Update

Trustee L. Tremble

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



DIRECTOR OF EDUCATION EXECUTIVE LIMITATIONS/REQUIREMENTS **DUTIES AND RESPONSIBILITIES**

Legal References:	<i>Education Act</i>
Related References:	<i>Board Strategic Plan;</i> <i>Director's Performance Appraisal Guidebook</i>
Effective Date:	<i>May 2006</i>
Revisions:	<i>March 8, 2021, June 22, 2015</i>
Reviewed:	

1. Preamble

The Director of Education is the **Waterloo Region District School Board's (WRDSB)** senior staff person through which the Board of Trustees directs the delivery of public education in the district. This position is also Secretary to the Board of Trustees. The following Executive **Duties and Responsibilities** ~~Limitations/Requirements~~ define the authority to act associated with this position in the fulfillment of its roles and responsibilities. They also represent accountabilities that will be assessed in the annual performance evaluation of the Director of Education.

2. General Authority to Act

- 3.1 The Director of Education has the authority to act as per the following directives:
 - 3.1.1 The Education Act of the Province of Ontario
 - 3.1.2 Policy directives of the Ministry of Education
 - 3.1.3 **WRDSB** Board-policies
 - 3.1.4 The position description for the Director of Education / Secretary of the Board
 - 3.1.5 As directed by a motion of the Board of Trustees consistent with the above-noted directives.
- 3.2 The Director of Education will not operate in any manner or make decisions that contravene applicable legislative or statutory requirements or directives, **WRDSB** Board policies, human rights codes or relevant other laws and government policies.
- 3.3 The Director of Education will act in a manner that at all times respects the dignity and integrity of each individual that comes in contact with the ~~Waterloo Region District School Board~~ **WRDSB**; ensuring respectful, fair and equitable treatment; and ensuring district rate payers, parents/guardians, students and staff are effectively informed of their rights, are listened to and are provided information on how to put forward their perspectives, ideas and view points within approved **WRDSB** policies.

3. Academic Excellence

- 4.1 To annually prepare an Operational Plan (also known as a Board Improvement Plan) for the district for Board approval that facilitates the achievement of Ministry directives and policies, aligns to the ~~WRDSB~~ **WRDSB** Board's Strategic Plan and includes innovative educational programming and strategies. The Plan is also to contain objectives, appropriate measures and monitoring report processes.
- 4.2 To develop an organizational culture of academic excellence across the organization by supporting innovation, staff training and development, recognition of efforts and

outcomes, promotion of and support for educational learning opportunities and forums and other strategies.

- 4.3 To have in place, comprehensive professional development programs for all staff categories, updating it regularly to reflect ongoing changes in curriculum requirements, teaching methodologies, management techniques, health and safety directives and related operational requirements.
- 4.4 To directly participate and support staff participation in educational forums, research activities, planning and policy initiatives, curriculum development programs and related initiatives that will both increase the **WRDSB Board's** educational knowledge and capacity and share with other Boards of Education and educational bodies, WRDSB's experiences, knowledge and outcomes.
- 4.5 To continually research educational learning methodologies, trends and related information and data, ensuring its provision across the staff in support of the ongoing development of the WRDSB's educational plans and services (i.e.: literacy, special education transitions beyond secondary school, etc.). As well, undertake a presentation on this topic when appropriate to the Board of Trustees.

5. Financial

- 5.1 To present to the Board of Trustees for their consideration, a draft budget for each fiscal year that:
 - 5.1.1 Is prepared consistent with the requirements of the Education Act, Ministry directives and the financial policies of both the government and the **WRDSB Board**, and in a format acceptable to the Board of Trustees.
 - 5.1.2 Incorporates the priorities of the Board's Strategic Plan and Operational Plan (also known as a Board Improvement Plan) ~~System Success Plan~~ objectives.
 - 5.1.3 Ensures an evident focus on maximizing operational efficiencies and revenue opportunities.
- 5.2 To ensure the Board of Trustees, at a minimum, receives a quarterly update of the financial statements and position of the Board for their review and direction, with a minimum of two financial year-end projections per fiscal year at the six and nine month periods.
- 5.3 To undertake financial expenditures, on an ongoing basis, that are consistent with the WRDSB's budget as approved by the Board of Trustees, or as specifically directed by the Board of Trustees.
- 5.4 To authorize the reallocation of funds within the approved WRDSB budget as long as the net financial operating position of the budget remains as approved by the Board **of Trustees**, is consistent with Ministry financial requirements and does not distort Board of Trustee budget priorities.
- 5.5 To ensure that all use of WRDSB financial reserves and all capital funded projects are approved by the Board of Trustees prior to the use of these funds.
- 5.6 To not authorize WRDSB expenditure commitments beyond the WRDSB's ability to fund them, including payroll requirements.
- 5.7 To complete real property acquisitions and disposals based on Board of Trustee approval.
- 5.8 To ensure all financial reporting and payment requirements to government bodies are completed in total, within the required timelines and current fiscal year accounts.
- 5.9 To have in place payroll, accounting and other financial procedures so as to ensure they meet the WRDSB's financial commitments and reporting requirements; and protect the security of the funds and assets under WRDSB control.

- 5.10 To ensure that the appropriate financial supports are in place in the WRDSB's budget to facilitate Board of Trustee requirements related to meetings, minutes, documentation and records management, an annual external audit, Trustee educational opportunities, Trustee communications and similar requirements.

6. Policies

- 6.1 To implement all Board of Trustee approved policies, ensuring that the appropriate training, communications and related initiatives are completed to inform staff and others on an effective and timely basis.
- 6.2 To ensure that all monitoring reports identified within ~~Board~~ **WRDSB** policies or directed by the Board of Trustees are completed as per ~~Board~~ **WRDSB** policy or directive requirements and timelines.
- 6.3 To identify to the Board of Trustees significant breaches of policy, along with the remedial action taken or to be taken.

7. Board of Trustee Support and Communications

- 7.1 To inform the Board of Trustees of any significant incident, event or other consideration that could negatively impact the liability, credibility or safety of the WRDSB or its students and staff, or for which Trustees need to be effectively prepared for in order to fulfill their roles.
- 7.2 To ensure adequate supports are in place for the calling of Board of Trustee and associated Board and committee meetings, the taking of minutes and notes, their distribution and records management as per the Board's **Bylaws** ~~Committees Policy~~.
- 7.3 To update the Board of Trustees, at In Camera, Committee of the Whole and Board Meetings on emerging educational opportunities, challenges, trends and related strategic information, data, etc., related to government policy and funding changes, relevant community initiatives and associated insights and impacts, (i.e.: EQAO results).

8. Leadership

- 8.1 To ensure that all practices and activities of the WRDSB are ethical, legal and protect the integrity and reputation of the WRDSB.
- 8.2 To ensure that a Supervisory Officer of the WRDSB is appointed to cover for regular leaves of the Director of Education, and identify that person to the Chair or designate. The Supervisory Officer appointed could vary time to time.
- 8.3 To ensure that a plan is in place to identify a minimum of two senior staff individuals to the Chair, who are trained and capable to substitute when the Director of Education is unavailable to fulfill the position's responsibilities due to an emergency situation.
- 8.4 To deal with the Board of Trustees as a whole except when responding to individual Trustee requests for information or responding to Committee and Task Force requests.
- 8.5 To officially speak on behalf of the WRDSB as per the Board's Communication Policy on considerations associated with the **WRDSB** ~~Board~~, and not considerations associated with the Board of Trustees.
- 8.6 To prepare an Operational Plan (also known as a Board Improvement Plan) and objectives for Board of Trustee consideration each fiscal year that facilitates the implementation of the **WRDSB** ~~Board's~~ Strategic Plan and priorities.

9. Human Resources

- 9.1 To report to the Board of Trustees at each Board meeting on new hires, promotions, terminations and resignations for information purposes.

- 9.2 To present Principal and Vice Principal appointment recommendations to the Board of Trustees for information.
- 9.3 To develop Supervisory Officer recruitment processes that involves **the Chair or designate and one additional trustee** in the selection process, and to present selection recommendations to the Board of Trustees for approval.
- 9.4 To adjust the Director of Education's compensation program based solely on Board of Trustees approval.
- 9.5 To ensure staff, at all levels, are paid within the appropriate compensation levels as negotiated in union contracts or as per Board of Trustee approved non-union compensation programs, with any compensation considerations outside of these parameters being approved by the Board of Trustees based on a recommendation from the Director of Education.
- 9.6 To ensure that any offers of employment, whether permanent, part time or contractual, are consistent with **WRDSB Board**-approved Human Resource Policies or as approved by the Board of Trustees if outside these policies.
- 9.7 To ensure the consistent application of all negotiated labour agreements as per the terms and conditions of these agreements once approved by the parties involved.
- 9.8 To receive Board of Trustee direction on all employee group negotiations prior to initiating negotiations, and to not deviate from Board of Trustee directions and parameters without Board of Trustee approval.
- 9.9 To effectively communicate, on an ongoing basis, that the WRDSB does not tolerate discrimination, harassment or similar behaviours, and to have in place, the appropriate communications and training programs that support understanding and compliance of **WRDSB Board**-policies in this regard, the rights of individuals and the processes and procedures individuals can pursue if they believe they have experienced such behaviours.

10. **Liabilities and Staffing Risk Mitigation**

- 10.1 To ensure that no WRDSB contracts for supplies and services are entered into for more than five years without Board of Trustee approval.
- 10.2 To have in place, and to update annually, a Health and Safety Program for the WRDSB that is based on legislative requirements, site inspections, incident assessments and other relevant inputs.
- 10.3 To ensure that the WRDSB has appropriate emergency response programs in place for each of its facilities that are updated annually and for which initial and repeat training and testing is undertaken.
- 10.4 To ensure that building condition studies are completed on each facility at a minimum of every ten years or if significant structural issues are identified between building condition report periods.
- 10.5 To ensure that a Disaster Recovery Strategy is in place and is regularly updated, unless directed otherwise by the Board of Trustees, for all WRDSB technology, computer and related operational components.
- 10.6 To ensure that a theft deterrent / loss prevention program is in place for all WRDSB equipment, supplies, materials, etc, and that losses are regularly monitored, reported on to senior management and responded to in order to minimize losses.
- 10.7 To ensure that the WRDSB has in place, active insurance coverage for loss and liability, as well as Board of Trustee and staff indemnification, at levels reflective of current risk parameters.



DIRECTOR OF EDUCATION EXECUTIVE LIMITATIONS/REQUIREMENTS

Legal References:	<i>Education Act</i>
Related References:	<i>Board Policy G200 - Governance Policy - Roles and Responsibilities;</i> <i>Board Strategic Plan;</i> <i>System Success Plan</i>
Effective Date:	<i>May 2006</i>
Revisions:	June 22, 2015
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- 8.3 To ensure that a minimum of two senior staff individuals are identified to the Chair, Vice Chair and Past Chair of the Board of Trustees, who are trained and capable to substitute when the Director of Education is unavailable to fulfill the position's responsibilities due to an emergency situation. The Board Chair or designate will enact the Board's Emergency Director of Education Policy in such cases.
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- 10.7 To ensure that the Board has in place, active insurance coverage for loss and liability, as well as Board of Trustee and staff indemnification, at levels reflective of current risk parameters.



TRUSTEE HONORARIA

Legal References:	<u>Ontario Regulation 357/06</u>
Related References:	<i>Education Act, Section 191</i>
Effective Date:	<i>October 30, 2006</i>
Revisions:	<i>September 27, 2010, October 15, 2018</i>
Reviewed:	<i>January 11, 2016, March, 2021</i>

- 1.1 It is the policy of the Waterloo Region District School Board, in compliance with the legislative requirements contained in the Education Act, to pay an allowance to trustees, beginning a term of office on or after December 1, 2018, as follows:
 - 1.1.1 a base amount of \$5,900.00;
 - 1.1.2 an amount calculated annually as the Board's day school average enrollment (as determined for the purposes of this regulation made under Section 234 of the Education Act) multiplied by \$1.75 and divided by the number of trustees.
- 1.2 In addition to the base amount:
 - 1.2.1 the Chair of the Board shall receive an additional base amount annual honoraria of \$5,000;
 - 1.2.2 the Vice-Chair of the Board shall receive an additional base amount annual honoraria of \$2,500.



TRUSTEE HONORARIA

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Related References:	<i>Education Act, Section 191</i>
Effective Date:	<i>October 30, 2006</i>
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- 1.2 In addition to the base amount:
 - 1.2.1 the Chair of the Board shall receive an additional base amount annual honoraria of \$5,000;
 - 1.2.2 the Vice-Chair of the Board shall receive an additional base amount annual honoraria of \$2,500.



Report to Committee of the Whole

March 8, 2021

Subject: Class Size and Room Utilization

Recommendation

This report is for the information of the Board.

Status

The 2020-2021 school year has been a year unlike any other as a result of the COVID-19 pandemic. Initial school organizations were determined early in the Spring of 2020 for the current school year in accordance with collective agreement timelines and student registrations received for September 2020. As a result of the direction provided by the Ministry of Education regarding the modes of learning Boards were to provide to parents for student learning, Human Resources in conjunction with Learning Services engaged in school reorganizations to staff and support two modes of learning, In-Person and Distant Learning. Subsequent to the September reorganization, two additional reorganizations have occurred during October/November and February/March.

The Ministry of Education, issued on October 26, 2020, SB21 that provided additional direction regarding the completion of the Elementary Class Size Reporting for 2020-21. As a result of their clarification regarding reporting requirements and processes, further adjustments were required in addition to the class size adjustments that occurred in late September.

Class sizes and school organizations have been fluid throughout the 2020-2021 school year recognizing parental choice of in-class or virtual school attendance which has been provided at prescribed times during the school year. During reorganizations, a number of factors were applied to ensure human resources are deployed in the most efficient manner while recognizing unique circumstances, minimizing impacts on students and adhering to the financial realities.

Factors considered include, but are not limited to:

- Minimizing the overall disruption to the system and individual schools;
- Consideration of the Student Equity Index (SEI) when the need to collapse a class or classes should occur due to a decline of in-person students and the impact on the school community;
- Avoiding where possible the collapsing of classes whereby the resulting reorganization would put the school in a position of having larger class sizes (e.g., Primary over 20; Kindergarten and Junior/Intermediate over 27);
- Recognizing schools that have already collapsed classes and reorganized and although future reorganizations would indicate additional reductions, minimize or eliminate the need for that to occur;

- Considering the future impact on a school whereby multiple class reductions are to occur, and the potential ability of the school to address special circumstances to permit additions to a class/grade; and
- Programming impact on Extended Day when it is identified that a kindergarten class or classes need to collapse and our ability to maintain programming and the associated staff could be compromised.

Ontario Regulation 132/12 – Class Size, provides the following requirements of Boards when staffing elementary schools:

- Kindergarten
 - The average size in each school year of a board's mandatory kindergarten class shall be 26;
- Primary Division
 - A class under this section shall have 23 or fewer pupils
 - In each school year, at least 90 per cent of the classes shall have 20 or fewer pupils
- Junior and Intermediate Divisions
 - The average size in each school year of the classes (Grades 4, 5, 6, 7 and 8) shall not exceed 24.95 (Board specific)
- Elementary Mixed Grades
 - Classes including one or more pupils enrolled in the primary division and one or more pupils enrolled in grade 4, 5, 6, 7, or 8, the class shall have 23 or fewer pupils.

Appendix A provides the Board's statistics as it relates to Class Size Data for the 2020-2021 school year.

In offering two modes of learning (In-Person and Distant Learning), not all of the classroom space within a school would be required to provide programming for students. Classrooms identified as not being required for In-Person learning, where assigned to meet other system needs.

In some instances, unassigned (non-classroom) space was designated to store items that were required to be removed from classrooms or used as an isolation space for the school based on direction provided through the COVID-19 Health and Safety & Employee Wellness Handbook for WRDSB Staff.

The remaining unassigned space was identified for use by staff who would be providing Distance Learning. Although we had cases whereby staff needed to be accommodated by working remotely, the total need for space exceeded the classroom space available to accommodate additional staff hired to support the Distant Learning Program. Facility Services assisted in identifying portables that were available for use as they were not required for student learning at their current school location or destined to be relocated to another location within the board's jurisdiction for use. Assigning Distance Learning staff to unoccupied classrooms was essential as it provided a number of benefits for staff while assisting with needs within the schools they were assigned. For example, easier access to school resources and supplies, the use of the board's internet and technical support and providing assistance with the supervision needs for students who were attending In-Person learning at the school. In a few cases, the need to double up

staff within one classroom location occurred. Proper protocols were put in place and expected to be followed at all times by those staff impacted by having to share their space.

Background

Prior to the pandemic, Human Resources would engage in the annual staffing process to ensure the next school year would be sufficiently staffed to support the student registrations and contractual obligations. Normally, the process would be completed in time to open schools to students and staff following the Labour Day weekend in September.

In accordance with Ontario Regulation 132/12 – Class size, school boards are required to submit detailed reports of their elementary class size data to the ministry each school year. A date is to be selected between September 1 and September 30 where enrolment is captured and the class size regulations applied. Where necessary, adjustments in staffing are made (add a class or classes or collapse a class or classes) and the resulting reorganization is maintained for the remainder of the school year.

Financial implications

All staffing costs for the 2020-2021 school year were outlined in the budget approved by the Board of Trustees in August 2020. The additional staffing required to support the Board's dual modes of learning were funded through one time sources. On February 26, 2021 The Ministry of Education released Memorandum 2021:B04 which advised school boards that the COVID-19 funding supports are one-time in nature and should not be considered when staffing for the 2021-2022 school year.

Communications

Communications regarding staff reorganizations have been made to those impacted as well as to the affected employee groups. Reorganizations were curtailed to times which would create the least disruption for student learning and reporting.

Prepared by: Michael Weinert, Coordinating Superintendent, Human Resource Services,
Carol Dey, Senior Manager, Human Resource Services
Josh O'Connor, Interim Manager, Human Resources
Kelly Wilkinson, Elementary Principal, Human Resource Services
in consultation with Coordinating Council,

Board Statistics

Key Statistics

Percentage Primary Classes 20 and Under	90.5%
Number of Primary Classes Over 23	-
Average Junior/Intermediate (grades 4-8) Class Size	23.48
Number of Primary/Junior Combined Classes Over 23	-
Average Kindergarten Class Size	23.40
Number of Kindergarten Classes, At or Below 29	360
Number of Kindergarten Classes, Between 30 and 32	-
Number of Kindergarten Classes, Above 32	-
Percentage Kindergarten Classes, Between 30 and 32	0.0%

General Statistics

TOTAL Number of Classes Reported	2,200
TOTAL Enrolment of All Classes Reported	47,454

Information on Kindergarten Classes

Number of Kindergarten Classes	360
Kindergarten Enrolment	8,433

Information on Primary Classes

Percentage of Primary Classes	
20 and under	90.5%
21	1.7%
22	0.6%
23	7.1%
24	0.0%
25 and more	0.0%

Number of Primary Classes	
20 and under	622
21	12
22	4
23	49
24	-
25 and more	-
Total Number of Primary Classes	687

Information on Junior/Intermediate (grades 4-8) Classes

Number of Junior/Intermediate (grades 4-8) Classes	1,081
Enrolment in Junior/Intermediate (grades 4-8) Classes	25,382



Report to Board

March 8, 2021

Subject: Motion: Stop Arm Camera Letter

Recommendation

That the Waterloo Region District School Board Chair write a letter to the Mayors' offices of our 3 cities, our multiple townships and regional council, asking them to advocate to the province to speed up the process for installation of stop arm cameras to improve the safety of our students while using the transportation provided by us.

Status

This Notice of Motion was served by Trustee C. Whetham at the February 8, 2021 Committee of the Whole meeting with support from Trustee K. Woodcock.

Background

The following recitals were included with the motion:

Where as:

The campaign of Remember Adam has always been front and center on my mind when thinking of bus safety.

Having property close to Mattawa, Ontario I have driven past the road side sign and heard his story on the radio multiple times.

I believe having one more tool to help any investigation in regards to this type of situation is a positive for both our public and Catholic school boards and our student transportation services we share.

Financial implication

There are no known financial implications to writing this letter.

Communications

If approved, the letter will be shared as instructed and provided as part of the Board Communications at an upcoming Board Meeting.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Whetham in consultation with Coordinating Council