

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 Boardroom, Building 2, 1st Floor, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, January 30, 2023, at 7:00 p.m.**

AGENDA

Call to Order

Territorial Acknowledgement and O Canada

Approval of Agenda

Consent Agenda**

Receipt/Approval of Minutes:

Approve Minutes - Special Education Advisory Committee Meeting of November 9, 2022

Approve Minutes - Special Education Advisory Committee Meeting of December 14, 2022

Receive Minutes - Board Meeting of December 19, 2022

Approve Minutes - Committee of the Whole Meeting of January 16, 2023

Approve Minutes - Committee of the Whole Meeting of January 23, 2023

Receipt/Approval of Monthly Reports:

- | | | |
|----|--|-----------|
| 35 | Staffing Information – Retirements and Resignations | G. Shantz |
| 38 | Staffing Information – Appointments | G. Shantz |
| 40 | Student Suspension and Expulsion Report, November 2022 | B. Lemon |
| 42 | Student Suspension and Expulsion Report, December 2022 | B. Lemon |

Declarations of Pecuniary Interest

Announcements/Celebrating Board Activities

Communications Good News Update

R. Howey

Delegations

Staff Follow Up

Reports

- | | | |
|----|---|---------------------|
| 44 | Backgrounder on Accommodation Planning | G. Shantz / L. Agar |
| | The Waterloo Region District School Board Annual Report | j. chanicka |

Board Reports

Board Communications

Other Business

**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.

Question Period (10 minutes)

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

Adjournment



Report to Board of Trustees

January 30, 2023

**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: Graham Shantz, Associate Director, in consultation with Coordinating Council.

Staffing Statistics – Retirements
Current at January 30, 2023

| Retirements: Secondary Teaching Staff | | | | |
|--|-------------|------------------------------|------------------------|-------------------------|
| First | Last | Position/Location | Retirement Date | Years of Service |
| Robert | Gascho | President, OSSTF District 24 | June 30, 2023 | 24 |
| Roy | Watson | Teacher, Huron Heights SS | January 31, 2023 | 30 |

| Retirements: Administrative & Support Staff | | | | |
|--|-------------|--|------------------------|-------------------------|
| First | Last | Position/Location | Retirement Date | Years of Service |
| Sherry | Curry | Guidance Secretary, Huron Heights SS | February 6, 2023 | 31 |
| Ron | DeBoer | Superintendent, Learning Services | January 31, 2023 | 32 |
| Robert | Judd | Lead Hand, Kitchener CI | January 18, 2023 | 29 |
| Linda | Stewart | Educational Assistant, Laurel Heights SS | August 31, 2023 | 24 |

Staffing Statistics – Resignations
Current at January 30, 2023

| Permanent Staff Resignations | | | |
|-------------------------------------|-------------|---|-------------------------|
| First | Last | Position/Location | Resignation Date |
| Tamara | Ahlberg | Elementary Teacher, Mary Johnston PS | February 1, 2023 |
| Madison | Blundon | Secretary, Suddaby/Mary Johnston PS | January 27, 2023 |
| Karen | Campbell | Elementary Teacher, Groh PS | January 31, 2023 |
| Jennifer | Fraser | Educational Assistant, Elizabeth Ziegler PS | January 27, 2023 |
| Tracy | Judd | Secretary, Elgin Street PS | February 9, 2023 |
| Alexandra | Kelly | Elementary Teacher, Elgin Street PS | January 16, 2023 |
| Brandy | Leibold | Educational Assistant, Elizabeth Ziegler PS | January 9, 2023 |
| Colette | Lush | In School Technician, Huron Heights SS | February 28, 2023 |
| Jocelyn | Majich | Custodian, Stewart Avenue PS | January 27, 2023 |
| Alison | Marshall | Educational Assistant, Vista Hills PS | January 17, 2023 |
| Shonna | Nash | Educational Assistant, Special Education | January 6, 2023 |
| Trevor | Olender | Lead Hand, Cameron Heights CI | December 30, 2022 |
| Philip | Ruetz | Custodian, Sir Adam Beck PS | January 27, 2023 |
| Wendy | Woodhall | Educational Assistant, Conestogo PS | December 23, 2022 |



Report to Board of Trustees

January 30, 2023

Subject: Staffing Information – Appointments

Recommendation

This report is provided for information of the Board.

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 been advised of the appointments.

Prepared by: Graham Shantz, Associate Director, in consultation with Coordinating Council.

Staffing Information – New Appointments
Current at January 30, 2023

| New Appointments: Elementary Teaching Staff | | | |
|--|--------------------|----------------------|-----------------------|
| First | Last | Location | Effective Date |
| Daniel | Bisson | Lincoln Heights PS | January 9, 2023 |
| Jamilee | Bowen | Laurentian PS | December 14, 2022 |
| Tiffany | Brown | Alpine PS | January 23, 2023 |
| Nicole | Demers Sivyer | Rockway PS | January 9, 2023 |
| Lisa | Dent- Couturier | Sandowne PS | January 9, 2023 |
| Lindsey | Evans | Smithson PS | January 23, 2023 |
| Isabeau | Glebe | Elizabeth Ziegler PS | January 9, 2023 |
| Katie | Hoxton | Empire PS | January 9, 2023 |
| Tiffany | Martin | Howard Robertson PS | January 16, 2023 |
| Jamie | McIntyre | Rockway PS | January 16, 2023 |
| Erik | Nicholls | Cedar Creek PS | January 16, 2023 |
| Gaganjit | Samra | Margaret Avenue PS | December 19, 2022 |
| Jovana | Stanivuk | John Mahood PS | January 9, 2023 |

| New Appointments: Secondary Teaching Staff | | | |
|---|-------------------|-----------------|-----------------------|
| First | Last | Location | Effective Date |
| Scott | McKinley Evans | Preston HS | February 3, 2023 |
| Min Min | Tong | Eastwood CI | February 3, 2023 |

| New Appointments: Administrative and Support Staff | | | |
|---|-------------|---|-----------------------|
| First | Last | Position / Location | Effective Date |
| Joanne | Bynoe | Payroll Assistant, Human Resource Services | January 30, 2023 |
| Wanru | Liu | Payroll Assistant, Human Resource Services | January 30, 2023 |
| Wendy | Livingstone | Secretary, Manchester PS | January 9, 2023 |
| Chuder | Teny | Graduation Coach for Black Students, Learning Services | January 16, 2023 |
| Jesse | Weber | In School Technician, Eastwood CI | December 5, 2022 |

New Hires - due to retirements, resignations or leaves and are to replace full or part time vacancies.

Human Resources & Equity Services



Report to Board of Trustees

January 30, 2023

Subject: Student Suspension/Expulsion Report November, 2022

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 November 2021 and November 2022, elementary suspensions have decreased 95 and secondary suspensions have increased by 57.

Comparing year to date from November 2021 and November 2022, school expulsions have remained the same at 1 and board expulsions have remained the same at 2.

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

Data from 2020/2021 were collected during a school year where students were engaged in learning in three modes: in-person, adaptive hybrid and distance learning.

Suspensions

- Total elementary school suspensions in November 2021 - 150, year to date - 358
- Total elementary school suspensions in November 2022 - 129, year to date - 263
- Total secondary school suspensions in November 2021 - 200, year to date - 498
- Total secondary school suspensions in November 2022 - 213, year to date - 555

Expulsions

- Total school expulsions in November 2021 - 1, Year to Date 1
- Total school expulsions in November 2022 - 0, Year to Date 1
- Total board expulsions in November 2021 - 1, Year to Date 2
- Total board expulsions in November 2022 - 0, Year to Date 2

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 November 2021 -5, year to date 15
- Total elementary/secondary violent incidents in November 2022 - 7, year to date 22

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: Bill Lemon, Superintendent, Student Achievement & Well-Being, Joe Bell, System Administrator, Learning Support Services, and in consultation with Coordinating Council



Report to Board of Trustees

January 30, 2023

Subject: Student Suspension/Expulsion Report December, 2022

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 December 2021 and December 2022, elementary suspensions have decreased by 124 and secondary suspensions have increased by 30.

Comparing year to date from December 2021 and December 2022, school expulsions have remained the same at 1 and board expulsions have increased 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.

Data from 2020/2021 were collected during a school year where students were engaged in learning in three modes: in-person, adaptive hybrid and remote learning.

Suspensions

- Total elementary school suspensions in December 2021 - 104, year to date - 462
- Total elementary school suspensions in December 2022 - 74, year to date - 338
- Total secondary school suspensions in December 2021 - 157, year to date - 655
- Total secondary school suspensions in December 2022 - 126, year to date - 685

Expulsions

- Total school expulsions in December 2021 - 0, Year to Date 1
- Total school expulsions in December 2022 - 0, Year to Date 1
- Total board expulsions in December 2021 - 3, Year to Date 5
- Total board expulsions in December 2022 - 4, Year to Date 6

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 December 2021 -10, Year to Date 27
- Total elementary/secondary violent incidents in December 2022-4, Year to Date 27

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: Bill Lemon, Superintendent, Student Achievement & Well-Being, Joe Bell, System Administrator, Learning Support Services, and in consultation with Coordinating Council



Report to Board

January 30, 2023

Subject: Background on Accommodation Planning

Recommendation

For information only.

Status

This backgrounder intends to inform the board of trustees of their role in accommodation planning work and the processes leading to decision-making.

The Planning Department will present several reports with recommendations for approval in the coming months.

Background

Accommodation Planning is a subset of the broader Land Use/Urban Planning field, which considers residential development trends, student enrolment, school facility utilization, attendance boundaries, and capital priorities.

School board planning responsibilities are prescribed through the *Education Act* and further outlined within Waterloo Region District School Board (WRDSB) Administrative Procedures. The *Planning Act*, Provincial Policy Statement, and relevant municipal Official Plans and Zoning By-laws govern land use planning.

Accommodation Planning is undertaken by analyzing enrollment, identifying pressures and imbalances in schools, reviewing area utilizations, and developing recommendations that consider student achievement and well-being through the lens of WRDSB's Strategic Plan.

WRDSB's Accommodation Planning team is responsible for the ongoing maintenance of an enrolment projection model which accounts for historic enrolment, student yields by residential unit type, birth and board share, demographic trends, facility capacity, and programming requirements. This statistical model is the foundation for a more nuanced long-range planning projection process. Enrolment projection modelling also influences staffing decisions, capital priority submissions, and Ministry of Education grant submissions.

School boards are designated commenting agencies within the province of Ontario. As such, the WRDSB, through the Planning Department, receives regional residential development circulations for review and comment. The proposed developments are reviewed and evaluated in the context of school accommodation and student transportation needs. The Planning Department liaises with the seven local municipalities, the Region of Waterloo and the regional transportation consortium

(Student Transportation Services of Waterloo Region) to address the WRDSB's needs and concerns.

System accommodation needs are identified at the intersection of development tracking and enrollment projections. Accommodation analysis is undertaken in alignment with the WRDSB's Operational Goals and through coordination with other departments. Collaboration with school Administrators is essential to ensure that localized pressures and needs are considered and addressed at the system level.

The core deliverables of accommodation planning include:

On an annual basis;

- Enrolment projections by school, grade and program;
- Capital Priority business case development and submission;
- Community Planning and Facility Partnerships annual meeting and report;
- Education Development Charges review; and
- Development Area report.

On an as-needed/as-prioritized basis;

- Long-Term Accommodation Plan (LTAP);
- Accommodation Reviews (i.e., school closure processes, currently not permitted/none planned);
- Boundary reviews (new school opening and review area enrolment balance);
- Property acquisition and disposition; and
- Mapping.

Appendix A lists planning responsibilities alphabetically and the board of trustees' role where applicable.

Planning Department Structure

The Planning Department is a branch of the Business Services Division and reports to the Superintendent, Business Services.

- Senior Manager (1)
 - Lauren Agar
- Senior Planner (3)
 - Sarah Galliher
 - Christie Kent
 - Emily Bumbaco (on leave until August 2023)
 - Brandon Coveney (temporary until August 2023)
- Planning Secretary (1)
 - Carrie Hamilton

Financial implications

There are no financial implications.

Communications

Communication plans are developed for each of the activities described in this report.

Prepared by: Graham Shantz, Associate Director
Nick Landry, Superintendent, Business Services and Treasurer of the Board
Lauren Agar, Manager of Planning
Brandon Coveney, Senior Planner
Sarah Galliher, Senior Planner
Christie Kent, Senior Planner
in consultation with Coordinating Council

Planning Definitions and Board of Trustee Responsibilities

Accommodation Reviews

Currently restricted by the Ministry of Education following the 2018 moratorium on pupil accommodation reviews. No timeline is presently available for when the moratorium will be lifted.

An accommodation review is a public consultation process to consider permanently closing a school. The review is completed in accordance with *Administrative Policy 4000 - Pupil Accommodation Review (Consolidation or Closure)* and *Administrative Procedure 4860 - Pupil Accommodation Review (Consolidation or Closure)*.

School Board Trustee role:

- consider public feedback and delegations
- deliberate accommodation options
- approve boundary changes
- approve school closures

Boundary Review

A boundary review is a public consultation process to consider changes to school attendance areas. Boundary changes are necessary to address enrollment challenges, grade structure or program changes, or when a new school opens. Boundary Reviews do not have a fixed schedule, but changes must be approved before February 28th when implementing changes for the following school year. The review is completed in accordance with *Board Policy 4012 – School Attendance Areas*, *Board Policy 4022 – School Size and Configuration*, *Administrative Procedure 4260 – Student Transportation*, *Administrative Procedure 4991 - Boundary Reviews*, and *Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas*.

School Board Trustee role:

- consider public feedback and delegations
- deliberate boundary options
- approve boundary changes

Capital Priorities

Annualized call for business case submissions by the Ministry of Education through the Capital Priorities Program. WRDSB administration analyzes system needs, develops a list of priority projects and develops business cases to submit in support of the capital request. The size of the grant is subject to change based on the Provincial budget, and this program does not follow an established timeframe. Submissions follow a template provided by the Ministry of Education, and the Board of Trustees may confirm prioritization prior to final submission.

School Board Trustee role:

- Approval of priority ranking
- Approval of submission (as required by the Ministry of Education)

Development Areas (DAs)

Administrative Procedure 4992 - Temporary Student Accommodation for Development Areas allows the WRDSB to assign students from new growth areas with capacity shortfalls to schools with available space and/or room for temporary capacity (portables) to be placed on site.

The annual DA Report will be brought to the Board for approval before staffing processes for the following school year.

School Board Trustee role:

- Approval of Development Area boundary designation
- Approval of holding school assignments and amendments/reassignments

Education Development Charges (EDCs)

A funding method available to school boards which meets eligibility criteria outlined by the Ministry of Education. A school board becomes eligible to pass an EDC by-law when the board's average annual enrollment within its district exceeds the board's permanent accommodation capacity over five years following the passage of the by-law. EDC by-laws enable school boards to collect levies on new construction in order to fund school site acquisitions.

WRDSB's EDC rates, as described in the 2021 EDC By-law, apply to residential and non-residential building permits in the Region of Waterloo with some exceptions. While rates can be amended annually, the by-law is in effect for five years. Before approving a by-law, school boards are required to submit a background study to the Ministry of Education, which outlines, among other things, anticipated enrollment growth from development, the number of school sites required, Alternative Projects, Localized Education Development Agreements and any capacity exemption requests.

School boards are provided with the general authority to impose EDCs for new school sites in Division E of Part IX of the *Education Act*. Ontario Regulation 20/98 (Education Development Charges – General), as amended, provides requirements for determining a school board's eligibility to impose EDCs on new development and the calculation of the charges.

School Board Trustee role:

- Passage of EDC By-law every five years
- Annual review - approval required for amendments

Enrolment Projections

Planning utilizes specialized software to develop annual and long-term (10-year) enrolment projections by grade, school and program. This data feeds into many existing system operations, including the annual Development Area report, the staffing process, Ministry Grant forecasts, Capital Priorities business case development, Long-Term Accommodation Planning and general accommodation analysis undertaken on an as-needed basis.

- Staffing Projections are completed by WRDSB Planning in collaboration with Human Resources and Equity Services, and Financial Services every Spring. The process informs staffing decisions based on projected October and March enrollment numbers for the upcoming school year. WRDSB Planning evaluates retention and progression trends against official October and March enrollment reports when projecting by grade, by school.
- Ministry Grant projections are completed by WRDSB Planning in collaboration with Financial Services every Fall for submission to the Ministry of Education. The annual process determines Grants of Student Needs (GSN) requirements for the upcoming school year. The COVID-19 pandemic introduced a temporarily revised process, but under normal circumstances, the Ministry requests a 5-year enrollment projection by specified grade cohorts.

School Board Trustee role:

- Operational, no trustee approval required.

Long-term Accommodation Plan (LTAP)

The LTAP is a guiding document for student accommodation and capital planning exercises. It includes consolidated information and data related to student enrolment, facility utilization and facility condition and provides recommendations for action related to the Waterloo Region District School Board's (WRDSB) short- and long-term student accommodation and capital investment needs.

This plan identifies short-term (one to five years) and medium-term (six to ten years) recommendations where student accommodation needs have been identified. Recommendations include new classroom additions, boundary reviews, partnership opportunities and pupil accommodation reviews.

School Board Trustee role:

- Approve the LTAP
- Involvement in future decisions regarding these recommendations in accordance with *Administrative Procedure 4991 – Boundary Reviews and Administrative Procedure 4860 – Pupil Accommodation Review* and other applicable procedures.

On-The-Ground Capacity (OTG)

The capacity of the school is determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas. Added space through temporary accommodation measures (e.g. portable, portapak) does not count toward the OTG of a facility. OTG is subject to change through renovations that reduce classroom space or through permanent additions to the building floor plan. OTG changes are uploaded to the Ministry of Education's Education Capital Information System (ECIS).

Portables (Temporary Accommodation)

Portable classrooms are removable and not included in a school's operating capacity (OTG). Where sustained over-utilization has resulted in the ongoing use of portable classrooms, consideration is given to requesting funding for a new classroom addition to replace the portables. This is true for schools with portapak modules as well.

Portapak (Temporary Accommodation)

Portapaks are a series of portable classrooms attached to the school building and usually joined by an internal hallway. Like portables, portapaks are not included in the school's official operating capacity (OTG). While portapaks are technically removable and non-permanent, they are not considered relocatable like portable classrooms.

Property Matters

New site needs are first identified in the EDC Background Study. The LTAP further identifies timelines for site acquisition. Under the *Education Act*, school boards must provide the Minister of Education with advance notification of their intent to acquire, lease or expropriate sites supported by EDC revenue.

Site disposition is undertaken in accordance with *Ontario Regulation 444/98 - Disposition of Surplus Real Property and Administrative Procedure 4880 - Disposition of Surplus Real Property (School Sites / Land)*. The Board of Trustees must first approve the declaration of the surplus property before a site can be sold. Following approval, the property is first offered to preferred agencies prior to being sold on the open market.

School Board Trustee role:

- Approval of site acquisition, lease or expropriation
- Approval of site disposition (sale or lease) - may include entire site and/or easements

Pupil Place Shortfall/Surplus

This metric looks at the difference between projected enrolment and available on-the-ground capacity and identifies how much space is present where there is

underutilization and how much of a pupil place shortfall exists where there is overutilization.

Utilization

Utilization refers to the enrolment of a school building in comparison to its capacity. The utilization rate is calculated by dividing a school's enrolment by its on-the-ground capacity. Portable and portapak classrooms do not factor into a school's projected utilization.