AGENDA
JOINT BOARD CONSORTIUM
Board Room, York Catholic District School Board
Wednesday, June 7, 2017
4:00 P.M.

---

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE MINUTES
5. BUSINESS ARISING

PRESENTATIONS

NIL

DISCUSSION ITEMS

6.	ZONE SCHOOL BUS CANCELLATION	YCDSB Board Motion	Verbal

INFORMATION ITEMS

7.	2016-17 MEETING SCHEDULE	Dan Willis	**5**
8.	2016-17 BUDGET REPORT	Claire Tupchong	**6**
9.	SOFTWARE BUSINESS CASE	Joe Guchardi	**7**
10.	SINGLE WALK ZONE COSTING	Joe Guchardi	**9**

ROUTINE

York Region District School Board
York Catholic District School Board

MINUTES OF THE PUBLIC SESSION of the JOINT BOARD CONSORTIUM

The Joint Board Consortium meeting was held on Wednesday, November 2, 2016 at 4:06 p.m. in the Board Room of the York Region District School Board, 60 Wellington Street West, Aurora, Ontario.

PRESENT:

YRDSB Trustees: L. Carruthers, C. Chan (via audio conference), A. DeBartolo (via audio conference)

YRDSB Staff: J. Fair, A. Hoyle, W. Muirhead-Toporek

YCDSB Trustees: C. Cotton, M. Marchese

YCDSB Staff: D. McCowell

STS Staff: C. Tupchong, J. Guchardi and D. Willis

Presiding: Trustee L. Carruthers

Recording Officer: L. Toniutti

Absent with Notice: Trustee J. Nathan

CALL TO ORDER

Committee Co-Chair L. Carruthers called the meeting to order at 4:06 p.m.

DECLARATION OF CONFLICT OF INTEREST

Committee Co-chair L. Carruthers asked any trustee who has a direct personal interest or direct or indirect pecuniary interest in any matter being discussed during the meeting to state their conflict and the nature thereof. No conflicts were declared at this time.

APPROVAL OF AGENDA

(+)1. Moved by C. Cotton, seconded by M. Marchese.

That the agenda be approved as presented.

- Carried -

RECEIPT OF MINUTES

(+)2. Moved by M. Marchese, seconded by L. Carruthers.

That the Minutes of the June 1, 2016 Joint Board Consortium Meeting – Public Session be received for information.

- Carried -

INFORMATION ITEMS

September 2016 Start-Up Summary

J. Guchardi, Manager, Student Transportation Services of York Region, provided an update on the September 2016 start-up.

The following issues were addressed during the September start-up:

- Following significant testing and adjusting map speeds, there is now greater accuracy of planned versus actual route times and increased on-time performance;
- Enhanced proactive route planning due to all school bus contractors installing GPS tracking software in all micros bus, wheelchair accessible and full size buses;
- Driver shortages occurred in certain areas during start-up but have since been rectified by the contractors;
- STSYR identified students placed on incorrect buses during the first week of school due to parents not providing updated transportation addresses to schools.

Trustees thanked and complimented staff on such a great start-up and their commitment to customer service.

STSYR will continue to work closely with service providers to ensure consistent and on time service delivery.

(+)3. Moved by Anna DeBartolo, seconded by C. Cotton:

That the Joint Board Consortium receive the September 2016 Start-Up Summary for information.

-Carried-

2016-2017 Strategic Plan

J. Guchardi, Manager, Student Transportation Services of York Region, provided an update on the planned major initiatives for STSYR for the current school year. The following initiatives were discussed:

- Contract Performance Management which addresses priority areas identified in the 2015 Auditor General's Report.
- GPS tracking which allows STSYR staff to create reports, review and resolve service issues and validate route costs.
- Safe Rider Stickers alternatives to identify JK-1 riders who need to be met by an adult at their bus stop. Schools expressed concerns regarding stickers not remaining adhered to backpack and STSYR is investigating alternatives such as something similar to a luggage tag.
- Evaluation of routing software as the current product no longer meets the operational requirements of the Consortia. Staff will investigate the opportunities for efficiencies, reduced costs and service enhancements offered by other software.

The consideration of a process of tracking JK-1 students where parents want to be exempt from the practice of meeting their child at the bus stop. STSYR to provide the school with a letter documenting their request. It was suggested by Trustees that this be recorded in STSYR procedures due to the risk involved.

[4:16 pm - Trustee C. Chan joined the meeting via audio conference]

(+)4. Moved by Maria Marchese, seconded by Carol Cotton:

That the Joint Board Consortium receive the 2016-2017 Strategic Plan for information.

-Carried-

STSYR Late Bus Procedure

Dan Willis, Assistant Manager, Student Transportation Services of York Region, outlined the late bus procedures:

- School bus service providers are responsible for notifying system stakeholders any delays greater than ten minutes, ensure posting on late bus report which generates an automatic email notification to the schools affected;
- Up to discretion of school staff when and if to notify parents;
- STSYR will review each morning, monitor and work to resolve routes running late and will work with contractors to correct patterns of lateness.

Currently, the software STS is using does not allow for parent/student to receive email notifications of late buses. Contractors email schools notifications of late buses. No App or Twitter are currently available. It was suggested that high schools Tweet late buses so the students can access this information from their cell phones. The most up to date information is posted on schoolbuscity.com. New software may allow for parent/student notifications.

STSYR will review procedures regularly to ensure they reflect current technology and policy requirements.

(+)5. Moved by Maria Marchese, seconded by Anna DeBartolo:

That the Joint Board Consortium receive the STSYR Late Bus Procedure for information.

-Carried-

Ministry of Education Survey

C. Tupchong, Business Analyst, Student Transportation Services of York Region, provided an update on the collection of data by the Ministry in their annual survey. The completed survey will be submitted to the Ministry by the November 30th, 2016 deadline.

(+)6. Moved by Carol Cotton, seconded by Maria Marchese:

That the Joint Board Consortium receive the Ministry of Education Survey for information.

-Carried-

ADJOURNMENT

The next Joint Board Consortium meeting will be held on Wednesday, March 1, 2017 at 4:00PM, at the York Catholic District School Board.

(+)7. Moved by Maria Marchese, seconded by Anna DeBartolo:

That the Joint Board Consortium Meeting - Public Session adjourn at 4:34p.m.

- Carried -

MEMO TO: Joint Board Consortium

FROM: Administration

DATE: June 7, 2017

RE: 2017-2018 Meeting Schedule/Location

Executive Summary

The purpose of this report is to provide for the Joint Board a proposed meeting schedule/location for the 2017-2018 school year.

Background

Traditionally the Joint Board Consortium meets three times each year. Meetings are usually held in November, March and June of each school year.

Proposed 2017-2018 schedule

The meetings for the 2017-2018 school year will be held as follows:

Wednesday, November 1, 2017 YCDSB
Wednesday, March 7, 2018 YRDSB
Wednesday, June 6, 2018 YRDSB

Summary

The Trustees proposed moving the JBC meetings to a calendar year to align with the Trustee elections rather than the school calendar year and to move the first meeting from December to end of October or November. Staff has made the changes as requested.

MEMO TO: Joint Board Consortium

FROM: Administration

DATE: June 7, 2017

RE: 2017-2018 Transportation Budgets

Executive Summary

The intent of this report is to provide the Joint Board with an update on budget preparations for Student Transportation Services for the 2017/2018 school year. The budget is comprised of general and administration expenses and operating expenses for the York Catholic and York Region District School Boards.

Budget Preparations

Administration has developed the 2017-2018 budgets based on the following factors.

- No additional staff requirements and based on Ministry of Education Memorandum of Understanding
- Two new schools opening for the YRDSB.
- Three schools closing for the YCDSB
- Fuel cost fluctuations
- Cost increases due to contractual obligations
- Increased service needs for students based on program
- Routing Efficiencies

Summary

Each board is responsible for their portion of the operating costs of the STS budget. The administration budget is shared 50/50 between the boards. The budget estimates reflect current levels of service are reflective of school board policies.

Board specific budgets will be presented at each Board.

MEMO TO: Joint Board Consortium

FROM: Administration

DATE: June 7, 2017

RE: STSYR Business Case to Change Transportation Software

Executive Summary

The purpose of this report is to inform the Joint Board Consortium that it is the wish of Student Transportation Services (STSYR) to RFP for new routing software.

Background

STSYR has been using its current routing software for thirteen years. At the time, MapNet (now Trip Spark) was one of the most widely utilized routing software in the province. At that time approximately twelve Consortia were using MapNet. Currently only three Consortia still use the tool. Most Consortia have migrated to Bus Planner, a local product produced by GeoRef Systems from Waterloo, Ontario.

Many issues have evolved over time with the current MapNet software:

1. The current version is antiquated. It is able to run day to day operations but is limited in optimizing and cost saving capabilities.

2. Migrating to the newest version of the TripSpark software called VEO, will be expensive and time consuming, while not providing all the enhancements necessary to deliver the most efficient routing solution for the consortium.

3. Maintenance fees for the current program have doubled this past year and will continue to increase.

4. The existing software will at some point no longer be supported.

RFP Objectives

STSYR have confirmed other market products offer technology to facilitate:

- Bell time change scenarios to potentially reduce expenditures
- Email notifications to school when route changes take place
- Advanced mapping and GPS features
- True cost features for student travel

- Ministry reporting tools
- Monthly invoice calculation/reconciliation

Based on the above it is necessary to consider a product migration. It is anticipated that the costs of moving to a new software solution will be offset by routing efficiencies.

Summary

STSYR wishes to move forward with an RFP for new transportation routing software which provides the capability to optimize routing and bell times to present cost saving scenarios to the school boards.

It is hoped the RFP process will take place in the 2017-18 school year, with an implementation/transition plan for the 2018-19 school year.

MEMO TO: Joint Board Consortium

FROM: Administration

DATE: June 7, 2017

RE: Costing for a Single Elementary Walk Zone

Executive Summary

The intent of this report is to provide the Joint Board Consortium (JBC) with a summary of the additional cost or savings of moving to a single elementary walk zone.

Background

A motion was passed at the June 2016 JBC meeting requesting that Student Transportation Services (STSYR) prepare a cost summary to reflect a change to a single walk zone.

STSYR has created the attached spreadsheet (see Appendix A) outlining the impact to budgets at distances of 1.2km, 1.4km and 1.6km increments for JK – 8 students. Cost information is provided but is approximate as the current software is unable to provide more exact data.

As a result, STSYR created three proposals (see Appendix A). Proposal one estimates the cost to transport JK-8 students greater than 1.2km's from each elementary school. Proposal two estimates the savings to transport JK-8 students greater than 1.4 km's from each school and proposal three estimates the savings of transporting JK-8 students greater than 1.6 km's from each school.

Summary

As requested by trustees STSYR develop budget estimates for three single walk zone scenarios. Lowering the non-transportation zone to 1.2 km would have the impact of increasing costs for both boards. Moving to a single non-transportation zone of 1.4km for all students would have minimal costs to either school board. Moving to a single non-transportation zone of 1.6 km's would see cost savings for both school boards.

Appendix A

<u>2016-2017 YCDSB Single Walk Zone Proposal Review</u>

Proposal One	**Action Grade JK-3 Students**		**Action Grade 4-8 Students**	**Number of Students**
Transport JK-8 students greater than 1.2 km from school	NO ACTION REQUIRED as students are already transported.		Determine the number of students who live between 1.2km and 1.6km at each elementary school.* *Service will be added for these students.*	1137
Cost Estimation	***$800,000.00***			
Total Students to be Transported	1137			
Less 20% re Existing Capacity on Buses	910			
Number of new buses needed to transport 910 students (@55 students per bus) with dedicated school service	16			
(@$50K per bus) Cost Estimation	$800,000.00			

Proposal Two	**Action Grade JK-3 Students**		**Number of Students**	**Action Grade 4-8 Students**	**Number of Students**
Transport JK-8 students greater than 1.4 km from school	Determine the number of students who live between 1.2km and 1.4km at each elementary school*. *Current service will be removed for these students.*		354	Determine the number of students who live between 1.4km and 1.6km at each elementary school.* *Service will be added for these students.*	404
Cost/ Savings Estimation	***$0.00***				
Comment					

Proposal Three	**Action Grade JK-3 Students**		**Number of Students**	**Action Grade 4-8 Students**
Transport JK-8 students greater than 1.6km from school	Determine the number of students who live between 1.2km and 1.6km at each elementary school* *Current service will be removed for these students.*		729	***NO ACTION REQUIRED as students are already transported.***
Savings Estimation	***$200,000.00***			
Total Students to lose Transportation Services	729			
Number of hypothetical buses to be removed from service (@55 students per bus)	13			
70% of buses transport both elementary and secondary students. While the elementary portion of the routes would be deleted, the secondary would still require service	9			
STS estimates 4 of these buses, could be deleted through vehicle reorganization				
(@$50K per bus) Cost Savings	$200,000.00			

2016-2017 YRDSB Single Walk Zone Proposal Review

Proposal One	**Action Grade JK-3 Students**		**Action Grade 4-8 Students**	**Number of Students**
Transport JK-8 students greater than 1.2 km from school	NO ACTION REQUIRED as students are already transported.		Determine the number of students who live between 1.2km and 1.6km at each elementary school.* *Service will be added for these students.*	2664
Cost Estimation	***$1,900,000***			
Total Students to be Transported	2664			
Less 20% re Existing Capacity on Buses	2131			
Number of new buses needed to transport 2131 students (@55 students per bus)	38			
(@$50K per bus) Cost Estimation	$1,900,000			

Proposal Two	Action Grade JK-3 Students		Number of Students	Action Grade 4-8 Students	Number of Students
Transport JK-8 students greater than 1.4 km from school	Determine the number of students who live between 1.2km and 1.4km at each elementary school*. *Current service will be removed for these students.*		1007	Determine the number of students who live between 1.4km and 1.6km at each elementary school.* *Service will be added for these students.*	1119
Cost/ Savings Estimation	***$0.00***				
Comment					

Proposal Three	Action Grade JK-3 Students		Number of Students	Action Grade 4-8 Students
Transport JK-8 students greater than 1.6km from school	Determine the number of students who live between 1.2km and 1.6km at each elementary school* *Current service will be removed for these students.*		2138	***NO ACTION REQUIRED as students are already transported.***
Savings Estimation	***$600,000.00***			
Total Students to lose Transportation Services	2138			
Number of hypothetical buses to be removed from service (@55 students per bus)	39			
70% of buses transport both elementary and secondary students. While the elementary portion of the routes would be deleted, the secondary would still require service	27			
STS estimates that, 12 buses could be deleted through vehicles reorganization	12			
(@$50K per bus)Savings Estimation	$600,000.00			

Proposal One	YCDSB	YRDSB	TOTAL COST
Transport JK-8 students greater than 1.2 km from school	$800,000.00	$1,900,000.00	$2,700,000.00

Proposal Two	YCDSB	YRDSB	TOTAL COST
Transport JK-8 students greater than 1.4 km from school	$0.00	$0.00	$0.00

Proposal Three	YCDSB	YRDSB	TOTAL SAVINGS
Transport JK-8 students greater than 1.6km from school	-$200,000.00	-$600,000.00	-$800,000.00