

Agenda
Joint Board Consortium
Board Room, York Catholic District School Board
Wednesday, November 1, 2017
6:30 P.M.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes from June 7, 2017 2-5
5. Business Arising

Presentations

NIL

Information Items

- | | | |
|-----------------------------------|-----------------|---|
| 6. Revised 2018 Meeting Schedule | Dan Willis | 6 |
| 7. September 2017 Start-Up Report | Dan Willis | 7 |
| 8. Ministry of Education Survey | Claire Tupchong | 8 |

Discussion Items

- | | | |
|------------------------------------|------------------------|--------|
| 9. Inclement Weather Bussing Zones | Keith Brown/Dan Willis | Verbal |
|------------------------------------|------------------------|--------|

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, June 7, 2017 at 4:01 p.m. in the Board Room of the York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario.

PRESENT:

YRDSB Trustees: L. Carruthers and A. DeBartolo

YRDSB Staff: J. Fair

YCDSB Trustees: C. Cotton and T. McNicol

YCDSB Staff: D. McCowell

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

Presiding: Committee Co-Chair C. Cotton

Recording Officer: L. Toniutti

Regrets: Trustees C. Chan and D. Giuliani and YRDSB Chief Financial Officer W. Muirhead-Toporek

CALL TO ORDER

Committee Co-Chair C. Cotton called the meeting to order at 4:02 p.m.

DECLARATION OF CONFLICT OF INTEREST

Committee Co-Chair C. Cotton 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.

Trustees agreed to defer the elections of Co-Chairs to December 2017.

(*)1. Moved by T. McNicol, seconded by A. DeBartolo:

That the election of Co-Chairs of the Joint Board Consortium be deferred to December 2017.

- Carried -

APPROVAL OF AGENDA

(*)2. Moved by T. McNicol, seconded by A. DeBartolo:

That the agenda be approved as presented.

- Carried -

RECEIPT OF MINUTES

(*)3. Moved by L. Carruthers, seconded by T. McNicol:

That the minutes of the Regular Joint Board Consortium Meeting of November 2, 2016 be approved, as presented.

- Carried -

DISCUSSION ITEM

Zone School Bus Cancellation

Committee members agreed to defer the discussion on school bus cancellations by zone to the November 1, 2017 Joint Board Consortium meeting.

(*)4. Moved by A. DeBartolo, seconded by L. Carruthers.

That the discussion on Bus Cancellations by Zone be deferred to the November 1, 2017 Joint Board Consortium Meeting.

- Carried -

INFORMATION ITEMS

2017-2018 Meeting Schedule

Committee members discussed proposed meeting dates for the 2017-2018 school year.

Trustees requested that the March and June meetings be moved to February and May due to other system obligations.

(*)5. Moved by T. McNicol, seconded by L. Carruthers:

That the Joint Board Consortium approve the following meeting dates, times and locations for the 2017-2018 school year.

- **November 1, 2017 at 6:30 p.m. - York Catholic District School Board**
- **February 7, 2018 at 4:00 p.m. - York Region District School Board**
- **May 2, 2018 at 4:00 p.m. - York Region District School Board**

- Carried -

2016-2017 Transportation Budgets

C. Tupchong, Business Analyst, Student Transportation Services of York Region (STSYR), provided an update of budget preparations for STSYR for the 2017-2018 school year. The 2017/2018 transportation budget was developed based on:

- staff requirements;
- Ministry of Education Memorandum of Understanding;
- school openings and closings;
- fuel cost fluctuations;
- contractual obligations;
- service needs for students based on program; and
- routing efficiencies.

Each board is responsible for their portion of the operating costs of the STSYR budget. The administration budget is shared 50/50 between the boards. The budget estimates reflect current levels of service as outlined in school board policies.

Routing Software

J. Guchardi, Manager, Student Transportation Services of York Region, informed the committee of the request to obtain price estimates for new routing software.

Manager Guchardi outlined costs and benefits of maintaining the current software system and migrating to a new system. He outlined software products that are available which will help to facilitate:

- bell time change scenarios;
- automated email notifications to schools when route changes take place;
- advanced mapping and Global Positioning System features;
- true costs for student travel;
- Ministry reporting tools; and
- monthly invoice calculations and reconciliation.

STSYR is proposing that a Request for Proposal process be initiated in the 2017-2018 school year. Proposed timelines for implementation and transition were shared.

(*)6. Moved by L. Carruthers, seconded by A. DeBartolo:

That the Joint Board Consortium support staff move forward with a Request for Proposal for new routing software.

- Carried -

Non-Transportation Zones (Elementary)

J. Guchardi, Manager, Student Transportation Services of York Region, provided the committee with a summary of approximate costs and/or savings of moving to a single elementary non-transportation zone.

It was agreed that any consideration of the implementation of a single elementary non-transportation zone will occur following the implementation of the new routing software.

Several trustees indicated that any change to the elementary non-transportation zone would require extensive community consultation and communication.

ADJOURNMENT

The next Joint Board Consortium meeting will be held on Wednesday, November 1, 2017 at 6:30 p.m. at the York Catholic District School Board.

(*)7. Moved by A. DeBartolo, seconded by L. Carruthers:

That the Joint Board Consortium Meeting - Public Session be adjourned at 4:24 p.m.

- Carried -

MEMO TO: Joint Board Consortium
FROM: Administration
DATE: November 1, 2017
SUBJECT: Revised 2018 Meeting Schedule

Executive Summary

This report provides the Joint Board with a revised 2018 meeting schedule.

Proposed 2018 Schedule

The meetings for 2018 are scheduled as follows:

Wednesday, February 7, 2018 YRDSB at 4:00pm
Wednesday, May 2, 2018 YRDSB at 4:00pm
Wednesday, October 24, 2018 YRDSB at 4:00pm

Summary

The Trustees have requested JBC meeting dates be aligned to reflect the trustee committee meeting year. The first meeting in each calendar year will occur in February.

MEMO TO: Joint Board Consortium
FROM: Administration
DATE: November 1, 2017
SUBJECT: September 2017 Start-Up Report

Executive Summary

Student Transportation Services of York Region (STSYR) provides an annual report to the Joint Board Consortium that reviews the success of the September start-up process and outlines where areas of improvement are necessary.

Background

Driver Shortages

While York Region school bus contractors did continue to face challenges this past summer to hire, train and retain school bus drivers, thanks to their diligence driver shortage issues were greatly minimized.

School Communication

STSYR provided a two tiered start-up package for schools to ensure priorities are communicated to parents and schools. STSYR staff experienced a reduced number of students being placed on wrong buses this fall and believes the start-up messaging and reminders from staff have had a positive impact.

Traffic and Construction

Traffic and construction continue to be a problem especially in the Yonge Street and Highway 7 corridors. The VIVANEXT project has been completed in Newmarket but continues in Vaughan and Richmond Hill. These projects push traffic issues to arterial roads which cause route delays. STSYR staff has done a good job of keeping on top of these delays by proactively adjusting routes to have them run on time.

Summary

Administration believes that start-up 2017 went well. The time required to find solutions to routing issues was reduced this year due to the lack of RFP challenges.

MEMO TO: Joint Board Consortium
FROM: Administration
DATE: November 1, 2017
SUBJECT: Ministry of Education Survey

Executive Summary

Each year, Consortia are required to complete an *Annual Transportation Report*. Staff at the Ministry of Education analyze this information and use it as a tool to provide information for decision making, policy analysis and budget formulation.

Background

Since 2000, the Ministry of Education has required Consortia to collect and complete an annual report to support performance benchmarking, provide accountability and to inform the Ministry on the state of transportation service in the province.

The 2016-2017 Ministry survey collects data on safety policies and procedures, student data, technology, transportation policies, financial expenditures and service contractors and vehicles. This year's survey deadline is November 30, 2017 to allow Consortia to align school boards financial reporting, and to report actual 2016-2017 expenditures.

Summary

STSYR staff spend three to four weeks collecting and verifying the required data each year. The completed survey will be sent to the Ministry by the November 30, 2017 deadline.