

AGENDA: 12:00-3:00

1. Call to Order
2. Approval of the Agenda
3. May 28, 2018 Transportation Motion
4. Elementary Enrolment Update
5. Resolution into Committee of the Whole (Private Session) as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee
6. Adjournment



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

DATE: October 3, 2018

PREPARED BY: Stacey Zucker, Associate Director, Support Services
David Colley, General Manager, HWSTS

RE: May 28, 2018 Transportation Motion

Action

Monitoring

Background:

On May 28, 2018 the Board approved the following motion:

“That staff bring the report (scoping report) to Finance and Facilities on financial requirements needed to positively impact the driver shortage crisis through but not limited to policy changes and efficiency studies.”

On September 13, 2018, the Finance and Facilities Committee heard that the only way to impact the driver shortage was to increase the number of drivers or decrease the number of routes.

This report is intended to update Trustees on the steps that being taken to decrease the number of routes and to provide the financial information related to the review of the transportation policy.

Staff Observations:

At the September 13, 2018 Finance and Facilities Committee meeting, the Committee heard that in order to decrease the number of bus routes, staff were doing the following:

- Reviewing the transportation policy
- Undertaking a board wide bell time study with increased ranges

At the same time, Hamilton-Wentworth Student Transportation Services (HWSTS or the Consortium) is reviewing all data to ensure that the transportation policy is being followed and every student that is receiving transportation is eligible for transportation.

Reviewing the Transportation Policy (see Appendix A and B for Policy and Procedure)

When reviewing the transportation policy, there are 2 main things that affect the number of routes and they are both related to eligibility for transportation:

- Walk distances
- Service provided for programs

Walk Distances

The current walk distances are as follows for in-catchment home schools:

- Kindergarten - 1.0 km
- Grades 1-8 - 1.6 km
- Grades 9-12 - 3.2 km

Board staff has done a comparison to other Boards across the Province. Based on this review and a number of other factors, one of the changes to consider is to increase the walk distance for Kindergarten to match the Grade 1-8 walk distance. If the Board were to make this change, it could reduce the total number of routes by 3.5 to 5 routes (up to 25 runs). This would result in 3.5 to 5 less buses and a cost savings of approximately \$140,000 to \$200,000.

The Board can also look at changing the other walk distances. Although the savings would be difficult to predict without a detailed analysis, staff can determine the number of students affected and estimate the savings.

Service Provided for Programs

On page 3 of the Transportation Procedure, it details the service provided for program priorities if the in-catchment school is outside the walk distances.

French Immersion (FI)

Currently, the Board spends approximately \$1.5 million on FI transportation. The methods of transportation are outlined in the procedure. HWSTS reviewed possible savings with home school pick-ups versus community stop pick-ups and the savings estimated at 1 run.

Secondary Specialized Learning Programs and Tier 3 System Programs

Currently, the Board spends approximately \$350,000 on transportation for these programs. The method of transportation is mainly HSR and personalized transportation. Changing this service would result in potential dollar savings but would unlikely impact the driver shortage.

Undertake a Board wide Bell Time Study

Currently, a bus route may have 2-3 runs, servicing different schools. HWSTS has planned these routes as efficiently as possible given the current bell times.

A review of the bell times will allow a third party to look at all the runs/routes and make recommendations to the Board about how changing a school's bell time will allow the bussing to be more efficient. This would reduce the number of routes necessary providing a reduction in buses required and a cost savings.

Conclusion:

Board staff is currently reviewing a number of opportunities that would have a positive impact on the driver shortage. The opportunities would reduce the number of buses on the road and include a policy review, a Board wide bell time study and data clean up.

In order to impact the 2019-20 year, decisions will need to be made regarding each of these opportunities by February 2019. The Transportation Policy will be reviewed at the October 10, 2018 Policy Committee and the bell time study will take place between October and December 2018.

Communication will be a very important part of this process and Board staff is currently working on a communication plan.



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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in providing the best possible learning environment for its students. This includes providing safe, secure and on-time transportation to and from school for eligible students, that is cost-effective and efficient.

GUIDING PRINCIPLES:

HWDSB recognizes:

- The value of providing transportation services to eligible students that is safe, timely, effective and efficient.
- The importance of students arriving at school ready to learn;
- That parents share in the responsibility for the safe arrival of their children to and from school;
- That safety is also a joint responsibility of communities, municipalities and policing authorities; and
- That students' are responsible to their school principal for their conduct on the bus, in accordance with all applicable Board policies and procedures, as school buses are an extension of the school.

INTENDED OUTCOMES:

When providing transportation, HWDSB will take steps to:

- Ensure the board can provide safe, timely, effective and efficient transportation services.
- Ensure transportation services support the strategic directions of HWDSB.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Community Stop: A Community Stop is a common area for student pickup and drop offs which may include, but are not limited to: parks, schools and places of worships.

Courtesy Transportation: Additional riders, who would normally be ineligible, are accommodated on the school bus without any increase in cost or negative impact on current service.

Executive Council: Consists of Superintendents and the Director of Education. Executive Council is responsible for the overall operations of HWDSB.



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Parent: This includes parents, guardians and caregivers.

Secondary Specialized Learning Programs: Are unique, innovative learning programs in focused areas, designed to engage students who have differing educational interests. These programs complement subject/courses consistent with the Ontario Curriculum, however, offer specialized learning opportunities that develop skills with greater depth and intensity. In secondary schools, the courses attached to these programs will be credit granting.

Tier 3 Alternative System Programming: Expectations that outline learning related to skill development in areas represented in the Ontario Curriculum or areas not represented in the Ontario Curriculum (ex. social skills).

ACTION REQUIRED:

For all operating procedures regarding transportation, please visit Hamilton-Wentworth Student Transportation Services (HWSTS) Policies and Procedures page at <http://bit.ly/2a9THEG>.

Eligibility

Students residing in all urban and rural areas as defined by the City of Hamilton Official Plan will be eligible for transportation services to their in-catchment school when the walking distance exceeds the following:

Elementary School	Kindergarten	1.0 km
Elementary School	1-8	1.6 km
Secondary School	9-12	3.2 km

Method

HWSTS will determine the method of transportation in consultation with Executive Council. The methods may include but are not limited to, traditional yellow-and-black school buses, school purpose vans and the Hamilton Street Railway Transit (HSR).

Safety

Extraordinary circumstances related to safety hazards, including lack of a safe walkway to and from school, may warrant an exception to the walking distances for the determination of transportation service eligibility.

The scheduled length of time on a vehicle provided through HWSTS shall not exceed 60 minutes one way.



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Parents of Kindergarten students are required to accompany and remain with the student until picked up by the vehicle. No Kindergarten student will be left unattended at a pickup point. Parents/guardians are also required to be on time and present at the drop off point to receive their Kindergarten students.

Courtesy Transportation

Courtesy Transportation may be provided to students at no cost to the Board, subject to the Courtesy Transportation Procedure, by the first week of October on an annual basis.

Special Education

Transportation services will be dependent on an assessment of the individual student's physical and/or mental capabilities. See also Tier 3 Alternative System Programming.

Barriers to Student Achievement

Executive Council will have the discretion to provide transportation to support student success, based on available funding.

Program Priority

Notwithstanding statements elsewhere in this policy, transportation services are provided for the following program priorities:

- French Immersion – using Community Stops
- Secondary Specialized Learning Programs
- Tier 3 Alternative System Programming

The method of transportation provided for the above program priorities to a student's in-catchment school will be determined based on available funding and safety.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure the board can provide safe, timely, effective and efficient transportation services.	This will be measured through the HWSTS annual Transportation Consortium Update, given to the Board of Trustees every fall.
Ensure transportation services support the strategic directions of HWDSB.	This will be measured through the HWSTS annual Transportation Consortium Update, given to the Board of Trustees every fall.



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REFERENCES:

Government Documents

Child and Family Services Act

Other Related Documents

Hamilton-Wentworth District School Board's Program Strategy

Hamilton-Wentworth Student Transportation Services Procedures

Transportation Procedure Program Priorities

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) believes in providing the best possible learning environment for its students. This includes providing safe, secure and on-time transportation to and from school for eligible students, that is cost-effective and efficient.

Students residing in all urban and rural areas as defined by the City of Hamilton Official Plan will be eligible for transportation services to their in-catchment school when the walking distance exceeds the following:

Elementary School	Kindergarten	1.0 km
Elementary School	1-8	1.6 km
Secondary School	9-12	3.2 km

This Procedure speaks to transportation services provided for the following program priorities if the in-catchment school is outside of the above walking distances:

- French Immersion
- Secondary Specialized Learning Programs
- Tier 3 Alternative System Programming

The method of transportation provided for the above program priorities to a student's in-catchment school will be determined based on available funding and safety.

TERMINOLOGY:

Community Stop: A Community Stop is a common area for student pickup and drop offs which may include, but are not limited to: parks, schools, and places of worship.

Courtesy Transportation: Additional riders, who would normally be ineligible, being accommodated on the school bus without any increase in cost or negative impact on current service.

Executive Council: Executive Council is responsible for the overall operations of Hamilton-Wentworth District School Board. It consists of Superintendents and the Director of Education.

Hamilton Street Railway (HSR): Is the Transit Division of the City of Hamilton and provides bus service within the city.

Parent: This includes parents, guardians and caregivers.

Transportation Procedure Program Priorities

Secondary Specialized Learning Programs: Are unique, innovative learning programs in focused areas, designed to engage students who have differing educational interests. These programs complement subject/courses consistent with the Ontario Curriculum, however, offer specialized learning opportunities that develop skills with greater depth and intensity. In secondary schools, the courses attached to these programs will be credit granting. These programs are Tier 3.

Specialist High Skills Major Programs: A Specialist High Skills Major (or SHSM) is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements to graduate from secondary school. It also assists in their transition after graduation to apprenticeship training, college, university or the workplace. SHSMs are considered a Secondary Specialized Learning Programs (Tier 3) and can be found in various secondary schools throughout the Hamilton-Wentworth District School Board.

Tier 3 Programs: Programs and specialized supports are intended for a few students at limited school sites. Programs and supports within Tier 3 are those that require specialized facilities, equipment or funding enhancements. Transportation would be provided according to Board policy.

Tier 3 Alternative System Programming: Expectations that outline learning related to skill development in areas represented in the Ontario curriculum or areas not represented in Ontario curriculum (ex., social skills).

PROCEDURES:

For operating procedures regarding transportation, which include:

- Procedures for Vehicle Drivers
- Procedures for Parents/Guardians
- Procedures for School Principals
- Student Code of Conduct on School-Related Vehicles
- Eligibility Criteria
- Walk to Stop
- Ride Time
- New Student
- Transit Use
- Management of Data
- Courtesy Transportation
- Inclement Weather
- Arrivals and Departure Window
- Bell Time Spread
- Transfers
- Digital Map Maintenance
- Missing Students
- Accident/Incident
- Changes to Student Data

Please visit Hamilton-Wentworth Student Transportation Services Policies & Procedures page at <http://bit.ly/2a6JNUK>

Transportation Procedure Program Priorities

1.0 Transportation for French Immersion

- 1.1 The method of transportation for elementary French Immersion will be:
 - **Grade 1** – Black and Yellow Buses with community stops, for those that meet the French Immersion Application deadline.
 - **Grade 2 to 6** – Black and Yellow Buses with community stops.
 - **Grade 7 and 8** – HSR (unless there is an existing route that accommodates these students).
- 1.2 Where HSR is not available, alternative transportation will be provided.
- 1.3 The method of transportation for secondary French Immersion transportation will be HSR. In the event the student would be on an HSR bus (or buses) for a scheduled length of time longer than 60 minutes one way (including scheduled transfer time), alternative transportation will be provided.

2.0 Transportation for Secondary Specialized Learning Programs

- 2.1 The method of transportation for secondary specialized learning programs and all Tier 3 programs will be HSR. In the event the student would be on an HSR bus (or buses) for a scheduled length of time longer than 60 minutes one way (including scheduled transfer time), alternative transportation will be provided.
- 2.2 Where HSR is not available, alternative transportation will be provided.

3.0 Transportation for Tier 3 Alternative System Programming

- 3.1 The method of transportation for Tier 3 Alternative System Programming will be HSR. In the event the student would be on an HSR bus (or buses) for a scheduled length of time longer than 60 minutes one way (including scheduled transfer time), alternative transportation will be provided.
- 3.2 Where HSR is not available, alternative transportation will be provided.

Staff Observations:

As part of the 2018-2019 Budget process, enrolment was projected using the best information available and was used to determine staffing and calculated GSN revenue. Revised projections for 2018-2019 based on September actual enrolment and input from Elementary Administrators has been finalized and is reported above.

Overall, elementary enrolment is 233.00 FTE higher than projected, for a number of reasons:

1. Growth from residential development in various locations across the Hamilton-Wentworth Area. This development continues to bring students from both outside the Hamilton area and from other communities in the city.
2. As in prior years, our enrolment projections are conservative to help mitigate the 2018-2019 Budget and staffing from reductions in student enrolment.

Conclusion:

September 2018 elementary enrolment is 233.00 FTE more than projected. The increased enrolment will impact staffing and the 2018-2019 Budget.

**Hamilton-Wentworth District School Board
Finance and Facilities Committee
October 3, 2018**

	2018-19 Projection	September 2018 Revised Projection	Difference
A.M. Cunningham	407.00	398.00	(9.00)
Adelaide Hoodless	432.00	459.00	27.00
Allan A Greenleaf	551.00	586.00	35.00
Ancaster Meadow	618.00	612.00	(6.00)
Ancaster Sr Public	354.00	343.00	(11.00)
Balaclava	353.00	342.00	(11.00)
Bellmoore	1138.00	1117.00	(21.00)
Bennetto	517.00	507.00	(10.00)
Beverley Central	186.00	186.00	0.00
Billy Green	490.00	548.00	58.00
Buchanan Park	169.00	181.00	12.00
C. B. Stirling	280.00	300.00	20.00
C. H. Bray	289.00	302.00	13.00
Cathy Wever	709.00	639.00	(70.00)
Central	322.00	318.00	(4.00)
Chedoke	462.00	459.00	(3.00)
Collegiate Avenue	303.00	286.00	(17.00)
Cootes Paradise	646.00	622.00	(24.00)
Dalewood	267.00	254.00	(13.00)
Dr Davey	496.00	539.00	43.00
Dr. John Seaton	191.00	204.00	13.00
Dundana	354.00	351.00	(3.00)
Dundas Central	394.00	382.00	(12.00)
Earl Kitchener	526.00	540.00	14.00
Elizabeth Bagshaw	406.00	416.00	10.00
Fessenden	524.00	514.00	(10.00)
Flamborough Centre	241.00	237.00	(4.00)
Franklin Road	526.00	501.00	(25.00)
G. L. Armstrong	491.00	467.00	(24.00)
Gatestone	593.00	569.00	(24.00)
Glen Brae	334.00	343.00	9.00
Glen Echo	333.00	333.00	0.00
Glenwood	42.00	40.00	(2.00)
Gordon Price	379.00	395.00	16.00
Green Acres	237.00	220.00	(17.00)
Greenville/Spencer Valley	353.00	358.00	5.00
Guy Brown	668.00	683.00	15.00
Helen Detwiler	506.00	497.00	(9.00)
Hess Street	340.00	314.00	(26.00)
Highview	456.00	487.00	31.00
Hillcrest (New)	495.00	540.00	45.00
Holbrook	194.00	209.00	15.00
Huntington Park	453.00	473.00	20.00
James MacDonald	337.00	329.00	(8.00)
Janet Lee	446.00	456.00	10.00
Lake Avenue	506.00	530.00	24.00
Lawfield	716.00	782.00	66.00
Lincoln M Alexander	243.00	230.00	(13.00)
Lisgar	304.00	334.00	30.00
Mary Hopkins	423.00	402.00	(21.00)
Memorial - Hamilton	442.00	449.00	7.00
Memorial - Stoney Creek	378.00	367.00	(11.00)
Michaëlle Jean	275.00	275.00	0.00
Millgrove	190.00	187.00	(3.00)
Mount Albion	412.00	444.00	32.00

	2018-19 Projection	September 2018 Revised Projection	Difference
Mount Hope	373.00	372.00	(1.00)
Mountain View	554.00	558.00	4.00
Mountview	233.00	216.00	(17.00)
Norwood Park	536.00	533.00	(3.00)
Parkdale	194.00	180.00	(14.00)
Pauline Johnson	391.00	413.00	22.00
Prince of Wales	680.00	669.00	(11.00)
Queen Mary	601.00	599.00	(2.00)
Queen Victoria	585.00	568.00	(17.00)
Queens Rangers	120.00	112.00	(8.00)
Queensdale	369.00	371.00	2.00
R A Riddell	708.00	741.00	33.00
R L Hyslop	160.00	166.00	6.00
Ray Lewis	608.00	622.00	14.00
Richard Beasley	201.00	204.00	3.00
Ridgemount	471.00	436.00	(35.00)
Rosedale	200.00	227.00	27.00
Rousseau	270.00	274.00	4.00
Ryerson	405.00	422.00	17.00
Sir Isaac Brock	197.00	212.00	15.00
Sir Wilfrid Laurier	419.00	430.00	11.00
Sir William Osler	573.00	588.00	15.00
Strathcona	189.00	198.00	9.00
Tapleystown	396.00	375.00	(21.00)
Templemead	580.00	583.00	3.00
Tiffany Hills	376.00	423.00	47.00
Viscount Montgomery	416.00	387.00	(29.00)
W H Ballard	591.00	592.00	1.00
Westview	230.00	229.00	(1.00)
Westwood	269.00	264.00	(5.00)
Winona	860.00	883.00	23.00
Yorkview	205.00	187.00	(18.00)
Total	35657.00	35890.00	233.00