

North East Tri-Board Student Transportation

Service du transport scolaire des trois-conseils du Nord Est



SCHOOL BUS SERVICE TO THE SCHOOL DISTRICTS OF COCHRANE AND TIMISKAMING
LE TRANSPORT SCOLAIRE AUX DISTRICTS SCOLAIRE DE COCHRANE ET TIMISKAMING

Joint Transportation Governance Committee Meeting

June 8, 2022 @ 9:00pm

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General Meeting

Routine Business

1. Call to order
Chair to call the meeting to order.
2. Call for Additional Items
Chair to call for additional agenda items.
3. Approval of Agenda
Approval of current agenda by the present members.
4. Approval of Minutes
Approval of minutes from the March 31, 202s JTGC meeting.
5. Announcements, Current Events
Chair and Meeting participants to share any announcements or current events.
6. Transportation Financial Update
A financial update will be provided by the Operations Committee.
 - 2021-2022 Year End Forecast
 - 2022-2023 Budget (Motion to approve Budget Required)
 - 2020-2021 COVID-19 Funding Balance
7. Transportation Operational Update
 - Wrapping up the current school year and working on rollover for the upcoming school year. 2022-2023 data should be available in early August.
8. School Board Update
Each partner board to provide any changes to their board that may impact the consortium.
 - Principal list for 2022-2023 have been obtained.
 - Bell times for 2022-2023 have been requested.
9. Action Items from prior meetings
Action items requiring follow up will be listed for review.
 - Access to School Database Systems.

Standing Items

10. Seat belts on school buses
Update to be provided if available.
11. Policy and Procedure Update
Update to be provided if available.
12. Active School Transportation
Temiskaming District www.Walknroll.ca website is now live with resources for families and schools.

Follow up Business

13. Cold Weather Days and Rural Only Inclement Weather Day Cancellations Pilot.

- Review to see if we should continue the pilot into the 2022-2023 school year

14. Safe Transportation Plan

- A Safe Transportation Plan was discussed at a past meeting, the intentions were to develop a system that better services students with medical needs, special needs, and student safety needs. Update to be provided if available.

15. WIFI on School Buses

- Pilot process was put on hold at the last meeting. To discuss if we can begin a pilot.

New Business

16. Operations team structure

- See proposal from CSPNE

17. Cameras on buses

- See proposal from CSPNE

EXPENDITURES		2022-2023 Budget	2021-2022 Forecast	2021-2022 Budget
Salaries & Benefits				
Salaries & Wages		347,118	343,681	343,681
Employee Benefits		91,396	90,491	90,491
		438,514	434,172	434,172
Professional Development				
Professional Development Conferences & Membership		12,500	2,118	12,500
		12,500	2,118	12,500
Supplies & Services				
Travel & Meal Reimbursements		1,500	60	1,500
Mileage Reimbursement		500		500
Office Supplies		4,000	99	4,000
Cell Phones/Communications		2,500	2,200	2,500
GPS Data Communication				
Vehicle Lease, Fuel & Maintenance		10,000	12,500	10,000
Centralized Cost Allocation (Photocopying etc..)		55,000	55,000	55,000
		73,500	69,859	73,500
Capital Acquisitions				
Computer Hardware		0	0	0
		0	0	0
Other Expenses				
Safety Programs		5,000	3,000	5,000
Other Fees & Contractual Services		5,000	3,000	5,000
Insurance		4,500	4,411	4,500
Software Support		30,000	30,596	30,000
		44,500	41,007	44,500
Home to School:				
Bus Operator Contracts		13,007,525	12,009,535	12,752,476
Public Transit Fares		0		0
Board and Lodging		0		0
		13,007,525	12,009,535	12,752,476
EXPENDITURE TOTAL		13,576,539	12,556,691	13,317,148
FUNDING				
	EFIS Section 9	GSN Memo		
DSB1		8,567,654	8,451,478	8,423,452
CSPNE	1,278,031	1,173,219	1,177,091	1,106,219
NECDSB	3,334,790	3,420,236	3,238,756	3,303,861
First Nations		60,000	60,000	60,000
Fuel De-Escalator/Other Revenue		0	0	0
FUNDING TOTAL		13,221,109	12,927,326	12,893,532
SURPLUS (DEFICIT)		-355,429	370,635	-423,615
		-2.7%	2.9%	-3.3%

ALLOCATION OF SURPLUS (DEFICIT)	2022-2023 BUDGET		2021-2022 FORECAST	
	\$	%	\$	%
DSB1	-229,039	64.4%	238,837	64.4%
CSPNE	-37,107	10.4%	38,694	10.4%
NECDSB	-77,270	21.7%	80,576	21.7%

COST PAID DIRECTLY	2022-2023 BUDGET CALCULATIONS			
	DSB1	CSPNE	NECDSB	Total
Bus Contracts	0	0	94,370	94,370
Late Bus	25,000	5,000	10,000	40,000
School to School	0	0	0	0
Summer School	0	0	0	0
Board and Lodging	0	0	0	0
Taxis, Medical	15,000	5,000	5,000	25,000
Fuel Escalator/De-Escalator	0	0	0	0
	40,000	10,000	109,370	159,370

FUNDING FOR CONSORTIUM				
Total per Section 9 of 2020/21	8,607,654	2,175,835	3,529,606	14,313,095
Portion of other Consortium (43.12%)	0	-992,616	0	-992,616
Portion for Consortium	8,607,654	1,183,219	3,529,606	13,320,479
Cost paid Directly	-40,000	-10,000	-109,370	-159,370
	8,567,654	1,173,219	3,420,236	13,161,109
First Nation Invoiced Directly	60,000	0	0	60,000
	8,627,654	1,173,219	3,420,236	13,221,109

Student Transportation Support for Enhanced Cleaning and PPE for Drivers
 Report of Expenditures to June 21, 2021

	Budget	Paid to August 31, 2021			Allocation of Memo2020 B13 Expenditures				Allocation of Memos 2020 B14 and 2021 B01 Expenditures				Funds Remaining	
		Total Expended	Memo 2020 B13	Memo 2020 B14	Memo 2021 B01	DSB1	NECDSB	CSPNE	Total	DSB1	NECDSB	CSPNE		Total
10 Month Transportation Clerk Position	45,400.00	6,548.57		6,548.57		-	-	-	-	3,818.00	1,504.00	572.00	5,894.00	38,851.43
Cleaning Costs for Drivers Time	489,192.00	292,985.18	245,526.00	47,459.18		143,138.00	56,385.00	21,442.00	220,965.00	27,668.00	10,899.00	4,145.00	42,712.00	196,206.82
Cleaning Supplies Purchased	1,296.00	-	-	-		-	-	-	-	-	-	-	-	1,296.00
Incidental operator, cleaning & PPE Costs	84,772.00	8.47	-	8.47		-	-	-	-	5.00	2.00	1.00	8.00	84,763.53
Other	-	-	-	-		-	-	-	-	-	-	-	-	-
	620,660.00	299,542.22	245,526.00	54,016.22		143,138.00	56,385.00	21,442.00	220,965.00	31,491.00	12,405.00	4,718.00	48,614.00	321,117.78

COVID-19 Funding

Memo 2020 B13 (August 1, 2020 - March 31, 2021)		<u>245,526.00</u>		159,049.00	62,652.00	23,825.00	245,526.00
Memo 2020 B14 (August 1, 2020 - August 31, 2021)			<u>313,046.00</u>	202,787.00	79,882.00	30,377.00	313,046.00
				361,836.00	142,534.00	54,202.00	558,572.00
Memo B01 (February 1, 2021 - August 31, 2021)				62,088.00	40,224.00	15,860.00	62,088.00
				<u>402,060.00</u>	<u>158,394.00</u>	<u>60,206.00</u>	<u>620,660.00</u>
				58.30%	22.96%	8.73%	90.00%

CSPNE
 56.88% of allocation \$10,555

North East Tri-Board Student Transportation Operations Committee Terms of Reference

1. Title

The name of the committee shall be the NETRIBUS Operations Committee.

2. Purpose and Role

The day-to-day management of the transportation service is the responsibility of the NETRIBUS administrative team under the direction of senior management. The Operations Committee assists NETRIBUS management whenever particular operational issues arise. The role of the committee includes:

- Resolving problems with operators;
- Assisting in the application of policies and procedures;
- Facilitating the co-operation between member school boards on various transportation initiatives;
- Answering questions regarding organizational structure and capacity building;
- Reviewing and ruling on transportation decision appeals;
- Creating and providing mandates to ad hoc committees to study and provide recommendations on various operational issues;
- Receiving and reviewing recommendations from various permanent and ad hoc advisory committees; and
- Studying the impact of changes on procedures.

3. Membership

The committee membership is comprised of each member board's senior financial officer or delegate and the General Manager of the North East Tri-Board Student Transportation. A quorum of at least two members and NETRIBUS management must be present for the meeting to proceed.

4. Meetings

The Operations Committee meets on a monthly basis to coincide with the North East Tri-Board Student Transportation planning cycle. Meeting dates are scheduled at the last meeting of the school year. The administrative team is responsible for providing agendas and minutes of meetings.

5. Chair

The Operations Committee Chair is selected at the beginning of each meeting on a rotating basis. The Governance Committee Chair is excluded from this rotation.

6. Relationship

The Operations Committee reports to the NETRIBUS Governance Committee. The Operations Committee receives and reviews various recommendations from advisory committees such as the Principals' Advisory Committee. It may also create ad hoc advisory committees to study and provide recommendations on various transportation issues.