

June 10, 2019

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, June 10, 2019, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Jeffrey Shaver – Galt Collegiate Institute Amphitheatre
Corina Harris – Galt Collegiate Institute Amphitheatre
Tom Barlow - Galt Collegiate Institute Amphitheatre

Policy and Governance

- | | | |
|----|--------------------------------------------------|---------------|
| 01 | Review of Board Policy 4021 – Use of Volunteers | M. Weinert |
| 03 | Review of Board Policy 6010 – Student Dress Code | P. Rubenschuh |

Reports

- | | | |
|----|-----------------------------------------------------------------------------------------|--------------------------------|
| 05 | Update to Approvals and Financing of Capital | M. Gerard |
| 07 | Major Capital Projects Quarterly Update | M. Gerard |
| 09 | Interim Financial Report and Forecast at April 30, 2019
2019-2020 Budget Update | M. Gerard
M. Gerard |
| 20 | Membership in the Ontario Public School Boards' Association | Chairperson |
| 24 | Fundraising Policy | M. Gerard |
| 26 | Motion: Fundraising Policy
Galt Collegiate Institute Amphitheatre Fundraising Update | Trustee C. Watson
M. Gerard |
| 27 | Motion: Galt Collegiate Institute Amphitheatre Fundraising Investigation | Trustee C. Watson |

Board Reports

Question Period (*10 minutes*)

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

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie.Reidel@wrdsb.ca



USE OF VOLUNTEERS

Legal References:

Related References: AP1415 – Use of Volunteers
AP3770 – Criminal Reference Checks

Effective Date: November 21, 2016

Revisions:

Reviewed: November 12, 2018, **June 10, 2019**

It is the policy of the Waterloo Region District School Board to welcome **and to encourage the participation of volunteers within our schools in performing tasks under the direct supervision of staff while helping to ensure the safety of students, staff and volunteers.** ~~the use of volunteers within our schools with an understanding of the following:~~

In this policy, volunteers refers to either a parent volunteer in a school who is a parent or guardian who currently has a child enrolled in and that school, or a community volunteer who is any member of the community who does not have a child enrolled in the school. Engagement of volunteers occurs with the following understandings:

- 1. Volunteers are individuals who willingly give of their time and talent to assist students in our schools by encouraging their participation in order to enhance school-based activities and learning;**
- 2. Volunteerism is a form of community engagement whereby increased communication and positive relationships between the school, parents and the community is realized;**
- 3. Volunteers will not receive any type of remuneration;**
- 4. Under exceptional circumstances, and in accordance with the procedure accompanying this policy, a volunteer may assist in the operation of an extracurricular activity when a teacher advisor is not available, and only upon the approval of the school Principal; and**
- 5. Volunteers, prior to being approved, are subject to procedures for screening, a satisfactory Criminal Reference Check (Level 3) *, orientation/training, supervision, recognition and program evaluation for the volunteer program.**

*** Note: Volunteers, who wish to volunteer year after year, will be required to submit annually, a satisfactory Criminal Reference Check (Level 3).**

- ~~1. Volunteers are individuals who willingly give of their time and talent within a school setting;~~
- ~~2. Volunteers will not receive any type of remuneration;~~
- ~~3. Volunteerism is a form of community engagement;~~
- ~~4. Under certain circumstances, volunteers may act as supervisors for extracurricular activities, after being screened, trained, and only upon the approval of the school Principal.~~



USE OF VOLUNTEERS

Legal References:

Related References: *AP1415 – Use of Volunteers*
 AP3770 – Criminal Reference Checks

Effective Date: *November 21, 2016*

Revisions:

Reviewed:

1. **Preamble**

It is the policy of the Waterloo Region District School Board to welcome the use of volunteers within our schools with an understanding of the following:

- 1.1 Volunteers are individuals who willingly give of their time and talent within a school setting;
- 1.2 Volunteers will not receive any type of remuneration;
- 1.3 Volunteerism is a form of community engagement;
- 1.4 Under certain circumstances, volunteers may act as supervisors for extracurricular activities, after being screened, trained, and only upon the approval of the school Principal.



STUDENT DRESS CODE

Legal References:	<i>Education Act</i>
Related References:	<i>Canadian Charter of Rights and Freedoms Ontario Human Rights Code Board Policy 1003 – School Councils</i>
Effective Date:	<i>June 25, 2001</i>
Revisions:	<i>March 2014, September 2002</i>
Reviewed:	<i>June 10, 2019</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to create an environment that is appropriate for student learning through the establishment of student dress expectations in each school.
- 1.2 It is the responsibility of the principal, in consultation with the School Council on an annual basis, to establish these expectations for student dress.



STUDENT DRESS CODE

Legal References:	<i>Education Act</i>
Related References:	<i>Canadian Charter of Rights and Freedoms Ontario Human Rights Code Board Policy 1003 – School Councils</i>
Effective Date:	<i>June 25, 2001</i>
Revisions:	<i>March 2014, September 2002</i>
Reviewed:	<i>April 18, 2016</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to create an environment that is appropriate for student learning through the establishment of student dress expectations in each school.
- 1.2 It is the responsibility of the principal, in consultation with the School Council on an annual basis, to establish these expectations for student dress.



Report to Committee of the Whole

June 10, 2019

Subject: Update to Approvals and Financing of Capital Projects

Recommendation

That the Waterloo Region District School Board (WRDSB) approve an additional expenditure of \$869,705 for the construction of Janet Metcalfe Public School. The project budget is now estimated to be \$16,413,160.

Status

Janet Metcalfe Public School

The Board of Trustees (Board) identified the need for a new 663-pupil place (JK-8) school as one of its top capital priorities projects in October 2013.

In letters dated October 30, 2015, and March 21, 2017, the Ministry of Education (Ministry) approved the project and granted its funding allocation of \$15,543,455.

Since that time, the WRDSB has expanded the scope of the project to include a specialized space to accommodate medically fragile students, replace unsuitable soil on site and add a bus drop-off zone.

The total project cost for Janet Metcalfe Public School is now estimated to be \$16,413,160. The chart below highlights the original and revised project budget along with the various funding sources.

	Original Project Budget	Revised Project Budget
Capital Priorities (original allocation)	\$11,342,041	\$11,342,041
Capital Priorities (build capacity from Jean Steckle)		\$665,654
Full-Day Kindergarten	\$1,729,994	\$1,729,994
Child Care Capital	\$2,471,420	\$2,471,420
Education Development Charges		\$104,051
Donations		\$100,000
Total	\$15,543,455	\$16,413,160

Projects Wrapped Up in 2018/19

The following construction projects were completed in 2017/18 and 2018/19; associated project costs have been updated to reflect the final costs for each project. The Ministry has approved the amounts outlined in the chart below.

	Sir Adam Beck Addition	Vista Hills P.S.	Groh P.S.	Chicopee Hills P.S.
Approved Ministry Funding	\$1,881,335	\$12,732,439	\$12,859,505	\$12,951,869
Final Project Cost	<u>\$1,356,435</u>	<u>\$12,539,337</u>	<u>\$12,816,057</u>	<u>\$12,248,708</u>
Available Build Capacity (Savings)				
Capital Priorities	(\$524,900)	(\$193,102)	(\$43,448)	(\$197,844)
Full-Day Kindergarten				(\$505,317)
Total Build Capacity (Savings) Available to be Applied to Future Projects	(\$524,900)	(\$193,102)	(\$43,448)	(\$703,161)

Total Build Capacity (savings) available of all four projects is now actual \$1,464,611.

Background

Each year, staff undertake a review of capital projects to ensure that Board approvals align with Ministry funding.

Financial Implications

The recommendation presented in this report will align Board approval with Ministry funding for the Janet Metcalfe project.

Communications

Staff have consulted with the Ministry, municipalities and various internal committees in regards to the stages of approval, design, construction and budget approvals.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
 Nick Landry, Controller, Financial Services
 Ian Gaudet, Controller, Facility Services
 Fabiana Frasher, Budget Officer, Financial Services
 Ron Dallan, Manager of Capital Projects, Facility Services
 in consultation with Coordinating Council



Report to Committee of the Whole

June 10, 2019

Subject: Major Capital Projects Quarterly Update Report

Recommendation

This report is provided for information of the Board.

Status

Current capital projects with budgets greater than \$2.5M are outlined in Appendix A and are presented with dashboard symbols to indicate the status of the project relative to the schedule, budget and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding as planned through the design and construction stages.

The Ontario Pipe Trades Council (OPTC) recently rejected the latest offer from the Mechanical Contractors Association of Ontario (MCAO). This impacts as many as 12,000 plumbers and steamfitters in the Industrial, Commercial, and Institutional (ICI) sector in Ontario. Similarly, members of the Sheet Metal Workers International Association (SMWIA) that advocate for rights of over 150,000 workers in construction manufacturing, service, railroad and shipyard industries are striking in various locals including Kitchener and has started to impact school construction in other jurisdictions.

At this time, neither of these occurrences have impacted the completion of the projects outlined in Appendix A.

Background

The major capital projects listed on Appendix A have been funded by the Ministry and approved by the Board of Trustees (Board).

Financial implications

The projects are listed on Appendix A.

Communications

Facility Services staff have consulted with the Ministry of Education, administration, contractors, architects, Financial Services, municipalities, various internal committees and the Board in regard to the stages of approval, design, construction and budget approvals.




Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services
& Treasurer of the Board
Ian Gaudet, Controller, Facility Services
Ron Dallan, Manager of Capital Projects
in consultation with Coordinating Council

Major Capital Projects
Quarterly Update Report
May 27, 2019

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
P.S. in South East Cambridge (Greengate) (new)	Pre-Design		New School	9-May-16	21-Nov-16	No	No	TBA	No	No	No	\$13,503,269	TBA
Grand River C.I. (addition and renovation)	Construction		Addition/ Renovation	9-May-16	21-Nov-16	NA	No	Kingsland + Architects Inc.	Yes	Yes	Yes	\$10,855,705	September 2019
Ryerson P.S. (addition and renovation)	Construction		Addition/ Renovation	9-May-16	21-Nov-16	NA	No	WalterFedy	Yes	Yes	Yes	\$4,706,749	September 2019
Cedar Creek P.S. (addition and renovation)	Construction		Addition/ Renovation	9-May-16	21-Nov-16	NA	No	BJC Architects Inc.	Yes	Yes	Yes	\$8,845,721	September 2019
P.S. in Kitchener Huron South (Tartan Ave) (new)	Schematic Design		New School	15-May-17	15-Jan-18	Yes	No	Cornerstone Architecture	No	No	No	\$16,361,437	TBA
Lackner Woods P.S (childcare addition)	Design Development		Addition	NA	3-May-18	NA	No	CS&P Architects Inc.	No	No	No	\$2,520,852	TBA
Saginaw P.S. (childcare addition)	Design Development		Addition	NA	3-May-18	NA	No	Martin Simmons	No	No	No	\$2,520,852	TBA

Major Capital Projects are those greater than \$2.5M total project cost

Dashboard Definitions

On schedule, on budget, within scope	
Schedule, budget or scope concerns	
Schedule delays, budget creep, or quality concerns	



Report to Committee of the Whole

June 10, 2019

Subject: 2018-19 Interim Financial Report and Forecast

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved the 2018-19 operating budget on June 13, 2018, and at that time the Board approved a balanced budget.

The development of the Waterloo Region District School Board's (WRDSB's) operating budget includes many underlying assumptions which, over the course of a school year, can change significantly. On a quarterly basis throughout the year, staff provides updates to the Board regarding our key assumptions, the identification of key risks and planned mitigation strategies.

The information contained in this report is based on financial results up to May 31, 2019; a comparison between the budget and our forecasted year-end position is attached as Appendix A. On the whole, the underlying changes to Board revenues and expenses which we presented as part of our [Quarter 1 \(Q1\)](#) and [Quarter 2 \(Q2\)](#) updates remain unchanged. However, as we signaled in our Q2 report, we now expect the Board to finish the year with an operating surplus of approximately \$3.9M, or 0.5% of operating revenues.

A few key areas, which are contributing to our forecasted year-end position, are highlighted below.

Revenues

- No material variances have been identified subsequent to the Q1 and Q2 reports which were previously provided. At time of writing, March 31 enrolment numbers had not yet been confirmed; this information is required before we can firm up our revenue forecast for the year.

Expenditures

- Earlier this year we provided information to explain expenditure increases for Classroom Teachers, Early Childhood Educators and Teaching Assistants, as well as Non-Operating Costs (related to the WRDSB's Extended Day Program). No material variances have been identified subsequent to the Q1 and Q2 reports for these areas, so they are not specifically addressed below.
- Professional Development (PD)
 - In-year change: Expenditures are forecast to be \$1.5M lower than the budget forecast, a decrease of 36.1%.
 - Impact: In February 2019 it was announced that all *non-mandatory* professional development and training sessions requiring teacher

coverage were cancelled until the end of the year; this included the use of site based days. This action was taken to reduce the number of fail-to-fills across the system, which negatively impacts student and staff well-being. As a result, funds that had been budgeted for PD will be underspent this year.

- Strategy: As part of our 2019-20 budget process, staff are discussing how these funds may be redeployed should a similar issue with fail-to-fills create the need for a subsequent “pause” on PD.
- Salary and Benefit Savings (Vacant Positions)
 - In-year change: Expenditures on non-teaching salaries and benefits are forecast to be \$1.05M lower than budget.
 - Impact: Vacant positions arise for a variety of reasons and our ability to fill those positions in a timely manner is often impacted by external factors (market conditions). As we progress through the hiring process, these vacant positions generate savings for the organization but they also increase the workload on existing staff to complete the work required. As such, prolonged delays can negatively impact staff well-being and the completion of required tasks.
 - Strategy: As part of the 2019-20 budget process each department within the Board was asked to undertake a review of its vacant positions to determine whether they were still required. Moving forward, Human Resource Services will continue to provide support during the hiring process to help ensure departments can attract and retain qualified staff.
- Supply Costs
 - In-year change: Expenditures are forecast to be \$493,000 lower than the budget forecast, a decrease of 2.4%.
 - Impact: Up to this point in the year, staff have exercised caution with regards to the in-year forecast for supply costs because absenteeism can fluctuate significantly. However, with less than one month to go in the school year we are confident that our expenditures for supply costs will come in under budget.
 - Strategy: Over the past number of years there has been a consistent upward trend in supply costs. For the 2018-19 school year, the budget for supply staff was increased by \$2.5M, or 13.3%. Human Resource Services also implemented measures to reduce fail-to-fill scenarios that arise in schools as a result of absenteeism. Together, these strategies have contributed to the variance noted above.
- Utility Costs (Water, Natural Gas, Hydro)
 - In-year change: Expenditures are forecast to be \$650,000 lower than the budget forecast, a decrease of 0.9% within the School Operations budget.
 - Impact: The forecast savings in utilities will assist in offsetting cost pressures being experienced in other areas of the WRDSB’s operations. It

also demonstrates the value of the work being undertaken by our Facility Services staff to operate our schools efficiently.

- Strategy: Facility Services presented their [2018/19 Energy Update](#) to the Board on May 13, 2019. Amongst other items, the report identified that the WRDSB has experienced a 22.3% reduction in Energy Use Intensity when comparing 2017-18 to 2008.

Staff from Financial Services and Facility Services meet regularly to assess the financial impact of changes in our utility consumption. For the 2019-20 budget, we will re-align our utilities budget to better reflect ongoing market and consumption trends.

Overall, staff continue to identify, assess and mitigate against financial risks to help ensure the fiscal well-being of the organization. As noted above, we have updated our forecast of the year-end financial position to reflect an in-year surplus, which will be added to the Board's Accumulated Un-Appropriated Surplus once our year-end reporting is complete.

Background

It is the sole responsibility of the Board to approve the annual operating budget and it is the responsibility of staff to oversee and monitor day-to-day spending within the budget framework. The Board plays a key role in the budget process, ensuring that funding is aligned with the WRDSB's strategic priorities and legislative requirements.

In an effort to support the Board in fulfilling their fiduciary duties, staff provide quarterly financial updates on in-year spending forecasts relative to the budget. These updates identify potential risks and opportunities that may be on the horizon, as well as the strategies staff have in place to address the identified items. These actions are intended to support the Board in making evidence based decisions and fulfilling their governance responsibilities.

Financial Implications

No financial implications.

Communications

Financial Services will work with our Communications Department to ensure that financial information is readily available to the public via our corporate website.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
 Nick Landry, Controller, Financial Services
 Sharon Uttley, Manager of Accounting Services
 Wendy Jocques, Manager of Budget Services
 Fabiana Frasher, Budget Officer
 Wenqi Zhou, Budget Officer
 in consultation with Coordinating Council

2018-19 Interim Financial Report (Third Quarter- Sept 1, 2018 to May 31, 2019)
Summary of Financial Results

(000's)

	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants-GSN	710,663	713,376	2,713	0.4%
Revenue transferred from/(to) deferred revenue	28	681	653	2295.7%
Other Grants	3,742	6,208	2,467	65.9%
Other Revenue	25,937	27,711	1,774	6.8%
School Generated Funds	14,000	14,000	-	0.0%
Transferred from DCC**	35,198	35,294	96	0.3%
Transferred to DCC**	(14,975)	(15,880)	(906)	6.0%
Total Revenue	774,594	781,391	6,797	0.9%
Expenses				
Instruction	605,353	606,880	1,527	0.3%
Administration	18,149	18,216	67	0.4%
Transportation	18,174	18,174	-	0.0%
School Operations & Maintenance	64,204	63,354	(850)	(1.3%)
Pupil Accom/Renewal/Debt/Non-operating	48,251	50,684	2,432	5.0%
School Generated Funds	14,000	14,000	-	0.0%
Total Expenses	768,132	771,309	3,177	0.4%
Surplus/(Deficit)	6,461	10,082	3,620	56.0%

Changes in Revenue

- Provincial Grants- Increase in enrolment and ESL/ELD funding, change in Special Education per pupil benchmarks
- Deferred Revenue- Changes are related to transfers for Special Education, Student Achievement Envelope, School Renewal
- Other Grants- Increase due to additional Educational Program Other (EPO) announcements following 2018-19 budget submission and carryover of 2017-2018 Local Priorities Funding
- Other Revenue- Net effect of a projected decrease in the number of International students; increase in extended day care fees due to increased enrolment; increase in fully recoverable positions

Change in Expenditures

- Instruction- Reflects the increase in staffing to support enrolment; and the projected savings in staff vacancies, supply staff and professional development
- Administration- Net effect of Communications new initiative approved after budget approval and adjustment due to suspension of 2018-2019 executive compensation increases; and the projected savings in staff vacancies
- School Operations & Maintenance- projected utility savings and savings from staff vacancies
- Pupil Accom/Renewal/Debt/Non-Operating- Net of Increase in extended day care enrolment, school renewal and increase in fully recoverable positions

**DCC - Deferred Capital Contributions

2018-19 Interim Financial Report (Third Quarter- Sept 1, 2018 to May 31, 2019)

DETERMINATION OF ANNUAL OPERATING SURPLUS	Budget	Forecast
PSAB Surplus/(Deficit) (from above)	6,461	10,082
LESS: Internally Appropriated		
2018/19 one-time initiatives	7,497	7,747
Committed Capital Projects		
Committed capital projects annual amortization	(564)	(467)
Sub-Total: In-Year Appropriations	6,933	7,280
Previous year one-time initiatives	-	944
Commitment of sinking fund interest	(78)	(78)
Committed capital projects	(4,266)	(5,162)
Total: Internally Appropriated	2,589	2,983
Less: Unavailable for Compliance		
PSAB Adjustments	(9,614)	(9,651)
Total Adjustments	(7,025)	(6,667)
In-year unappropriated Operating Surplus/(Deficit)	(564)	3,415
Committed capital projects annual amortization	564	467
ANNUAL Unappropriated Operating Surplus/(Deficit)	-	3,882

Summary of Capital to be Financed

(000's)

	Budget	Forecast
Funding		
New Building and Additions	7,000	7,508
Community Hubs	0	
Child Care Capital	1,000	2,140
Child and Family Centres	1,000	1,200
Greenhouse Gas (GHG) Reduction	1,602	330
School Condition Improvement	14,422	16,735
Full Day Kindergarten	1,350	1,098
Renewal	7,367	7,980
Education Development Charge (EDC)	13,032	13,032
Proceeds of Disposition	5,465	5,132
Minor Tangible Capital Assets	7,608	7,858
Rural and Norther Education		42
Other	4,830	3,040
Total Capital by Funding Source	64,675	66,094
Expenditure		
Buildings (new, additions & renewal)	42,236	43,363
Land	13,032	13,032
Land Improvements	1,350	1,350
Leasehold Improvements	0	0
Moveable Assets	8,058	8,350
Total Capital Expenditure	64,675	66,094

2018-19 Interim Financial Report (Third Quarter- Sept 1, 2018 to May 31, 2019)

Summary of Enrolment

ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK	3,766.75	4,121.90	355.15	9.4%
SK	4,319.33	4,303.88	(15.45)	-0.4%
Grade 1-3	13,542.84	13,445.92	(96.92)	-0.7%
Grade 4-8	22,862.64	22,825.23	(37.42)	-0.2%
Other Pupils (International)	18.00	10.50	(7.50)	-41.7%
Total Elementary	44,509.56	44,707.41	197.85	0.4%
Secondary				
Pupils of the Board <21	19,258.95	19,218.67	(40.28)	-0.2%
High Credit Pupils	28.04	22.92	(5.12)	-18.3%
Pupils of the Board >21	8.00	6.69	(1.31)	-16.4%
Other Pupils (International)	114.00	103.00	(11.00)	-9.6%
Total Secondary	19,408.99	19,351.28	(57.71)	-0.3%
Total	63,918.55	64,058.69	140.14	0.2%

Note: Forecast based on October 31st count date

Highlights of Changes in Enrolment:

- Growth in the elementary panel is a result of net migration into the Region, and stronger than expected JK numbers.
- We expect continued growth in both the elementary and secondary panels over the next few years.

Summary of Staffing

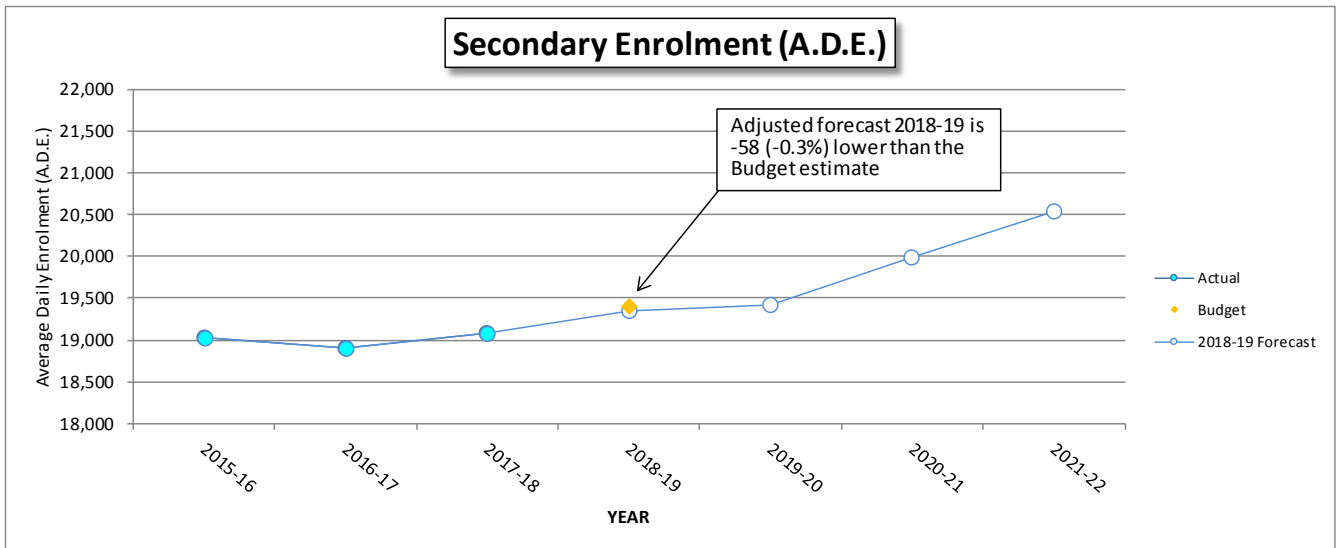
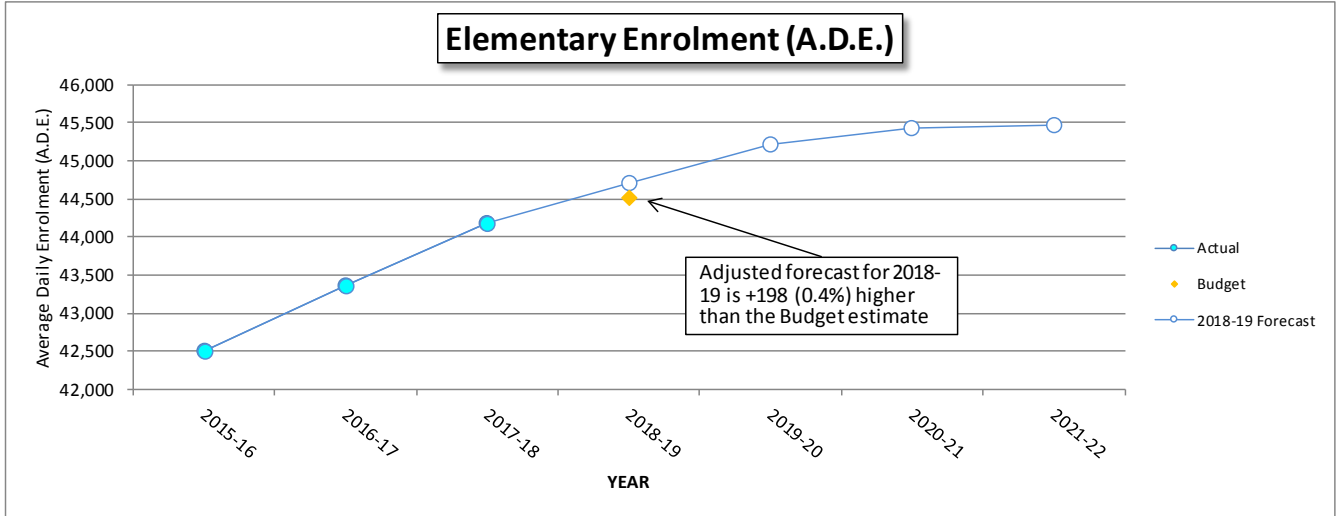
FTE	Budget	Actual October 31st	In-Year Change	
			#	%
Instruction			-	
Classroom Teachers	3,924.75	3,941.10	16.35	0.42%
Non-Classroom	2,028.50	2,053.20	24.70	1.22%
Total Instruction	5,953.25	5,994.30	41.05	0.69%
Non-Instruction	809.00	804.90	(4.10)	-0.51%
Total	6,762.25	6,799.20	36.95	0.55%

Highlights of Changes in Staffing:

- October 31st numbers exclude vacant permanent positions

2018-19 Interim Financial Report (Third Quarter- Sept 1, 2018 to May 31, 2019)

Historic and Projected Enrolments with 2018/19 Budget vs Projected Comparison



Waterloo Region District School Board
2018-19 Interim Financial Report (Third Quarter)
PSAB Revenues for the Period Ending May 31, 2019

	2018-19				Material Variance Note
	Budget (Estimates)	Forecast	In-Year Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Provincial Grants for Student Needs					
1 Pupil Foundation-Elementary	242,152,627	243,193,957	1,041,330	0.43%	1
2 Pupil Foundation-Secondary	114,678,188	114,634,482	(43,706)	(0.04%)	
3 School Foundation	43,700,637	43,729,027	28,390	0.06%	
4 Special Education	88,274,603	89,219,499	944,896	1.07%	2
5 French as a Second Language	8,964,597	8,924,869	(39,728)	(0.44%)	
6 English as a Second Language	10,232,768	10,888,456	655,688	6.41%	3
7 Remote and Rural Allocation	42,411	42,411	-	0.00%	
8 Learning Opportunities	7,249,304	7,243,788	(5,516)	(0.08%)	
9 Continuing Education	1,443,826	1,447,150	3,324	0.23%	
10 High Credit	97,074	91,743	(5,331)	(5.49%)	
11 Teacher Q&E	64,048,344	64,232,268	183,924	0.29%	
12 New Teacher Induction Program (NTIP)	313,564	310,122	(3,442)	(1.10%)	
13 ECE Q&E	4,249,545	4,307,303	57,758	1.36%	
14 Transportation	17,307,869	17,340,147	32,278	0.19%	
15 Admin and Governance	18,279,612	18,261,814	(17,798)	(0.10%)	
16 Trustees' Association Fee	43,316	43,316	-	0.00%	
17 School Operations	60,865,654	60,988,158	122,504	0.20%	
18 Community Use of Schools	842,701	842,701	-	0.00%	
19 Declining Enrolment	-	-	-	0.00%	
20 Temporary accommodation - relocation and leasing	1,930,500	1,930,500	-	0.00%	
21 Indigenous Education	992,228	1,028,274	36,046	3.63%	
22 Safe Schools	1,319,434	1,321,197	1,763	0.13%	
23 School Renewal	9,932,536	9,949,568	17,032	0.17%	
24 Approved Debt	104,872	104,872	-	0.00%	
25 Debt Charges-Interest Portion	7,207,269	6,911,002	(296,267)	(4.11%)	
26 1% Lump Sum	-	-	-	-	
27 Capital Grant for Land	-	-	-	-	
28 Restraint Savings	(129,030)	(129,030)	-	0.00%	
29 Labour Related Enhancements	6,518,694	6,518,694	-	-	
Total Provincial Grants for Student Needs (GSN)	710,663,143	713,376,288	2,713,145	0.38%	
30 Amortization of Deferred Capital Contributions	35,197,975	35,294,394	96,419	0.27%	
31 Legislative Grants transferred from/(to) Deferred Revenue	28,436	681,228	652,792		
32 Other Grants	3,741,569	6,208,136	2,466,567	65.92%	4
Non Grant Revenue					
33 Fees	2,287,900	1,915,700	(372,200)	(16.27%)	
34 Transportation Recoveries	-	-	-	0.00%	
35 Rental Revenue	1,669,100	1,669,100	-	0.00%	
36 Education Development Charge	10,142,195	10,142,195	-	0.00%	
37 Other Revenue	11,837,882	13,984,266	2,146,384	18.13%	5
38 Non Grant Revenue	25,937,077	27,711,261	1,774,184	6.84%	
39 School Generated Funds Revenue	14,000,000	14,000,000	-	0.00%	
40 Grants Transferred to Deferred Capital Contributions	(14,974,537)	(15,880,298)	(905,761)	6.05%	
41 Total PSAB Revenues	774,593,663	781,391,009	6,797,346	0.88%	

Waterloo Region District School Board
2018-19 Interim Financial Report (Third Quarter)
PSAB Revenues for the Period Ending May 31, 2019

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Projected increase in elementary enrolment
- 2 Ministry has increased the Special Education Per Pupil Amount for 2018-19
- 3 Number of students eligible for ESL/ELD funding higher than budget forecast
- 4 Additional EPO grants announced after budget submission and carryover of the 2017/2018 Local Priorities Funding
- 5 Extended Day Program enrolment increase offset by corresponding expense; change in mix of recoverable secondments which is offset by corresponding expense

Waterloo Region District School Board
2018-19 Interim Financial Report (Third Quarter)
PSAB Expenses for the Period Ending May 31, 2019

2018-19					Material Variance Note
Budget (Estimates)	Forecast	Change			
		\$ Increase (Decrease)	% Increase (Decrease)		
OPERATING					
Classroom					
1 Classroom Teachers	402,527,473	404,460,026	1,932,553	0.5%	1
2 Supply Staff	20,854,500	20,361,262	(493,238)	(2.4%)	
3 Teacher Assistants	35,713,994	36,852,268	1,138,274	3.2%	1
4 Early Childhood Educator	17,966,100	18,644,214	678,114	3.8%	1
5 Textbooks and Classroom Supplies	16,026,029	16,151,297	125,268	0.8%	
6 Computers	8,648,200	8,898,200	250,000	2.9%	
7 Professionals & Paraprofessionals	29,245,135	28,547,192	(697,943)	(2.4%)	
8 Library & Guidance	13,680,279	13,520,092	(160,187)	(1.2%)	
9 Staff Development	4,160,810	2,660,810	(1,500,000)	(36.1%)	3
10 Department Heads	1,426,000	1,409,851	(16,149)	(1.1%)	
11 Principal and Vice-Principals	28,689,618	28,890,422	200,804	0.7%	
12 School Secretaries & Office Supplies	16,554,369	16,747,932	193,563	1.2%	
13 Teacher Consultants	8,782,734	8,908,735	126,001	1.4%	
14 Continuing Education	2,088,699	2,088,899	200	0.0%	
15 Instruction-Amortization	6,239,783	6,239,783	-	0.0%	
16 Less: GSN Funded Tangible Capital Assets	(7,250,500)	(7,500,500)	(250,000)	3.4%	
17 Sub-Total Instruction Expenses	605,353,223	606,880,483	1,527,260	0.3%	
Other Expenses					
18 Board Administration	17,762,826	17,830,167	67,341	0.4%	
19 School Operations	64,345,463	63,495,463	(850,000)	(1.3%)	4
20 Transportation	18,172,835	18,172,835	-	0.0%	
21 Amortization	603,521	603,521	-	0.0%	
22 Less: GSN Funded Tangible Capital Assets	(357,000)	(357,000)	-	0.0%	
23 Sub-Total Other Expenses	100,527,645	99,744,986	(782,659)	(0.8%)	
24 TOTAL OPERATING EXPENSE	705,880,868	706,625,469	744,601	0.1%	
NON-OPERATING					
Pupil Accommodation/Renewal/Debt					
25 School Renewal	9,933,140	10,429,233	496,093	5.0%	
26 Debt Charges	6,766,418	6,729,749	(36,669)	(0.5%)	
27 Recoverable Costs	9,838,400	12,324,651	2,486,251	25.3%	2
28 Other Non-Operating Expenses	104,872	104,872	-	0.0%	
29 Loss on Disposal of TCA and Assets					
30 Amortization	28,975,532	28,975,532	-	0.0%	
31 Less: GSN Funded Tangible Capital Assets	(7,367,037)	(7,880,387)	(513,350)	7.0%	
32 Total Pupil Accommodation Expense	48,251,325	50,683,650	2,432,325	5.0%	
33 School Generated Funds	14,000,000	14,000,000	-	0.0%	
34 TOTAL EXPENSES	768,132,193	771,309,119	3,176,926	0.4%	

EXPLANATIONS OF MATERIAL BUDGET VARIANCES

1. Increased staffing to support increase in enrolment
2. Increase in extended day enrolment and change in mix of recoverable secondments - both have revenue offset
3. Decrease of year end forecast due to the moratorium on professional development
4. Combination of staff vacancies and lower utility costs (rates and consumption)

Waterloo Region District School Board
2018-19 Interim Financial Report (Third Quarter)
Spending Risk Assessment for the Period Ending May 31, 2019

	Actual to May 31/19	Actual to May 31/18	Year-to year Increase (Decrease)	Forecast vs. Prior year YTD
	% of Forecast Spent	% of Actual Spent		
OPERATING				
Classroom				
1 Classroom Teachers	76.35%	77.04%	(0.7%)	
2 Supply Staff	83.25%	80.37%	2.9%	
3 Teacher Assistants	82.93%	85.38%	(2.4%)	
4 Early Childhood Educator	83.21%	85.26%	(2.0%)	
5 Textbooks and Classroom Supplies	78.38%	68.65%	9.7%	
6 Computers	41.08%	51.78%	(10.7%)	1
7 Professionals & Paraprofessionals	78.16%	78.13%	0.0%	
8 Library & Guidance	80.31%	78.49%	1.8%	
9 Staff Development	98.92%	83.05%	15.9%	2
10 Department Heads	77.43%	76.99%	0.4%	
11 Principal and Vice-Principals	77.67%	77.44%	0.2%	
12 School Secretaries & Office Supplies	76.03%	79.30%	(3.3%)	
13 Teacher Consultants	75.33%	75.36%	(0.0%)	
14 Continuing Education	45.38%	48.46%	(3.1%)	
15 Instruction-Amortization	0.00%	0.00%	0.0%	
16 Less: GSN Funded Tangible Capital Assets	42.65%	41.23%	1.4%	
17 Sub-Total Instruction Expenses	76.57%	77.02%	(0.5%)	
Other Expenses				
18 Board Administration	74.10%	76.43%	(2.3%)	
19 School Operations	70.72%	72.08%	(1.4%)	
20 Transportation	89.64%	88.16%	1.5%	
21 Amortization	0.00%	0.00%	0.0%	
22 Less: GSN Funded Tangible Capital Assets	170.1%	63.40%	106.7%	
23 Sub-Total Other Expenses	73.99%	75.46%	(1.5%)	
24 TOTAL OPERATING EXPENSE	76.20%	76.80%	(0.6%)	
NON-OPERATING				
Pupil Accommodation/Renewal/Debt				
25 School Renewal	54.68%	45.42%	9.3%	1
26 Debt Charges	99.98%	67.29%	32.7%	1
27 Recoverable Costs	82.86%	78.80%	4.1%	
28 Other Non-Operating Expenses	0.00%	0.00%	0.0%	
29 Loss on Disposal of TCA and Assets				
30 Amortization	0.00%	0.00%	0.0%	
31 Less: GSN Funded Tangible Capital Assets	47.2%	38.81%	8.4%	
32 Total Pupil Accommodation Expense	37.33%	30.72%	6.6%	
33 School Generated Funds	0.00%	0.00%	0.00%	
34 TOTAL EXPENSES	72.27%	72.52%	(0.3%)	

Pressure- The variance between year-to-date spending as a % of forecast versus spending for the same period last year indicates cost pressure.

Due to Timing- The variance between year-to-date spending as a % of forecast versus spending for the same period last year is due to the timing of expenditure only.

EXPLANATIONS OF SPENDING RISK ASSESSMENT

- Variations between the year-to-date spending this year and the % spent at this time last year is due to the timing of expenditures only. A budget
- Variations between the year-to-date spending this year and the % spent at this time last year is due to the moratorium on professional



Report to Committee of the Whole

June 10, 2019

Subject: Ontario Public School Boards' Association – Approval of Membership Fee

Recommendation

That the Waterloo Region District School Board approve Board Policy 3007, and continue with membership in the Ontario Public School Boards' Association for 2019-2020.

Status

To present for review, Board Policy 3007 (Appendix A) regarding membership in the Ontario Public School Boards' Association. Information regarding the services provided by OPSBA can be found at www.opsba.org. These services include labour relations, lobbying, media relations, and professional development. The membership fee is based on a formula connected to a school board's student enrolment. Last year, the fee was \$127,397.33 (including HST), and it is anticipated that the fee for this year will be similar.

If trustees agree to continue their membership in the Association, then approval of a motion to retain Board Policy 3007 will be required as outlined in the recommendation.

Background

Trustees are required to review Section 2.1 of Board Policy 3007, which reads as follows:

Membership in the Ontario Public School Boards' Association (OPSBA) will be renewed annually in conjunction with the development of the Board's operating budget, with the exception of the year of municipal elections. At that time, Policy 3007 (Membership in OPSBA) will be reviewed at the first Committee of the Whole Meeting in June following the election of board members.

Financial implications

There is an amount incorporated into the budget annually to cover the cost of the OPSBA membership fee.

Communications

No further communication is required at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services, on behalf of
Trustee Kathleen Woodcock, and in consultation with Coordinating
Council.



MEMBERSHIP IN ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Legal References: *Education Act 191.2(3) – Other Expenses (Board Members).*

Related References: *Board Policy 3003 – Trustee Professional Development*

Effective Date: *June 2000*

Revisions: *March 2007*

Reviewed: *June 22, 2016, **June 10, 2019***

1. Preamble

- 1.1 The Waterloo Region District School Board recognizes the inherent values in maintaining a positive relationship with other public district school boards throughout the Province of Ontario through membership in the Ontario Public School Boards' Association.

2. Membership Renewal

- 2.1 Membership in the Ontario Public School Boards' Association (OPSBA) will be renewed annually in conjunction with the development of the Board's operating budget, with the exception of the year of municipal elections. At that time, Policy 3007 (Membership in OPSBA) will be reviewed at the first Committee of the Whole Meeting in June following the election of board members.

3. Annual Appointments/Nominations

- 3.1 In accordance with OPSBA's bylaws, appointments to the following positions must be approved by trustees annually in the spring prior to the Annual General Meeting in June:

- Voting Delegate and Alternate for the OPSBA Annual General Meeting;
- Director and Alternate Director on the OPSBA Board of Directors.

- 3.2 In conjunction with the above appointments, trustees may also nominate one of their members for the following positions:

- Executive Officers - President, First Vice-President, Second Vice-President (any trustee from a member board is eligible for nomination);
- Regional Vice-President/Chair - Central West Region (any trustee from a member board in the Central West Region is eligible for nomination);
- Regional Vice-Chair - Central West Region (any trustee who is appointed by a district school board to the OPSBA Board of Directors is eligible for nomination);
- Regional Appointment to Core Issue Work Groups.

4. OPSBA Expenses

- 4.1 Expenses incurred by trustees while attending OPSBA events will be reimbursed in accordance with Board Policy 3003 – Trustee Professional Development.



MEMBERSHIP IN ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Legal References: *Education Act 191.2(3) – Other Expenses (Board Members).*

Related References: *Board Policy 3003 – Trustee Professional Development*

Effective Date: *June 2000*

Revisions: *March 2007*

Reviewed: *June 22, 2016*

1. Preamble

- 1.1 The Waterloo Region District School Board recognizes the inherent values in maintaining a positive relationship with other public district school boards throughout the Province of Ontario through membership in the Ontario Public School Boards' Association.

2. Membership Renewal

- 2.1 Membership in the Ontario Public School Boards' Association (OPSBA) will be renewed annually in conjunction with the development of the Board's operating budget, with the exception of the year of municipal elections. At that time, Policy 3007 (Membership in OPSBA) will be reviewed at the first Committee of the Whole Meeting in June following the election of board members.

3. Annual Appointments/Nominations

- 3.1 In accordance with OPSBA's bylaws, appointments to the following positions must be approved by trustees annually in the spring prior to the Annual General Meeting in June:

- Voting Delegate and Alternate for the OPSBA Annual General Meeting;
- Director and Alternate Director on the OPSBA Board of Directors.

- 3.2 In conjunction with the above appointments, trustees may also nominate one of their members for the following positions:

- Executive Officers - President, First Vice-President, Second Vice-President (any trustee from a member board is eligible for nomination);
- Regional Vice-President/Chair - Central West Region (any trustee from a member board in the Central West Region is eligible for nomination);
- Regional Vice-Chair - Central West Region (any trustee who is appointed by a district school board to the OPSBA Board of Directors is eligible for nomination);
- Regional Appointment to Core Issue Work Groups.

4. OPSBA Expenses

- 4.1 Expenses incurred by trustees while attending OPSBA events will be reimbursed in accordance with Board Policy 3003 – Trustee Professional Development.



-Report to Committee of the Whole

June 10, 2019

Subject: Fundraising Policy

Recommendation

This report is for the information of the Board.

Status

[Board Policy 4017 Fundraising](#) outlines the Board's approach to fundraising. The Ministry of Education's Fundraising Guidelines is listed as a related reference to the policy. The related reference outlines the appropriate use of the proceeds of fundraising and specifically provides examples of what is and is not appropriate.

[Administrative Procedure 4690 School Generated Funds](#) operationalizes Board Policy 4017. Section 4 of the administrative procedure outlines the roles and responsibilities of those involved in school generated funds. Specific direction about reporting and accounting for school funds are included in the procedure. The direction is founded on the principles of accountability and transparency as described in section 3 of Board Policy 4017.

Provided they comply with Administrative Procedure 4690 by incorporating into their annual school fundraising plan the transfer of school generated funds to other schools, administrators may initiate this process by contacting Financial Services. Administrators have exercised this option in the past.

[Board Policy 6011 Fees for Learning Materials](#) outlines the Board's approach to what fees can be charged by the Board to students. During the course of the Board's review of Board Policy 6011, Trustees expressed a need to further provide clarify in the related Administrative Procedure so ensure the Board was compliant. As a result, staff formed a working group and are reviewing current practices to ensure they align with the board policies, procedures, and the Education Act. Furthermore, Review Services has engaged in a review of fees charge at secondary schools for learning materials. This review encompasses an audit of secondary schools when Review Services engages in either a School Generated Funds or Enrolment audit.

Background

On December 17, 2018, the following Notice of Motion was brought forward to Trustees.

That Board Policy 4017 - Fundraising be amended to include the following recommendations:

A clear definition between basic items and enhancements; and

That schools provide accurate records documenting revenues and expenditures for fundraising events, and that information be communicated to school councils, the school community, and filed at schools and forwarded to school boards; and

Students and parents who are unable to contribute to fundraising efforts be invited to fundraising programs and events; and

Schools that struggle with fundraising be provided additional problem solving support and financial support from school board resources; and

School councils that experience fundraising success be given the optional opportunity to donate a percentage of their annual budget to help struggling school councils.

As a result of the 2018 Municipal Election, a new Board of Trustees started their terms on December 1, 2018. This report has been developed with the goal of developing an awareness and understanding of the Board's current fundraising policies and procedures.

Financial Implications

No financial implications as a result of this report.

Communications

No further communications are required as a result of this report.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services
& Treasurer of the Board
in consultation with Coordinating Council



Report to Committee of the Whole

June 10, 2019

Subject: Motion Re: Fundraising Policy 4017

Recommendation

That the Waterloo Region District School Board approve Board Policy 4017 - Fundraising be amended to include the following recommendations:

A clear definition between basic items and enhancements; and

That schools provide accurate records documenting revenues and expenditures for fundraising events, and that information be communicated to school councils, the school community, and filed at schools and forwarded to school boards; and

Students and parents who are unable to contribute to fundraising efforts be invited to fundraising programs and events; and

Schools that struggle with fundraising be provided additional problem solving support and financial support from school board resources; and

School councils that experience fundraising success be given the optional opportunity to donate a percentage of their annual budget to help struggling school councils.

Status

This report contains a Notice of Motion served by Trustee C. Watson at the December 17, 2018, Board Meeting and was supported by Trustees N. Waddell and M. Ramsay.

Background

Board Policy 4017 - Fundraising is included as Appendix A.

Financial implications

Financial implications are not known at this time.

Communications

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Watson in consultation with Coordinating Council



Report to Committee of the Whole

June 10, 2019

Subject: Motion Re: Galt Collegiate Institute Fundraising Investigation

Recommendation

That the Waterloo Region District School Board request that the Director/Designate investigate (as appropriate) allowing the Friends of Galt Collegiate Institute and Community Amphitheatre, as well as other community members the opportunity to fundraise for the restoration of the Amphitheatre.

Status

This report contains a Notice of Motion served by Student Trustee C. Watson at the May 27, 2019, Board Meeting and was supported by Trustees M. Ramsay and C. Whetham.

Background

The following “whereas statements” were included as part of the notice of motion to provide additional information:

Whereas community members are not permitted to fundraise for the restoration of the amphitheatre at Galt Collegiate Institute,

Whereas an outdoor amphitheatre is not a facility renewal, an infrastructure improvement and does not increase student capacity of a school building,

Whereas Administrative Procedure 4989, Fundraising Guidelines of Waterloo Region District School Board states under “Acceptable uses of Fundraising Proceeds” e.g. School Yard Improvement projects (for example, playground equipment, shade structures, gardens, outdoor skating rink), as well as upgrades to sporting facilities such as running tracks, installation of artificial turf and scoreboards etc.

Financial implications

The Financial Implications are not known at this time.

Communications

If approved, the Board of Trustees would receive the information at a Committee of the Whole or Board Meeting.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Watson in consultation with Coordinating Council