

January 20, 2020

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, January 20, 2020, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Staff Follow Up (10 minutes)

Equity and Inclusion Advisory Group (EIAG) Recommendations Update

P. Rubenschuh

Policy and Governance

01 Board Policy 6004 - Outdoor Education/Off-Campus Education

S. Miller / M. Gerard

03 Board Policy 6005 - Alternatives in Education

B. Lemon

05 Board Policy 6012 - Prevention and Response to Student Concussions

B. Lemon

Reports

11 Student Information System (SIS) Replacement

M. Gerard / G. Shantz

15 Community Use of Schools Rental Rates

M. Gerard

20 Major Capital Projects Quarterly Update

M. Gerard / I. Gaudet

22 2019-20 Interim Financial Report and Forecast

M. Gerard / N. Landry

36 Anonymous Reporting Tool

B. Lemon

41 Fundraising Policy Report

M. Gerard

43 Motion: Fundraising Policy

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



OUTDOOR EDUCATION/ OFF CAMPUS EDUCATION

Legal References:	<i>Education Act</i> <i>Ontario Human Right Code</i> <i>Ontario Human Rights Code: Policy On Accessible Education For Students With Disabilities, 2018</i>
Related References:	<i>Education Funding (B5) Memo, March 29, 2012</i> <i>Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools, 2009</i> <i>Board Policy 1008, Equity and Inclusion</i> <i>Administrative Procedure 1580 – Off-Campus – Categories 1, 11 & 111</i> <i>Administrative Procedure 1590 – Transportation – Off-Campus</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>June 15, 2015, September 19, 2016</i> <i>January 20, 2020</i>
Reviewed:	<i>January 15, 2018</i> <i>January 20, 2020</i>

1. It is the policy of the Waterloo Region District School Board (WRDSB) to endorse student participation in well-planned off campus and outdoor educational projects **that are accessible, equitable and inclusionary** consistent with **the available** financial resources available, recognizing that:
 - 1.1 current educational thought emphasizes the importance of outdoor education as a holistic method of education used to enrich the school curriculum through effective utilization of the natural environment
 - 1.2 it is desirable to encourage teachers and students to learn through practical experience and observation outside the classroom, as well as in the classroom
 - 1.3 outdoor learning activities for students provided by the Waterloo Region District School Board should be offered in collaboration with community agencies and partners, where possible
 - 1.4 **accessibility, equity and inclusion of all students must be considered** ~~consideration be given to accessibility, equity and inclusion~~ when planning off-campus and outdoor education trips
 - 1.5 **integrated accessible off campus transportation must be provided whenever possible (note: integrated transportation means that all students including students with disabilities, travel on the same vehicles)**



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 - 1.4 consideration be given to accessibility, equity and inclusion when planning off-campus and outdoor education trips.



ALTERNATIVES IN EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Regulation 308 - Supervised Alternative Learning for Excused Pupils Procedure 1620—Alternative Suspension Program</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>April 14, 2014, January 22, 2018, January 20, 2020</i>
Reviewed:	<i>September 18, 2017</i>

- 1 It is the policy of the Waterloo Region District School Board (WRDSB) to encourage and support the development and implementation of a wide range of programs and structures responsive to the needs of individuals within the Regional Municipality of Waterloo, consistent with financial resources available, recognizing that:
- 1.1. WRDSB has demonstrated its awareness of the needs for alternatives to existing curricula, processes and organizational patterns;
 - 1.2. WRDSB acknowledges that the needs of some individuals may be best met if there are alternatives within the system;
 - 1.3. WRDSB, on many occasions, has anticipated local needs and responded to such needs on its own initiative;
 - 1.4. WRDSB has received the support of the public for many alternatives already in place;
 - 1.5. WRDSB has resources, both physical and human, which make it feasible to offer worthwhile alternative programs under its jurisdiction.
 - 1.6. WRDSB supports both formal and informal review processes to determine the effectiveness of alternative education programs, responds in a timely manner to community and individual needs and demonstrates responsibility in the allocation of resources to support these programs.



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PREVENTION AND RESPONSE TO STUDENT CONCUSSIONS

Legal References:	<i>Education Act, R.S.O. 1990, c. E.2.</i>
Related References:	<i>Ministry of Education, Policy/Program Memorandum 158, School Board Policies on Concussion OPHEA Safety Guidelines Parachute Canada Administrative Procedure 3850 – Staff Use of Head Protection in Sports Administrative Procedure 1240 – Student Use of Head Protection While Skating Administrative Procedure 1250 – Concussion Management WRDSB Concussion Management Protocol – Staff Handbook Administrative Procedure 1700 – Waterloo County Secondary School Athletic Association (WCSSAA)</i>
Effective Date:	<i>January 26, 2015</i>
Revisions:	<i>September 18, 2017, January 20, 2020</i>
Reviewed:	<i>May 13, 2019</i>

1. Preamble

- 1.1 The Waterloo Region District School Board (**WRDSB**) recognizes the importance of the health, safety and well-being of its students as essential pre-conditions for effective learning. The ~~Board~~ **WRDSB** understands that all stakeholders, including trustees, administrators, educators, school staff, students, ~~parents~~ **families and caregivers**, school volunteers and community-based organizations have an important role to play in promoting student health and safety and in fostering and maintaining healthy and safe environments in which students can learn. To this end, the ~~Board~~ **WRDSB** is committed to taking steps to reduce the risk associated with concussions.
- 1.2 In order to provide a comprehensive approach to prevent and respond to student concussions, the ~~Board~~ **WRDSB** has developed procedures to address concussion awareness, prevention, identification and management. Concussions can have a significant impact on students - cognitively, physically, emotionally, and socially. While all stakeholders have a responsibility to prevent and respond to student concussions, the ~~Board~~ **WRDSB** recognizes that a concussion must be clinically diagnosed by a doctor or a nurse practitioner.
- 1.3 The ~~Board~~ **WRDSB** believes that the prevention and response to student concussions requires the cooperation of all partners in the school community including ~~parents/guardians~~ **families and caregivers**, students, volunteers, staff, and medical professionals.
- 1.4 As part of the response to student concussion, school administration and staff, with the support of ~~parents/guardians~~ **families and caregivers**, the student, and medical professionals will follow a Return to Learn/Return to Physical Activity Plan for students diagnosed with a concussion.

2. Definition of a Concussion:

The Ministry of Education Policy Procedure Memorandum 158, School Board Policies on Concussions defines a concussion as follows:

- 2.1 A concussion is a brain injury that causes changes in the way in which the brain functions which can lead to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g. difficulty in concentrating or remembering), emotional/ behavioural (e.g. depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep).
- 2.2 A concussion may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull.
- 2.3 A concussion can occur even if there has been no loss of consciousness (in fact, most concussions occur without a loss of consciousness).
- 2.4 A concussion cannot normally be seen by means of medical imaging tests, such as x-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

3. Concussion Awareness, Prevention and Management, Identification and Response:

- 3.1 Awareness: The ~~Board~~ **WRDSB** is committed to building awareness of head injuries, concussions and their impact with staff, students, volunteers, ~~parents~~ **families and caregivers**, and community partners. Knowledge about properly managing concussions or suspected concussions is essential in a student's recovery.
- 3.2 Prevention and Management: Concussions may occur anytime a student is involved in an activity whether at school or in the community. The ~~Board~~ **WRDSB** takes a preventative approach to concussions using education as a tool to prevent and minimize the risk of concussion. As with all aspects of student safety, the ~~Board~~ **WRDSB** promotes a culture of safety-mindedness first. Based on the OPHEA Concussion Safety Guidelines September 2014, three key aspects of concussion prevention and management include:
 - 3.2.1 Providing information/actions that prevent concussions from happening (e.g. rules and regulations, minimizing slips and falls by checking that classroom floor and activity environments provide for safe traction and are obstacle free, etc.),
 - 3.2.2 Appropriate management of a concussion, when one has occurred (e.g. Effective identification of the problem, and Management of the Return to Learn/Return to Physical Activity plan, etc.) designed to prevent the worsening of a concussion,
 - 3.2.3 Preventing long term complications of a concussion (e.g. chronic traumatic encephalopathy) by advising the participant to permanently discontinue a physical activity/sport based on evidence-based guidelines.
- 3.3 Identification: The ~~Board~~ **WRDSB** is committed to ensuring the proper identification of a concussion or suspected concussion. Whenever there is a blow to the head, face, or neck, or a blow to the body that transmits a force to the head, a concussion is to be suspected. When a concussion is suspected:
 - 3.3.1 The student will immediately be removed from all physical activities,
 - 3.3.2 The student's ~~parents/guardians~~ **families and caregivers** will be contacted,
 - 3.3.3 The Return to Learn/Return to Physical Activity Plan: "Suspected Concussion Checklist" will be completed and a copy given to the ~~parents~~ **families and caregivers**, and,
 - 3.3.4 The ~~parents/guardians~~ **families and caregivers** will provide the school principal with medical documentation as to whether there is or is not a diagnosed concussion.

- 3.4 Response: The Board WRDSB believes that the successful treatment of a concussion is fundamental to optimizing the learning, well-being and achievement of the student. When a concussion is diagnosed the student will follow a medically supervised, individualized and gradual Return to Learn/Return to Physical Activity Plan.

4. Responsibilities:

- 4.1 The responsibility for administration of this policy lies with Senior Administration and the school. The school principal or designate is required to follow this policy and will lead the coordination and management of the Return to Learn/Return to Physical Activity Plan with the support of staff, ~~parents/guardians~~ families and caregivers, the student, and associated medical professionals.
- 4.2 School staff, coaches, and volunteers are required to complete Board WRDSB training and follow this policy and fulfill the direction of the Return to Learn/Return to Physical Activity Plan.
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- 4.4 Medical professionals (Physician or Nurse Practitioner) are responsible for diagnosing concussions and advising any return to physical activity.
- 4.5 Information on concussion awareness, prevention and management, identification and response is accessible to all stakeholders at www.ontario.ca/concussions
- 4.6 For inter-school sports, sponsored by the WRDSB, athletes; ~~families and caregivers~~ parents/guardians for athletes under 18; and coaches will need to complete, on an annual basis, the appropriate concussion code of conduct for their role.



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Report to Committee of the Whole

January 20, 2020

Subject: Student Information System Replacement

Recommendation

That the Waterloo Region District School Board approve a commitment of \$2,100,000 from accumulated surplus to support the replacement to the Board's Student Information System as outlined in the report to the Committee of the Whole on January 20, 2020.

Status

A large majority of school boards in the Province of Ontario are required to migrate from their existing Student Information System (SIS). A provincial Request for Purchase (RFP) process, managed through the Ontario Education Collaborative Marketplace (OECM) has occurred. This RFP process resulted in a vendor being awarded as the provincial vendor. Working with this vendor, staff have been exploring the functionality and cost associated with migrating to a new SIS. Staff have also been exploring with this vendor how this implementation will complement the implementation of our Enterprise Resource Planning system (ERP). Since both platforms are prominent systems used within school boards, these vendors are working on ensuring the two systems effectively interact with one another.

The new SIS represents a substantial and positive upgrade to the Board's existing SIS. Advancements in technology over the past decades will better enable the board to meet ongoing reporting requirements (OnSIS), as well as support the daily operations of our schools. Through staff investigation, it is also recognized that the proposed SIS will be able to also replace some of our proprietary systems, enabling for more streamlined business functioning and better end-user experience.

We want to recognize that a project of this magnitude can be considered generational, in that the platform should serve our organization for one to two decades. There will be an overlap in timelines with the ERP implementation. To address the constraints of the project overlap, we have structured our implementation teams to mitigate the risk to ongoing operations and to the risk of successfully implementing both projects. Making this investment also protects the organization against a number of other risk

factors, through the move to the new system and our project design. The mitigation of risks include but are not limited to: the sunsetting of support for our current system; system alignment with comparable school boards; and ensuring the application is built on an enterprise foundation that is appropriately updated to meet on ongoing privacy and security requirements.

A staff governance Steering Committee has been established and will be responsible for oversight of the implementation of this project. Initial planning will begin in the Spring of 2020, with formal implementation occurring over the 2020-2021 school year. A “go-live” date has been set for September 1, 2021.

Background

The Waterloo Region District School Board is one of the larger school boards in the Province of Ontario, providing service to approximately 64,000 students. The Board’s Student Information System (SIS), commonly referred to as Trillium, is a core database within our system. Trillium was implemented within the Waterloo Region District School Board in 2001 (elementary panel) and 2003 (secondary panel). The SIS supports schools and the board in many critical areas of operation.

When a student registers within the Waterloo Region District School Board, demographic data for a student is entered into the SIS either using an Online Registration tool or manually at the office level. Demographic data consists of legal and known as names, date of birth, address, phone number, contacts, emails, residency status in Canada. Students are then placed in classes and teachers assigned to the class. This provides schools with the ability to generate various reports that are useful to the daily operation of a school (i.e., class lists). Within the SIS, educational staff at each school location are also tracked. Educator data is used to set up achievement records for students. These records are then available in the SIS to support a meriade of school based activities: generate report cards; upload data to the Ministry of Education (OnSIS); assist teachers in identifying students receiving special education support or ESL/ELD programs; assisting students on selecting their education paths.

Attendance is taken at each elementary school twice daily and in every period class in secondary schools. All attendance is reported to the Ministry through OnSIS and is visible on report cards. The SIS also provides elementary schools the functionality to adhere to the Ministry of Education Safe Arrival Program.

Currently, school staff have a large number of products/software that are used daily which rely on the demographic data of our students and staff. This information is electronically extracted from the SIS system. Some examples of these are Student Transportation Services of the Waterloo Region (STSWR), Compass for Success (Assessment and Secondary Achievement tool), S4S (our Special Education Module), Account Management for students, MyBlueprint and MyWay (students enter course selections and career planning). We also rely on the vendors of our SIS system to provide the functionality to export staff and student information to EQAO, the Public Health Unit or OnSIS portals. The data submitted to OnSIS provides the Ministry of Education with student information they have identified as mandatory and links to board funding.

Once a student begins grade 9 the SIS system ensures they achieve the Ministry mandated criteria to successfully earn a secondary diploma. Guidance staff rely heavily on the data in the SIS system to appropriately guide students towards pathways they may travel following successful completion of their secondary school education.

It is important to note that the SIS is used to reflect accurate information regarding student enrollment within the board. This information is stored and secured in a manner that meets our provincial obligations. With this in mind, having a robust and adaptable SIS will serve us well in ensuring that whether we are enrolling students, managing assessment data or providing required reports to the Ministry of Education, we can do so with the utmost confidence and ease.

Schools Boards using Trillium have been informed by the current vendor that the Trillium platform will be coming to end of life, necessitating the need for the Waterloo Region District School Board to move to a new platform.

Financial implications

The process of upgrading the Board's SIS is an investment of time and resources. However, the gains in efficiencies through process improvement, accuracy, and automation will support the entire organization.

The project budget will support the following items:

Cost Item	Budget
Software acquisition, implementation support and training	\$1,074,000
Release time for subject matter experts from Student Support Services and dedicated implementation support from Information Technology Services.	746,000
Project Management Consultant and Business Analyst with expertise in SIS implementation	<u>280,000</u>
TOTAL	<u>\$2,100,000</u>

Communications

The Board has followed its normal, mandated procurement process and complete all necessary communications as required by the Broader Public Sector Procurement Guidelines.

An announcement to the system about the Student Information System project will occur following ratification of this recommendation by the Board of Trustees.

Prepared by: Graham Shantz, Superintendent, Student Achievement and Well-Being
 Matthew Gerard, Coordinating Superintendent, Business Services and Treasurer of the Board
 in consultation with Coordinating Council



Report to Committee of the Whole

January 20, 2020

Subject: Community Use of School Rental Rates

Recommendation

This report is provided for information of the Board.

Status

A review of rental rates charged by the Waterloo Region District School Board (WRDSB) and the Waterloo Catholic District School Board (WCDSB), as well as municipal facilities was completed in the fall of 2019 and summarized in Appendix A. School boards receive funding to subsidize room rental and custodial overtime rates for not-for-profit organizations. The WRDSB has a mix of subsidized and unsubsidized rates dependent on the charge categories the organizations operate under or the type of activity taking place. Generally, not-for-profit youth categories are either fully subsidized or partially subsidized with respect to hourly rental rates and custodial overtime rates. The not-for-profit youth charge category covers a wide variety of not-for-profit agencies ranging from small neighbourhood groups and other very large minor sport organizations.

Municipal facilities have one fee for use and do not have subsidized rates for not-for-profit youth or not-for-profit adult programs. Rates charged tend to be in line with what the WRDSB currently charges under the "Community" and "Other" charge categories.

Historically, the WRDSB and the WCDSB have strived to align the rates between the two boards in order to provide community users some consistency within the region.

Background

As part of the Grants for Student Needs allocation, funding is provided annually to all school boards so they can make school space more affordable for use after hours. In 2017-2018, the Grants for Student Needs allocation was \$829,605, in 2018-2019, the Grants for Student Needs allocation was \$842,701 and in 2019-2020 the Grants for Student Needs allocation is \$845,602. School space is available to not-for-profit groups at reduced rates, outside of regular school hours.

Starting in 2010, Outreach Coordinator funding was provided to all school boards to fund a position to support community access to schools. The Ministry of Education (Ministry) also introduced the Priority Schools Initiative, which provided school boards with additional funding to allow not-for-profit groups free access to select school facilities in communities that need it most. The WRDSB was provided funding for three locations: Cedarbrae Public School, Stewart Avenue Public School and Kitchener-Waterloo Collegiate & Vocational School.

In December 2018, the Ministry announced that it would be reducing the Outreach Coordinator and Priority Schools Initiative funding for the 2018-19 school year;

additional information was provided to the Board as part of the January 21, 2019 Interim Financial report. Subsequently, these programs were eliminated from the 2019-2020 Grants for Student Needs; the financial impact to the Board of Trustees (Board) was \$230,000 (\$128,000 in Outreach Coordinator funding and \$102,000 in Priority Schools Initiative funding).

In response to these changes, school boards around the province have undergone rental rate reviews and in a number of cases have made increases to account for lost revenue.

Financial Implications

Historically, the rentals department has been able to subsidize the not-for-profit youth permits through the Priority Schools Initiative funding, the Grants for Student Needs allocation and the revenue that we received from the other charge categories. Currently, insufficient Ministry funding and inadequate usage in the other charge categories prevent the WRDSB from subsidizing both the rental rates and custodial rates for not-for-profit youth permits and satisfy the Ministry directive of offering Community Use of Schools at no cost to the board.

Appendix B summarizes the rate changes for the 2020-2021 school year and beyond. Potential revenue derived from rate increases will be dependent on usage levels by the various user groups.

Based on 2018/2019 usage levels, the revised rates will allow the board to operate, in all material respects, a balanced rental budget. We will continue to monitor to ensure we are operating a balanced rental budget.

Communications

All active community user group accounts, which have opted in to receive communication from the WRDSB will be advised of the funding and rate changes by an email memo by January 2020 in order to provide adequate notice. The WRDSB website and the login page of our registration system will also be updated with the same information.

Prepared by: Matthew Gerard, Coordinating Superintendent,
Business Services & Treasurer of the Board
Ian Gaudet, Controller, Facility Services
Nick Landry, Controller, Financial Services
Anna Lavell, Facility Services Officer
Julie Keip, Community Use Outreach Technician
in consultation with Coordinating Council

Rental Rates Comparison - 2019 Current Rates													
Organization	Permit Fee	Single Gym		Double Gym/Cafeteria		Triple Gym		Classrooms/Meeting Room		Custodial - Saturday		Custodial - Sunday	
		Subsidized	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized	Regular
WRDSB													
Youth NFP	\$ 35.00	\$ -	\$ 8.00	\$ -	\$ 16.00	\$ -	\$ 24.00	\$ -	\$ 4.00	\$ -	\$ 46.00	\$ 27.87	\$ 62.00
Adult NFP	\$ 35.00	\$ 10.00	\$ 13.00	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00	\$ 5.00	\$ 6.00	\$ 25.00	\$ 46.00	\$ 30.00	\$ 62.00
Community	\$ 35.00	n/a	\$ 18.00	n/a	\$ 36.00	n/a	\$ 54.00	n/a	\$ 10.00	n/a	\$ 46.00	n/a	\$ 62.00
Other	\$ 35.00	n/a	\$ 22.00	n/a	\$ 44.00	n/a	\$ 66.00	n/a	\$ 12.00	n/a	\$ 46.00	n/a	\$ 62.00
WCDSB													
Youth NFP	\$ 35.00	\$ 1.00	\$ 16.00	\$ 2.00	\$ 26.00	\$ 3.00	\$ 41.00	\$ 1.00	\$ 6.00	\$ 14.30	\$ 43.00	\$ 28.70	\$ 60.00
Adult NFP	\$ 35.00	\$ 16.00	\$ 25.00	\$ 26.00	\$ 45.00	\$ 41.00	\$ 65.00	\$ 6.00	\$ 15.00	n/a	\$ 43.00	n/a	\$ 60.00
Community/Other	\$ 35.00	n/a	\$ 25.00	n/a	\$ 45.00	n/a	\$ 65.00	n/a	\$ 15.00	n/a	\$ 43.00	n/a	\$ 60.00
Upper Grand DSB													
Category A - NFP Volunteer	\$ 35.00	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Category B - NFP Paid staff	\$ 35.00	\$ 5.00		\$ 7.00		\$ 20.00		\$ 2.00		\$ 10.00		\$ 20.00	
Cultural events	\$ 35.00		\$ 10.00		\$ 12.00		\$ 30.00		\$ 10.00		\$ 10.00		\$ 20.00
Category D - Business	\$ 35.00		\$ 50.00		\$ 80.00		\$ 120.00		\$ 30.00		\$ 50.00		\$ 75.00
Wellington CDSB													
Category 1 - NFP Youth	\$ 35.00	\$ -		\$ -				\$ -		\$ 20.00		\$ 20.00	
Category 2 - Youth	\$ 35.00	\$ 5.00		\$ 10.00				\$ 10.00		\$ 20.00		\$ 20.00	
Category 3 - Adult NFP	\$ 35.00	\$ 10.00		\$ 15.00				\$ 10.00		\$ 32.00		\$ 42.00	
Category 4 - Tournaments	\$ 35.00	\$ 7.00		\$ 12.00				\$ 7.00		\$ 20.00		\$ 20.00	
Category 5 - Adult Community	\$ 50.00	\$ 10.00		\$ 15.00				\$ 10.00		\$ 20.00		\$ 20.00	
Category 6 - Commercial	\$ 50.00		\$ 50.00		\$ 60.00				\$ 45.00		\$ 32.00		\$ 42.00
Category 7 - Parish	\$ 35.00	\$ -		\$ -	\$ -				\$ -	\$ 20.00		\$ 20.00	
City of Kitchener - affiliated sport													
Stanley Park CC			\$ 58.91		\$ 75.18		\$ 91.46				\$ 22.00		\$ 22.00
Small Meeting room - 20 people									\$ 27.07				
Large Meeting room - 40 people									\$ 37.60				
Forest Heights CC			\$ 58.91										
Meeting room - small									\$ 19.00				
Meeting room - med									\$ 37.60				
Country Hills CC			\$ 52.83		\$ 75.18								
Meeting Room - small									\$ 27.00				
Meeting Room - large									\$ 37.60				
Downtown CC			\$ 59.00		\$ 45.00								
Meeting room - small									\$ 27.00				
Meeting room - large									\$ 45.00				
Breithaupt CC					75.20								
Meeting room - 15 cap									19.00		38.95		
Meeting room - 35-50 cap									37.60				
Meeting room - 75-125 cap									52.85				
City of Waterloo													
RIM Park Gyms				\$ 61.86		\$ 122.60							
RIM Park Meeting Room									\$ 40.70				
RIM Park Program Room									\$ 81.20				

Rental Rates Comparison - 2019 Current Rates													
Organization	Permit Fee	Single Gym		Double Gym/Cafeteria		Triple Gym		Classrooms/Meeting Room		Custodial - Saturday		Custodial - Sunday	
		Subsidized	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized	Regular	Subsidized	Regular
Waterloo Rec Complex													
Rooms 200-202									\$ 40.70				
Room 101									\$ 50.88				
Arena Floor							\$ 68.03						
Albert McCormick CC													
Beaupre Room									\$ 40.70				
Moses Springer CC													
Optimist Room									\$ 35.61				
Bechtel Park													
Community Room									\$ 20.00				
City of Cambridge - will only book													
Arenas													
Meeting Rooms - Hourly Rate (inc.									\$ 31.06				
Meeting Room - Daily Rate (+tax)									\$ 164.46				
Community Group - One Regular									\$ 100.66				
Arena Floors - roughly equivalent													
Non Profit - Cambridge sport						\$ 65.69							
Adult (inc. tax)							\$ 62.08						
Adult - non resident (inc. tax)							\$ 98.50						
Recreation Centres													
Meeting Room - Hourly (inc. tax)									\$ 31.06				
Meeting Room - Daily (+tax)									\$ 164.46				

APPENDIX B

Summary of Rate Changes:

	WRDSB Current Rate \$/hr	WRDSB 2020/2021 SEPT-JUNE \$/hr	WRDSB 2021 JULY-AUG \$/hr	WCDSB Current Rate \$/hr
ROOM RENTAL RATES:				
Youth - Classroom	-	no change	2.00 *	1.00
Youth - Single Gym	-	no change	4.00 *	1.00
Youth - Double Gym	-	no change	8.00 *	2.00
Youth - Triple Gym	-	no change	12.00 *	3.00
Youth - Lecture Hall	-	no change	6.50 *	2.00
Youth - Auditorium	-	no change	15.50 *	30.00
Adult - Classroom	5.00	6.00	6.00	6.00
Adult - Single Gym	10.00	11.00	11.00	16.00
Adult - Double Gym	20.00	22.00	22.00	26.00
Adult - Triple Gym	30.00	33.00	33.00	41.00
Adult - Lecture Hall	20.00	21.00	21.00	21.00
Adult - Auditorium	50.00	51.00	51.00	51.00
Community - Classroom	10.00	no change	no change	n/a
Community - Single Gym	18.00	no change	no change	n/a
Community - Double Gym	36.00	no change	no change	n/a
Community - Triple Gym	54.00	no change	no change	n/a
Community - Lecture Hall	28.00	no change	no change	n/a
Community - Auditorium	67.00	no change	no change	n/a
Other - Classroom	12.00	17.00	17.00	15.00
Other - Single Gym	22.00	27.00	27.00	25.00
Other - Double Gym	44.00	54.00	54.00	45.00
Other - Triple Gym	66.00	81.00	81.00	65.00
Other - Lecture Hall	33.00	38.00	38.00	35.00
Other - Auditorium	100.00	105.00	105.00	105.00
CUSTODIAL RATES**:				
Youth - Saturday	-	10.00	10.00	14.30
Youth - Sunday	27.87	28.70	28.70	28.70
Youth - Statutory Holiday	55.00	no change	no change	n/a
Adult - Saturday	25.00	no change	no change	43.00
Adult - Sunday	30.00	no change	no change	60.00
Adult - Statutory Holiday	60.00	no change	no change	n/a
Community - Saturday	46.00	no change	no change	n/a
Community - Sunday	62.00	no change	no change	n/a
Community - Statutory Holiday	77.00	no change	no change	n/a
Other - Saturday	46.00	no change	no change	43.00
Other - Sunday	62.00	no change	no change	60.00
Other - Statutory Holiday	77.00	no change	no change	n/a

* Not-for-profit youth groups will be charged partially subsidized room rental rates from July 1st to August 31st, 2021 and July 1st to August 31st each year thereafter unless further rate changes will be required.

Not-for-profit youth room rental rates from September 1st to June 30th will be fully subsidized each year unless further rate changes will be required.

** Community and Other are charged based on full cost recovery



Report to Committee of the Whole

January 20, 2020

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 with the exception of the two childcare additions at Saginaw Public School and Lackner Woods Public School.

In the October 21, 2019 the Major Capital Projects Quarterly Update, staff reported third party cost consultant estimates exceeded the benchmark funding provided by the Ministry of Education (Ministry) for Saginaw Public School and Lackner Woods Public School childcare additions. Based on this information, Business Services has now submitted an "Approval to Proceed" request to the Ministry for each of these projects for additional funding prior to tendering these projects. Once we receive the additional funding we will proceed to tender for both childcare additions.

The Grand River Collegiate Institute addition has been completed and opened in January 2020. Students have moved from the temporary space into the permanent built space.

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
January 2, 2020**

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 (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)	Complete		Addition/ Renovation	9-May-16	21-Nov-16	NA	No	Kingsland + Architects Inc.	Yes	Yes	Yes	\$10,855,705	January 2020
P.S. in Kitchener Huron South (Tartan Ave) (new)	Submitted to Cost Consultant		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

January 20, 2020

Subject: 2019-20 Interim Financial Report and Forecast

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved the 2019-20 operating budget on June 18, 2019, 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 will be providing 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 November 30, 2019 (Q1). The ability of staff to significantly alter our forecast of the year-end financial position based on three months of operations is limited. In addition, the current labour sanctions are expected to have a material impact on a number of expenditure areas, such as staff salaries and professional development, but these impacts are not yet reflected in the forecast due to the timing of the sanctions being enacted and the limited amount of time that elapsed ahead of the cut-off for Q1 reporting.

Consistent with the approved budget for 2019-20, we expect the WRDSB to finish the year in a balanced position; this was confirmed through our submission of our Revised Estimates to the Ministry of Education (Ministry) on December 13, 2019, which showed a balanced budget.

The 2019-20 Q1 Interim Financial Report, comparing the budget to the forecasted year-end position, is attached as Appendix A. In terms of key assumptions and risk areas, the following represent factors which may impact the year-end results.

Strike Action

- **Financial Implications:** The Ministry provides school boards with direction regarding the financial implications of a strike. As outlined in the 2015 document, [Strike Savings and Eligible Expenses Resulting from Labour Disruption](#), the expenses of a board that are not incurred in a fiscal year by reason of strike will be recovered by the Province; this represents a claw back of funding otherwise allocated to the board through the Grants for Student Needs.

The calculation used by the Ministry to determine strike savings is as follows:

- A. Determine the total salaries, wages and benefits that are not payable to or in respect of employees of the board as a result of a strike.

- B. Determine any other amounts that are saved but not described above that would be payable by the board in the fiscal year under an agreement in effect on the day the strike commences.
- C. Determine any eligible expenses incurred in the fiscal year by the board that are approved by the Minister.

Net Strike Savings (Claw back) = A + B – C

As part of its direction on calculating strike savings, the Ministry allows boards to deduct “eligible expenses” from any strike savings to arrive at the net strike savings amount. According to the Ministry, eligible strike expenses must meet all of the following criteria:

- A. must be incremental and would not have been incurred had the action not occurred;
- B. must be reasonable in the circumstances;
- C. cannot directly benefit the group on strike;
- D. cannot exceed the savings realized;
- E. must be supportable and are subject to audit by the Ministry.

Staff in Financial Services will work with appropriate departments to quantify eligible expenses and ensure these are deducted from any strike savings that are realized.

In addition to the withdrawal of services that have occurred thus far, we expect the impact of labour sanctions on areas such as professional development spending to be significant. These impacts will be reflected in subsequent updates to the Board throughout the year.

- Strategy: Staff in Financial Services and Human Resource Services (Payroll), along with our software vendor, are working collaboratively to ensure we can quantify strike savings in the manner required by the Ministry.

Revenues

- Student Enrolment
 - In-year change: Total enrolment is projected to be 61 full-time equivalent (FTE) students lower than the budget forecast; a change of 0.1%.
 - Impact: Student enrolment is the primary driver of funding through the Grants for Student Needs (GSN). Any material change in our student enrolment has an impact on our funding through the Pupil Foundation Grant (primarily), as well as other supporting grants. Significant increases, or decreases, can also create staffing or budget pressures; neither of these impacts are anticipated with the change noted above.
 - Strategy: We’ve amended our multi-year forecast to reflect the most recent data available; including housing starts and live births in the Region. Our long-term enrolment forecast reflects continued, positive,

growth in both the elementary and secondary panel. However, due to current labour sanctions the October 31, 2019, OnSIS submission has not yet been completed; the submission of October 31 and March 31 OnSIS submissions is required before the enrolment forecast for the year can be finalized. Staff will provide a further update as part of the 2nd quarter interim financial report.

- Other Grants
 - In-year change: At November 30th, 2019, revenue received through Other Grants, which includes but is not restricted to Priorities and Partnerships Fund (PPF), was projected to be \$3.9M higher, or 618.9% higher than the budget forecast—as outlined in the summary of financial results included in [Appendix A](#). This anticipated increase was the result of funding [announced](#) by the Ministry in April 2019, the details of which were not communicated until after submission of the WRDSB's 2019-20 budget. This timing difference continues to present challenges for staff as we endeavor to provide timely and accurate information to the Board through our budget and financial reporting process.
 - Impact: PPF grants are used to support targeted Ministry initiatives, such as Focusing on Fundamental Mathematics, and can change from year-to-year based on Ministry priorities and the availability of financial resources. Staff will endeavor to expend as much of the available funding as possible, but labour sanctions will likely have an impact on our ability to utilize these dollars because they typically support professional development.
 - Strategy: Staff from Financial Services and Learning Services work collaboratively throughout the year to monitor PPF spending and reporting requirements.

Expenditures

- Classroom Teachers
 - In-year change: Total expenditures on Classroom Teachers are projected to be \$591,000 higher than the budget forecast, an increase of 0.1%.
 - Impact: The variance noted above will change significantly as a result of strike action that has been undertaken thus far; in particular, strike savings resulting from a withdrawal of services by OSSTF on December 4, 2019 and December 18, 2019, will materially alter this forecast for the remainder of the year.
 - Strategy: Overall, the in-year change noted above is minimal relative to the size of the teaching compliment. As noted previously, staff are working collaboratively to ensure we are able to quantify and accurately report our strike savings to the Ministry, when required.

- Supply Costs
 - In-year change: At November 30, expenditures were forecast to be \$270,000 higher than the budget forecast, an increase of 1.3%.
 - Impact: As noted at the outset of this report, the ability of staff to significantly alter the year-end projection is limited, and some areas of spend do not evenly trend throughout the year; short term supply costs are one example of this. As such, staff would caution that the forecast in this area is highly variable at November 30th, given that absenteeism rates can fluctuate significantly as a result of a variety of factors (strength of flu season for example).
 - Strategy: Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year.
- Textbooks and Classroom Supplies
 - In-year change: Total expenditures on Textbooks and Classroom Supplies are projected to be \$1.48M higher than the budget forecast, an increase of 9.9%.
 - Impact: The GSN provides funding to support the elements of a classroom that are required by, and generally common to, all students (textbooks and supplies). The increase noted above is the result of additional funding received through the PPF to support additional classroom resources for Math and Specialist High Skills Majors; a portion of the increase is related to the carry-over of previously approved special projects which are ongoing (aviation program, collaborative math furniture).
 - Strategy: Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year.
- Staff Development (PD)
 - In-year change: Total expenditures on Staff Development are projected to be \$1.1M higher than the budget forecast, an increase of 47.9%.
 - Impact: The increase noted above is the result of additional funding received through the PPF to support professional development for teachers and other staff that support students; particularly in the areas of Math and French.
 - Strategy: While additional funding and expenditures related to professional learning have been included in the forecast for Q1, ongoing labour sanctions will have a significant impact on expenditures. As a result, funds that had been budgeted for PD will likely be underspent and there are limited opportunities to re-direct these funds to other purposes.
- Board Administration
 - In-year change: Total expenditures on Board Administration are projected to be \$1.3M higher than the budget forecast, an increase of 7.5%.

- Impact: The increase noted above is largely the result of funding received through the PPF to support targeted initiatives, or special projects that are being funded out of the Board's accumulated unappropriated surplus in 2019-20; examples are noted below.
 - Enterprise Resource Planning Software and Implementation: ~\$870,000
 - PPF for Human Rights and Equity Advisor: ~\$170,000
 - Corporate Website Upgrades: ~\$196,000
- Strategy: Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year.

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 not changed our forecast of the year-end financial position at this time, which is a balanced budget.

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
 in consultation with Coordinating Council

APPENDIX A

2019-20 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2019)

Summary of Financial Results

(000's)

	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants-GSN	711,681	711,796	116	0.0%
Revenue transferred from/(to) deferred revenue	86	450	364	426.0%
Other Grants	625	4,495	3,870	618.9%
Other Revenue	29,591	30,124	532	1.8%
School Generated Funds	14,000	14,000	-	0.0%
Transferred from DCC**	35,618	35,618	-	0.0%
Transferred to DCC**	(16,025)	(16,472)	(446)	2.8%
Total Revenue	775,575	780,012	4,436	0.6%
Expenses				
Instruction	600,572	604,833	4,261	0.7%
Administration	18,389	19,108	719	3.9%
Transportation	18,638	18,638	-	0.0%
School Operations & Maintenance	64,989	64,982	(7)	(0.0%)
Pupil Accom/Renewal/Debt/Non-operating	48,611	50,377	1,767	3.6%
School Generated Funds	14,000	14,000	-	0.0%
Total Expenses	765,199	771,938	6,740	0.9%
Surplus/(Deficit)	10,376	8,073	(2,303)	(22.2%)

Changes in Revenue

- Provincial Grants- Net effect of increase in Teacher Q&E grant offset by decrease in grants affected by decrease in enrolment
- Deferred Revenue- Changes are related to transfers for Student Achievement Envelope, School Renewal
- Other Grants- Increase due to additional Priorities and Partnerships Funding (PPF) announcements following 2019-20 budget submission
- Other Revenue- Net effect of a projected increase in the number of International students; decrease in extended day care fees due to decreased enrolment; increase in fully recoverable positions

Change in Expenditures

- Instruction- Reflects changes due to additional PPF announcements following 2019-20 budget submission
- Administration- Net effect of increase due to additional PPF announcements following 2019-20 budget submission and carryover of one-time initiatives from previous year
- School Operations & Maintenance-increase in Extended Day transfer for School Operations cost
- Pupil Accom/Renewal/Debt/Non-Operating- Net of increase in school renewal and increase in fully recoverable positions and decrease in extended day care enrolment

**DCC - Deferred Capital Contributions

2019-20 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2019)

	Budget	Forecast
DETERMINATION OF ANNUAL OPERATING SURPLUS		
PSAB Surplus/(Deficit) (from above)	10,376	8,073
LESS: Internally Appropriated		
Committed Capital Projects		
Committed capital projects annual amortization	(663)	(543)
Sub-Total: In-Year Appropriations	(663)	(543)
Previous year one-time initiatives	-	2,173
Commitment of sinking fund interest	(48)	(48)
Committed capital projects	(47)	(47)
Total: Internally Appropriated	(758)	1,535
Less: Unavailable for Compliance		
PSAB Adjustments	(10,281)	(10,151)
Total Adjustments	(11,039)	(8,616)
In-year unappropriated Operating Surplus/(Deficit)	(663)	(543)
Committed capital projects annual amortization	663	543
ANNUAL Unappropriated Operating Surplus/(Deficit)	0	0

Summary of Capital to be Financed (000's)

	Budget	Forecast
Funding		
New Building and Additions	1,572	1,038
Child Care Capital	192	392
Child and Family Centres	127	97
School Condition Improvement	23,198	24,198
Full Day Kindergarten	267	104
Renewal	9,508	8,467
Education Development Charge (EDC)	12,222	8,621
Proceeds of Disposition	329	2,817
Minor Tangible Capital Assets	6,458	7,944
Rural and Norther Education	60	60
Other	3,300	4,514
Total Capital by Funding Source	57,233	58,253
Expenditure		
Buildings (new, additions & renewal)	37,044	39,892
Land	12,222	8,621
Land Improvements	1,350	1,350
Leasehold Improvements	0	0
Moveable Assets	6,618	8,390
Total Capital Expenditure	57,233	58,253

2019-20 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2019)

Summary of Enrolment

ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary			0	
JK	4,054.61	4,176.06	121.45	3.0%
SK	4,582.16	4,395.47	(186.69)	-4.1%
Grade 1-3	13,374.24	13,339.00	(35.24)	-0.3%
Grade 4-8	23,207.98	23,298.05	90.07	0.4%
Other Pupils (International)	20.00	13.00	(7.00)	-35.0%
Total Elementary	45,238.99	45,221.58	(17.41)	0.0%
Secondary			0	
Pupils of the Board <21	19,413.61	19,364.77	(48.84)	-0.3%
High Credit Pupils	26.50	27.60	1.10	4.2%
Pupils of the Board >21	8.96	8.86	(0.10)	-1.1%
Other Pupils (International)	95.00	99.00	4.00	4.2%
Total Secondary	19,544.07	19,500.23	(43.84)	-0.2%
Total	64,783.06	64,721.81	(61.25)	-0.1%

Note: Forecast based on October 31st count date

Highlights of Changes in Enrolment:

- Minimal variances have been identified in both the elementary and secondary panel. Current labour sanctions are impeding our ability to complete the Oct 31, 2019 OnSIS submission; enrolment cannot be finalized until this is complete.
- We have adjusted our multi-year forecast for both elementary and secondary to reflect the most recent data available; we expect a gradual increase moving forward.

Summary of Staffing

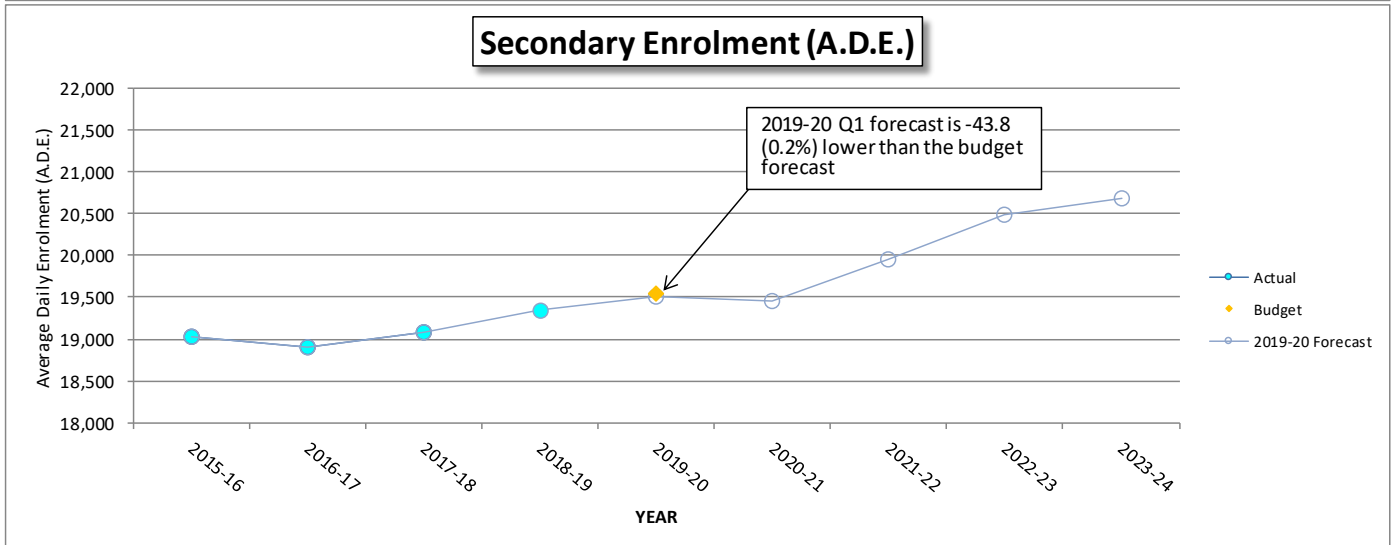
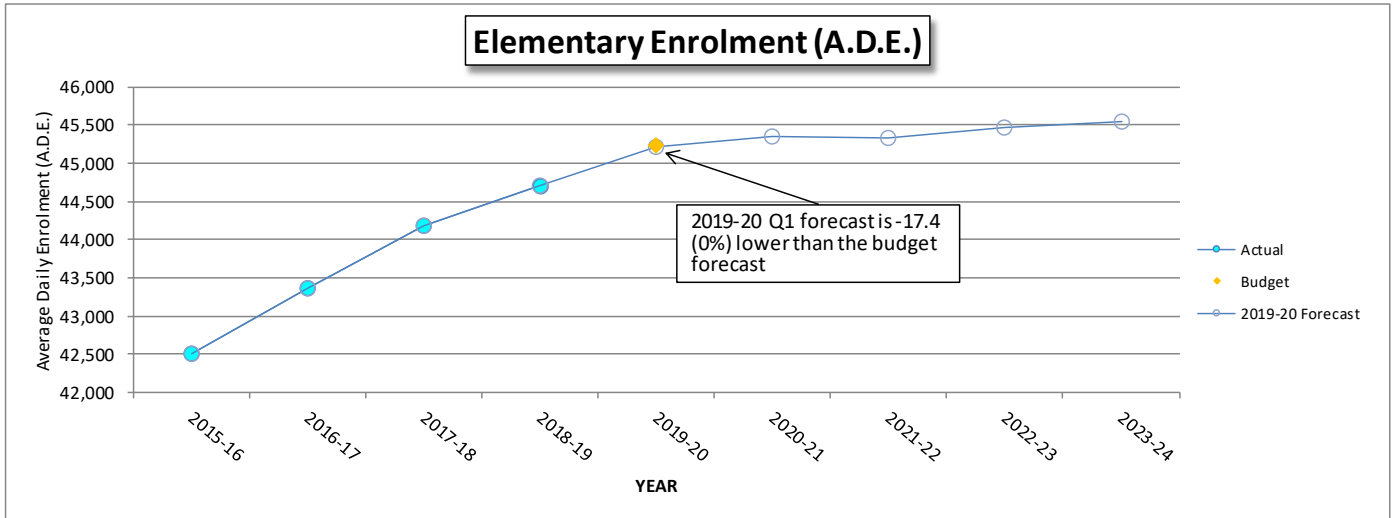
FTE	Budget	Actual October 31st	In-Year Change	
			#	%
Instruction			-	
Classroom Teachers	3,860.65	3,852.30	(8.35)	-0.22%
Non-Classroom	2,000.60	2,017.30	16.70	0.83%
Total Instruction	5,861.25	5,869.60	8.35	0.14%
Non-Instruction	839.50	807.30	(32.20)	-3.84%
Total	6,700.75	6,676.90	(23.85)	-0.36%

Highlights of Changes in Staffing:

- October 31st numbers exclude vacant permanent positions

2019-20 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2019)

Historic and Projected Enrolments with 2019-20 Budget vs Projected Comparison



Waterloo Region District School Board
2019-20 Interim Financial Report (First Quarter)
PSAB Revenues for the Period Ending November 30, 2019

	2019-20					Material Variance Note
	Budget (Estimates)	% Change from Prior Year Actuals	Forecast	In-Year Change		
				\$ Increase (Decrease)	% Increase (Decrease)	
Provincial Grants for Student Needs						
Pupil Foundation-Elementary	244,664,868	0.4%	244,570,058	(94,810)	(0.04%)	
Pupil Foundation-Secondary	94,774,720	(17.2%)	94,536,290	(238,430)	(0.25%)	
School Foundation	44,779,533	2.3%	44,788,753	9,220	0.02%	
Special Education	91,040,745	2.0%	90,910,649	(130,096)	(0.14%)	
French as a Second Language	9,216,819	1.9%	9,210,575	(6,244)	(0.07%)	
English as a Second Language	12,149,984	2.9%	12,149,984	-	0.00%	
Remote and Rural Allocation	58,525	38.0%	58,525	-	0.00%	
Learning Opportunities	7,339,301	1.1%	7,361,040	21,739	0.30%	
Continuing Education	1,588,451	24.4%	1,448,030	(140,421)	(8.84%)	
High Credit	92,512	16.6%	96,352	3,840	4.15%	
Teacher Q&E	61,421,967	(5.5%)	62,612,479	1,190,512	1.94%	
New Teacher Induction Program (NTIP)	265,446	(14.4%)	313,039	47,593	17.93%	
ECE Q&E	3,793,636	(12.3%)	3,973,552	179,916	4.74%	
Transportation	18,875,602	7.9%	18,631,352	(244,250)	(1.29%)	
Admin and Governance	18,205,780	(0.5%)	18,196,240	(9,540)	(0.05%)	
Trustees' Association Fee	43,316	0.0%	43,316	-	0.00%	
School Operations	62,170,932	2.0%	62,075,945	(94,987)	(0.15%)	
Community Use of Schools	845,602	0.3%	845,602	-	0.00%	
Declining Enrolment	-	0.0%	-	-	0.00%	
Temporary accommodation - relocation and leasing	1,868,727	(3.2%)	1,868,727	-	0.00%	
Indigenous Education	1,047,026	9.0%	1,028,915	(18,111)	(1.73%)	
Safe Schools	1,343,358	1.6%	1,342,376	(982)	(0.07%)	
School Renewal	10,046,086	1.0%	10,032,148	(13,938)	(0.14%)	
Approved Debt	104,872	0.0%	104,872	-	0.00%	
Debt Charges-Interest Portion	6,514,084	(5.7%)	6,416,448	(97,636)	(1.50%)	
1% Lump Sum	-	-	-	-	-	
Capital Grant for Land	-	-	-	-	-	
Restraint Savings	(129,030)	0.0%	(129,030)	-	0.00%	
Labour Related Enhancements	-	0.0%	-	-	0.00%	
Teacher Job Protection Funding	19,557,693	-	19,310,198	(247,495)	(1.27%)	1
Total Provincial Grants for Student Needs (GSN)	711,680,555	(0.5%)	711,796,435	115,880	0.02%	
Amortization of Deferred Capital Contributions	35,617,847	100.0%	35,617,847	-	0.00%	
Legislative Grants transferred from/(to) Deferred Revenue	85,543	(195.9%)	449,944	364,401		
Other Grants	625,334	(90.5%)	4,495,298	3,869,964	618.86%	2
Non Grant Revenue						
Fees	2,030,200	(2.1%)	2,035,800	5,600	0.28%	
Transportation Recoveries	-	(100.0%)	-	-	0.00%	
Rental Revenue	1,799,900	(0.3%)	1,799,900	-	0.00%	
Education Development Charge	10,637,407	-	10,637,407	-	0.00%	
Other Revenue	15,123,860	(1.7%)	15,650,556	526,696	3.48%	3
Non Grant Revenue	29,591,367	(20.9%)	30,123,663	532,296	1.80%	
School Generated Funds Revenue	14,000,000	4.5%	14,000,000	-	0.00%	
Grants Transferred to Deferred Capital Contributions	(16,025,399)	12.1%	(16,471,586)	(446,187)	2.78%	
Total PSAB Revenues	775,575,247	(2.1%)	780,011,601	4,436,354	0.57%	

Waterloo Region District School Board
2019-20 Interim Financial Report (First Quarter)
PSAB Revenues for the Period Ending November 30, 2019

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Net increase in retirements relative to forecast reduces the teacher job protection funding
- 2 Additional PPF grants announced after budget submission
- 3 Net effect of increase in recoverable billings, OSBIE insurance rebate and negligible decrease in extended day revenue

Waterloo Region District School Board
 2019-20 Interim Financial Report (First Quarter)
 PSAB Expenses for the Period Ending November 30, 2019

	2019-20				Material Variance Note
	Budget (Estimates)	Forecast	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
OPERATING					
Classroom					
Classroom Teachers	400,835,278	401,426,580	591,302	0.1%	
Supply Staff	21,033,800	21,303,829	270,029	1.3%	
Teacher Assistants	34,629,419	34,629,419	-	0.0%	
Early Childhood Educator	18,694,700	18,518,800	(175,900)	(0.9%)	
Textbooks and Classroom Supplies	14,862,808	16,338,793	1,475,985	9.9%	1
Computers	6,780,844	6,780,612	(232)	(0.0%)	
Professionals & Paraprofessionals	29,617,612	30,546,932	929,320	3.1%	
Library & Guidance	13,653,320	13,564,220	(89,100)	(0.7%)	
Staff Development	2,308,772	3,415,357	1,106,585	47.9%	1
Department Heads	1,440,300	1,425,200	(15,100)	(1.0%)	
Principal and Vice-Principals	29,293,108	29,293,108	-	0.0%	
School Secretaries & Office Supplies	15,961,590	15,961,587	(3)	(0.0%)	
Teacher Consultants	9,103,153	9,941,028	837,875	9.2%	1
Continuing Education	2,077,387	2,078,929	1,542	0.1%	
Instruction-Amortization	6,379,421	6,379,421	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(6,099,299)	(6,771,026)	(671,727)	11.0%	
Sub-Total Instruction Expenses	600,572,213	604,832,789	4,260,576	0.7%	
Other Expenses					
Board Administration	17,756,824	19,082,229	1,325,405	7.5%	1
School Operations	65,275,745	65,477,755	202,010	0.3%	
Transportation	18,636,730	18,636,730	-	0.0%	
Amortization	705,094	705,094	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(358,402)	(1,173,391)	(814,989)	227.4%	
Sub-Total Other Expenses	102,015,991	102,728,417	712,426	0.7%	
TOTAL OPERATING EXPENSE	702,588,204	707,561,206	4,973,002	0.7%	
NON-OPERATING					
Pupil Accommodation/Renewal/Debt					
School Renewal	10,046,086	10,484,271	438,185	4.4%	
Debt Charges	6,042,983	6,173,209	130,226	2.2%	
Recoverable Costs	12,671,200	12,828,900	157,700	1.2%	
Other Non-Operating Expenses	104,872	104,872	-	0.0%	
Loss on Disposal of TCA and Assets					
Amortization	29,253,125	29,253,125	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(9,507,699)	(8,467,170)	1,040,529	(10.9%)	
Total Pupil Accommodation Expense	48,610,567	50,377,207	1,766,640	3.6%	
School Generated Funds	14,000,000	14,000,000	-	0.0%	
TOTAL EXPENSES	765,198,771	771,938,413	6,739,642	0.9%	

EXPLANATIONS OF MATERIAL BUDGET VARIANCES

1. Net affect of additional Priorities and Partnerships Funding (PPF) grants announced after budget submission and carryover of one-time initiatives from the previous school year.

Waterloo Region District School Board
 2019-20 Interim Financial Report (First Quarter)
 Spending Risk Assessment for the Period Ending November 30, 2019

	Actual to Nov 30/19	Actual to Nov 30/18	Year-to year Increase (Decrease)	Forecast vs. Prior year YTD
	% of Forecast Spent	% of Actual Spent		
OPERATING				
Classroom				
Classroom Teachers	25.84%	25.88%	(0.0%)	
Supply Staff	19.37%	19.32%	0.1%	
Teacher Assistants	28.75%	27.93%	0.8%	
Early Childhood Educator	28.18%	27.78%	0.4%	
Textbooks and Classroom Supplies	20.74%	22.15%	(1.4%)	
Computers	18.79%	17.32%	1.5%	
Professionals & Paraprofessionals	24.27%	23.78%	0.5%	
Library & Guidance	26.19%	21.78%	4.4%	
Staff Development	35.76%	43.74%	(8.0%)	1
Department Heads	22.47%	26.86%	(4.4%)	
Principal and Vice-Principals	26.11%	26.40%	(0.3%)	
School Secretaries & Office Supplies	25.36%	25.86%	(0.5%)	
Teacher Consultants	22.17%	24.09%	(1.9%)	
Continuing Education	13.60%	15.07%	(1.5%)	
Instruction-Amortization	0.00%	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	3.98%	0.01%	4.0%	
Sub-Total Instruction Expenses	25.48%	25.51%	(0.0%)	
Other Expenses				
Board Administration	27.14%	25.31%	1.8%	
School Operations	20.44%	20.76%	(0.3%)	
Transportation	30.11%	29.51%	0.6%	
Amortization	0.00%	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	18.6%	0.90%	17.7%	
Sub-Total Other Expenses	23.32%	23.18%	0.1%	
TOTAL OPERATING EXPENSE	25.17%	25.19%	(0.0%)	
NON-OPERATING				
Pupil Accommodation/Renewal/Debt				
School Renewal	12.27%	21.95%	(9.7%)	1
Debt Charges	15.45%	16.38%	(0.9%)	1
Recoverable Costs	24.57%	21.75%	2.8%	
Other Non-Operating Expenses	0.00%	0.00%	0.0%	
Loss on Disposal of TCA and Assets				
Amortization	0.00%	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	10.8%	-5.48%	16.3%	
Total Pupil Accommodation Expense	8.88%	-64.34%	73.2%	
School Generated Funds	0.00%	0.00%	0.00%	
TOTAL EXPENSES	23.65%	23.66%	(0.0%)	

EXPLANATIONS OF SPENDING RISK ASSESSMENT

1. 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 pressure in these areas is not anticipated.

APPENDIX B

Waterloo Region District School Board
Other Grant Revenue- Including Education Program Other (EPO)
Revised at January 16, 2019

<u>OTHER GRANT REVENUE</u>	2018/2019 Budget	2018/2019 Nov 30th	2018/2019 Jan 16th	Variance (Budget to Jan 16th)
EPOs Included in 2018/19 Budget				
Community Use - Outreach Co-ordinator	\$128,000	\$128,000	\$80,000	(\$48,000)
Community Use - Priority Schools	102,000	102,000	63,750	(38,250)
Focusing on Fundamentals in Mathematics	1,478,573	1,478,573	1,478,573	-
Highly Skilled Workforce Strategy K-12 Experiential Learning	222,056	222,056	205,261	(16,795)
Indigenous Support and Engagement	100,000	100,000	100,000	-
Innovation in Learning Fund	108,111	108,111	-	(108,111)
Mental Health Workers in School	477,472	477,472	477,472	-
Well Being: Safe Accepting and Healthy Schools and Mental Health	274,695	274,695	154,655	(120,040)
Sub-total	\$2,890,907	\$2,890,907	\$2,559,711	(\$331,196)
EPOs Not Included in 2018-19 Budget				
Board Leadership Development & Mentoring for All	\$0	\$0	\$61,049	\$61,049
Gap Closing in Literacy: Grades 7-12	-	-	11,000	11,000
Identity-Based Data Collection, Analysis and Use	-	-	125,000	125,000
Ontario Focused Intervention Project -Low Performing Schools	-	-	15,985	15,985
Parents Reaching Out	-	-	90,764	90,764
Positive Preventative Measures Pilot Project	-	-	80,000	80,000
Speak-Up Projects	-	-	15,000	15,000
Specialist High Skills Majors (SHSM)	-	401,176	401,176	401,176
Special Education Professional Assessments	-	-	338,570	338,570
Supporting Schools: Recreational Cannabis Legalization	-	-	50,000	50,000
Supporting Students with Severe Learning Disabilities	-	-	198,000	198,000
Teacher Learning & Leadership Program (TLLP)	-	-	24,950	24,950
Sub-total	\$0	\$401,176	\$1,411,494	\$1,411,494
Total EPO Grants	\$2,890,907	\$3,292,083	\$3,971,205	\$1,080,298
Other Grants				
Local Priorities (Deferred Revenue from 2017/1018)	\$0	\$1,380,517	\$1,380,517	1,380,517
P-VP & Non-Union Remedy Agreement (Deferred Revenue from 2017/2018)	-	\$306,121	\$306,121	306,121
OSSTF Remedy Agreement	-	302,223	549,555	549,555
P-VP & Non-Union Remedy Agreement	-	76,530	76,530	76,530
Literacy & Basic Skills (LBS)	370,900	370,900	370,900	-
Ontario Youth Apprenticeship Program (OYAP)	265,165	265,165	231,269	(33,896)
Official Languages in Education Program: French as a Second Language	214,597	214,597	245,211	30,614
Total Other Grants	\$3,741,569	\$6,208,136	\$7,131,308	\$3,389,739



Report to Committee of the Whole

January 20, 2020

Subject: Anonymous Reporting Tool

Recommendation

This report is for information

Status

Anonymous Reporting Tools (ART) are used in a number of school districts across the province and North America as a method for collecting information regarding a variety of school safety concerns. The basic premise of these tools is to provide school community members with a platform to anonymously report issues of concern to school administrators. While some of these ART are linked to call centres or voice mailboxes, many of these tools are online forms accessed through school or school district websites or applications. The following outlines the feasibility considerations as part of implementing this type of tool.

Methodology

In general, an ART takes the form of a structured interview asking the user a series of questions to describe the incident of concern. Through the structured interview, the user is asked for the school, date, time, location, basic description and names of those involved (if known). Research indicates that the collaborative development of the interview instrument by key stakeholders is essential for gathering high quality information from the user. In addition, some of the platforms reviewed, added an option for the user to identify themselves and request follow-up contact.

Once the information is collected through the online form, it is directed to the appropriate recipients. As mentioned in an earlier Board report, the recommended practice is for the form to be sent to the principal of the school identified and central staff. This practice supports a timely response.

School districts interested in implementing ARTs have the option of developing an internal solution or purchasing a third-party developed solution.

Option #1 - Internal Solution

With an internal solution, the ART form would be developed using internal resources and designed to operate within our current website architecture. These forms tend to have simpler designs and limited functionality. Examples of internally developed forms resemble a basic Google form used to collect a variety of information from users.

Option #2 - External Solution

With an external solution, the ART form would be accessed through a 'button' or link on our board and school websites. These links would take the user to an external site to complete a form developed specifically for the purpose of gathering data on student safety issues. Externally developed solutions draw on the vendor's refined experience in the field.

Required Staffing

The expenses and staffing required to implement and provide ongoing support for this work are included in Appendix A of this report. Through an analysis of current roles and responsibilities, additional staffing would be needed to centrally support this work. The system administrator would serve as a layer of support to ensure timely follow-up at the school level and to monitor the application's ability to appropriately direct reports to the correct recipients. Our research has indicated that there is also value in having staff monitor these reports for trends. For example, staff from our Social Work group or ITS could provide useful expertise in reviewing incoming reports to determine if there are any common areas of concern across the district.

Implementation

The implementation of an Anonymous Reporting Tool would represent a shift in culture within our schools and would require a thoughtful implementation plan with various stakeholders. Our variously impacted employee groups would need to participate in the development of our implementation plan. Specifically, collaboration with our administrators will be essential to developing the tool and the school level procedures that would support this shift in culture and practice in our school communities.

Depending on the option (internal or external) selected, the process could begin with the creation of the questions that would guide the structured interview. This reporting process would be data dependent, so taking steps to acquire the most accurate information from the users would be foundational to the work. Our administrators would need to be partners in our implementation plan as we establish best practices to provide adequate follow-up on submitted reports. In addition, we would need to create communication plans to raise awareness and manage expectations in our school communities. If implemented, this tool would need to be seen as another pathway for communicating non-urgent student safety concerns to school administrators.

Depending on the sophistication and development timelines for this tool, best estimates of the time required to have a fully operational system are one to three years.

Considerations

As stated above, an Anonymous Reporting Tool would not be considered a substitute for the high quality relationships developed between Administrators and their respective

school communities. It is through these relationships that communication about student educational needs, including student safety occurs.

Also, the non-urgent nature of this reporting channel is a key consideration. Our staff are not available on a 24/7 basis, and their well-being and work-life balance will need to be considered when developing best practices. Moreover, the user interface would need to emphasize a reasonable response window, directing the school community to other resources (police, Kids Help phone, mobile crisis) in the case of urgent matters.

Finally, from a survey of the literature there appears to be an absence of peer-reviewed articles in the Canadian context, that speak to the efficacy of anonymous reporting in providing increased student safety or well-being in the school context. The Safe Schools branch of our Ministry of Education still locates the role of the caring adult as central to providing students with a safe learning environment.

Next Steps

Staff will continue to explore Anonymous Reporting Tools and their related efficacy and connect with colleagues in other school districts who are considering or who have implemented these types of tools. Staff will report back to trustees on our findings and next steps in June, 2020.

Background

This report is submitted in response to the following motion from the Board of Trustees:

June 17, 2019

That the Waterloo Region District School Board of Trustees request that staff investigate the possibility of using an anonymous reporting tool to assist students, staff and community members in reporting incidents of bullying and threats or school safety issues, similar to the tool that is currently being used by the Thames Valley District School Board and Durham Catholic District School Board; and

That a written report outlining the feasibility of implementing this type of tool in the WRDSB, along with associated costs, be provided to trustees no later than October 7, 2019.

In addition, on October 21, 2019, staff were requested to provide a more extensive response to the motion.

Financial implications

Based on the scenarios outlined in Appendix A, implementation costs range from \$10,000 to \$60,000 and ongoing annual costs range from \$121,000 to \$146,000.

Communications

In the event the WRDSB decides to proceed with an Anonymous Reporting Tool in our schools, a comprehensive communication plan will need to be developed to reach all stakeholders to support appropriate use and user expectations. Through the implementation process, user experience, recipient experiences will be monitored in consultation with employee groups and administrator associations.

Prepared by: Bill Lemon, Superintendent, Student Achievement & Well-Being
Joe Bell, System Administrator, Safe & Healthy Schools
in consultation with Coordinating Council

Appendix A: Anonymous Reporting Tool Cost Estimates & Staffing

Estimated Cost	Scenario I - Internally Developed Solution	Scenario II - Externally Procured Solution
Implementation Costs (One-time costs)		
Development	\$60,000	\$0
Implementation	<u>0</u>	<u>10,000</u>
[A] - Total One-time Costs	<u>\$60,000</u>	<u>\$10,000</u>
Operational Costs (Ongoing annual costs)		
Ongoing Staffing (0.5 Full time equivalent System Administrator)	86,000	86,000
Ongoing Staffing (0.5 Full time equivalent Support Staff)	35,000	35,000
Annual Subscription Fee	<u>0</u>	<u>25,000</u>
[B] - Total Ongoing Annual Costs	<u>\$121,000</u>	<u>\$146,000</u>
[C] - First Year Cost [A] + [B]	<u>\$181,000</u>	<u>\$156,000</u>



Report to Committee of the Whole

January 20, 2020

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 administrators 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 have finalized our review of 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 charged 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

January 20, 2020

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.

The report was brought to the Board of Trustees at the June 10, 2019, Committee of the Whole meeting but was referred back to Agenda Development for rescheduling.

Financial implications

Financial implications are not known at this time.

Communications

Any amendments to Board Policy 4017 - Fundraising would be reflected on the website once ratified at the next Board Meeting.

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



Board Policy 4017

FUNDRAISING

Legal References: *Education Act Regulation 298, Section 25: Canvassing and Fundraising*

Related References: *Ministry of Education Memo – 2012:B10 Fundraising Guideline*
Board Policy 4008 – Segregation of Duties & Signing Authority
Board Policy 1003 – School Councils
Administrative Procedure 1570 - School Councils
Administrative Procedure 4690 – School Funds
Administrative Procedure 4400 – One-Over-One Approvals
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Ministry of Education Fundraising Guideline
Broader Public Sector Expense Directive

Effective Date: *September 1, 2012*

Revisions: *April 13, 2015, October 16, 2017*

Reviewed: *June 22, 2015*

Definitions:

Fundraising

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources, that is approved by the school principal, in consultation with the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. By regulation, fundraising by schools/school councils is required to be in accordance with Waterloo Region District School Board (Board) policies.

School Community

The school community refers to students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

1. Preamble

- 1.1 It is the policy of the Board to support and encourage fundraising activities that enrich the experience of our students and help build a broader sense of community outside of the school experience.
 - 1.1.1 Fundraising should reflect the values and expectations of the school community.
 - 1.1.2 School communities should be aware of how the proceeds of their fundraising activities will be used.
 - 1.1.3 In determining fundraising activities, consideration must be given to the purposes and principles of public education including diversity, accessibility, equity and inclusivity.
 - 1.1.4 Fundraising conducted at the school level should be conducted under the guidance of the school principal in accordance with the Board policies that promote accountability for the handling and management of the proceeds raised.
 - 1.1.5 Funds raised for school purposes should complement and not be used to replace public funding for education and should not be used to support basic items funded through provincial grants or for capital projects that significantly increase operating costs.
 - 1.1.6 The purposes for which funds are collected must be consistent with the mission and values of the Board.

- 1.1.7 Activities engaged in should support student learning and not detract from the instructional day.
- 1.1.8 Participation in fundraising activities must be voluntary and the privacy and personal information of those involved must be protected.
- 1.1.9 Undertaking fundraising activities should not provide personal gain to any staff member, student or volunteer.
- 1.1.10 Administrative expenses associated with conducting fundraising activities should be minimized.

2. Safety

- 2.1 The fundraising activities must protect the safety of students.
- 2.2 Age appropriate activities and proper supervision must be put in place.
- 2.3 The appropriate safeguards for collection, deposit, recording and use of funds must be instituted.
- 2.4 Students participating in fundraising should not be held responsible for any loss that may be incurred.

3. Accountability and Transparency

- 3.1 The use of fundraising proceeds must be communicated to the school community on a timely basis.
- 3.2 Fundraising must be conducted for a designated purpose and utilized in that manner.
- 3.3 The school community should advise and assist as necessary with fundraising ventures.
- 3.4 No person (staff, volunteers or community business interests) should benefit materially or financially from the fundraising activity.
- 3.5 Transparent financial reporting practices must be in place.

4. Equitable Opportunities

- 4.1 Not all schools have the same capacity to conduct fundraising activities; therefore some schools may have resources which exceed those available to students at other schools.
- 4.2 Schools are encouraged to consider assisting other schools whenever possible and as deemed appropriate by the school community.
- 4.3 Funds raised may be forwarded directly to a targeted school or contributed to a central fund through the Waterloo Education Foundation, Inc. (WEFI) to be distributed as determined by the fundraising school.

5. Fundraising Activities

- 5.1 Fundraising activities must be compliant with:
 - 5.1.1 Municipal, provincial, and federal legislation
 - 5.1.2 Ministry of Education guidelines and policies, such as the Fundraising Guideline, School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline and the Broader Public Sector Procurement Directive.
- 5.2 Capital projects supported by fundraising proceeds should:
 - 5.2.1 Be complementary to publicly funded education
 - 5.2.2 Not result in an increase in the facility capacity of a school
 - 5.2.3 Not result in a significant increase in school or board operating or capital costs

- 5.3 Examples of Acceptable Uses of Fundraising Proceeds
 - 5.3.1 Assistance funds
 - 5.3.2 Supplies, equipment or services which complement or enhance items funded by provincial grants
 - 5.3.3 Field trips or other excursions
 - 5.3.4 Guest speakers or presentations
 - 5.3.5 Ceremonies, awards, plaques, trophies or prizes for students
 - 5.3.6 Scholarships or bursaries
 - 5.3.7 Extracurricular activities and events
 - 5.3.8 School yard improvement projects
 - 5.3.9 Upgrades to sporting facilities
 - 5.3.10 Support for activities that are unique to the cultural character of the school

- 5.4 Examples of Unacceptable Uses of Fundraising Proceeds
 - 5.4.1 Items funded through provincial grants such as basic classroom learning materials and textbooks
 - 5.4.2 Facility renewal, maintenance or upgrades funded through provincial grants
 - 5.4.3 Infrastructure improvements which increase the student capacity of a school or are funded by provincial grants
 - 5.4.4 Goods or services for employees, where such purchases would contravene the *Education Act* or represent a conflict of interest
 - 5.4.5 Professional development including support for teacher attendance at professional development activities
 - 5.4.6 Administrative expenses not associated with fundraising activity
 - 5.4.7 Support for partisan political activity, groups or candidates
 - 5.4.8 Payment for staff or any board employee