

July 20, 2020

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE OF SPECIAL MEETING

A **Special Board Meeting** of the Waterloo Region District School Board will be held via video conference, on **Monday, July 20, 2020, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Announcements/Celebrating Board Activities

Welcoming Trustee L. Tremble

Chairperson

Delegations

Reports

01 Secondary Average Class Size

M. Weinert

04 2019-20 Interim Financial Report and Forecast

M. Gerard

20 2020-21 Budget Overview

M. Gerard

New Math Curriculum Update

A. Mercier

COVID-19 Update

J. Bryant / L. Read

Discussion: Board Retirement Dinner

Chairperson

Question Period (10 minutes)

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

Adjournment

**All matters listed under the Consent Agenda are considered not to require debate by the Board of Trustees and should be approved in one motion in accordance with the recommendation contained in each report.



Report to Board

July 20, 2020

Subject: Secondary Average Class Size

Recommendation

That the Waterloo Region District School Board approve a secondary school average class size of 23.00, effective September 1, 2020.

Status

This report provides information on the secondary average class size for the year 2019-2020 and seeks approval from the board to set the secondary average class size for 2020-2021, as required under the *Education Act*, 170.1 (3) (4).

For the school year 2019-2020, the average class size of our secondary schools is 21.85, as determined under Section 3 of Regulation 399/00 and Section 12 of Regulation 132/12.

For the school year 2020-2021, the average class size for our secondary schools is to be 23.00. The change for the coming school year is because of the recent central agreement reached between the Ontario Secondary School Teachers' Federation, the Ontario Public School Boards Association and the Crown.

Background

Ontario Regulation 399/00 and 132/12, both entitled "Class Size", are part of Ontario's commitment to limit the Board-wide maximum aggregate average class size to 22 in secondary schools. Furthermore, the Regulation provides consistent, province-wide method to be used by school boards in determining the aggregate average class size for secondary schools.

Each Board must determine the average size of all classes as of October 31st and March 31st for each of its secondary schools. The Director of each Board is required to prepare and file the required report on average class size to the Minister of Education. In addition, as per the requirements of the Regulation, the information contained this report must be available at the head office of the Board and distributed to the office of each school of the Board and to the Chair of the school council for each school of the Board.

Financial implications

A secondary school average class size of 21.85 complies with the Grants for Student Needs, as contained in Regulation 284/18: Grants for Student Needs – Legislative Grants for the 2019-2020 School Board Fiscal Year.

Communications

This report will be filed with the Ministry of Education as required through the appropriate electronic reporting procedures.

Prepared by: Michael Weinert, Coordinating Superintendent, Human Resource Services, in consultation with Coordinating Council.

BRDSUM-0032SS.00 Secondary School Average Class Size – Summary

Region: LD

Board Number and Name: B66176 - Waterloo Region DSB

Academic Year: 2019-2020

Submission Period Type March Secondary School

In Accordance with the requirements of Regulations 276/01 and 399/00, and the amending regulations 275/01 and 403/05, the following report is provided to the Minister.

Total pupil credits for all secondary schools

139,656.54

Total number of classroom credits for all secondary schools

6,392.25

Average size of the board's secondary school classes, in the aggregate

21.85

This report represents data in OnSIS. All OnSIS data is signed off by the Director or Director's designate through the signed security form.

SSACS Board Contact Name: Michael Weinert

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Email Address: Michael_Weinert@wrdsb.ca



Report to Board

July 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 May 31, 2020 (Q3); a comparison between the budget and our forecasted year-end position is attached as Appendix A. As indicated in our [2nd Quarter \(Q2\) report](#), the emergence of COVID-19 and subsequent system closure on March 13, 2020, has had a material impact on our finances, and this trend is expected to continue into the 2020-21 school year.

In addition, the impact of labour sanctions (strike days) which occurred during Q2 have now been quantified and, as noted in the report below, further contribute to the material variances we are reporting on. The Board will be reporting these impacts as part of our 2019-20 year-end financial statements to the Ministry of Education. The methodology for calculating strike savings and eligible expenses were outlined in the 1st Quarter (Q1) report which was provided on [January 20, 2020](#).

On the whole, the underlying changes to Board revenues and expenses which we are presenting lead us to forecast that the Board will finish the year with an operating surplus of approximately \$7.4M, or 1.1% of budgeted operating revenues. However, given ongoing efforts to plan for a safe re-entry of students and staff in September 2020, and the costs associated with this, the forecast remains quite variable at this point in the year.

COVID-19 Update

- Subsequent to the May 31, 2020, cut-off for this report, the Ministry of Education made announcements regarding the 2019-20 school year which will have a financial impact on the Board. While some of these are not reflected in the financial data accompanying this report, it is nonetheless prudent to comment on these changes as they will be reflected in the year-end results.
 - Transportation: In [Memorandum 2020: SB07](#), the Ministry announced they would be reducing the 2019-20 Student Transportation Grant by \$24.8 million (provincially),

which is based on the estimated fuel portion of transportation contracts for the months of May and June 2020. The reduction in transportation funding was estimated as 12% of each board's 2019-20 transportation allocation; for the Waterloo Region District School Board, this will result in a reduction in funding of \$437,992. In an effort to enhance the accuracy of the information provided in this report, this adjustment has been reflected in the revenue figures accompanying this report.

- Personal Protective Equipment: Staff are continuing to work with Region of Waterloo Public Health and the Ministry of Education to develop a return to school (work) plan. These plans and the associated resources to implement them (PPE, sanitizer, cleaning agents etc.) will have financial implications for the 2019-20 and 2020-21 fiscal years. We are currently tracking these costs in accordance with Ministry guidelines and will report on them as part of our 2020-21 budget presentation and our 2019-20 year-end financial results.
- Priorities and Partnerships Funding: As part of [Memorandum 2020:B10](#), the Ministry outlined the criteria Boards would need to follow in order to repurpose unspent PPF funds for COVID-19 related supports. In all cases, Boards are required to utilize appropriate Grants for Student Needs (GSN) funding to acquire technology and other resources that may be needed to support student learning. If available GSN funding has been exhausted, PPF funds may be repurposed to support the following:
 - To support the learning and well-being of students and families at home
 - To support educator practice and well-being

Given our forecasted financial position, we do not anticipate the need to repurpose PPF funds to deal with COVID-19 related expenses.

Revenues

- In previous updates provided to the Board, staff identified changes in revenue related to student enrolment and Priorities and Partnerships Funding (other grants) provided by the Ministry of Education. No subsequent variances have been identified in these areas, so they are not addressed below.
- Provincial Grants
 - In-year change: Revenues are expected to be \$13.2M lower than the budget forecast, or 1.9%. This reduction is attributable, in large part, to calculated strike savings resulting from labour disruptions that occurred in late 2019 and early 2020. As noted in the Q1 report provided on [January 20, 2020](#), the Ministry of Education reduces a Board's in-year funding based on calculated strike savings.
 - Impact: Estimated strike savings are \$12.9M and will be confirmed through submission of the Board's 2019-20 Financial Statements. As these savings align with salary and benefit costs which were not incurred as a result of strikes, the net effect to the Board is nil.

- Strategy: Staff will continue to analyze Ministry funding changes and will provide confirmation on the amount as part of our year-end report.
- Other Revenue
 - In-year change: Revenues are expected to be \$7.8M lower than the budget forecast, or 26.2%.
 - Impact:
 - Extended Day Program- The Waterloo Region District School Board directly operates extended day programs in 69 schools across the system, providing before and after care to over 3,700 students. All WRDSB programs closed as of Friday March 13, 2020, and parents were not charged fees during the closure period. The foregone revenue from the program during the closure is approximately \$5.4M.
 - Rental Revenue- During the COVID-19 system closure, rental fees for child care operators who are co-located in our schools have been waived. Furthermore, we have deferred re-payment of capital leases until September 2020. The elimination of rental fees during the closure period will reduce our revenue in this area by approximately \$127 thousand dollars.
 - Education Development Charges - Under the authority of [Ontario Regulation 20/98](#), the Board collects education development charges from new residential and non-residential building permits within the Region of Waterloo. During the emergency closure period, municipalities in the Region were not issuing new building permits and this has reduced our forecast of EDC revenue for the 2019-20 school year by approximately \$2.8M; this shortfall will be included in the analysis undertaken to establish the Board's new EDC by-law, which is scheduled for 2021.
 - Strategy: Staff are working with the Region of Waterloo to access provincial funding that is being made available to Boards who directly operate before and after school programs. This funding, if approved, would cover a portion of the wage and benefit costs incurred by the Board for Extended Day Program staff, as well as fixed overhead costs, during the closure period. There has been no confirmation on when a determination regarding this funding will be made.
- School Generated Funds
 - In-year change: Revenues are expected to be \$7.0M lower than the budget forecast, or 50.0%.
 - Impact: School Generated Funds arise from fundraising, collections, commissions and rebates at the school (e.g. pizza days, hot dog days, bake sales, fundraising campaigns (chocolate bars/popcorn/freezer foods), and walk-a-thons etc.). In turn, these funds are used by the school to cover costs not funded through the school's operating budget (field trips, student celebrations etc.).

- Strategy: With the school closure period extending from mid-March to the end of June, a significant amount of revenue that would have otherwise been collected to fund various activities did not occur; likewise, the expenses that would have been incurred for things like year-end field trips also did not occur, meaning the net effect to the Board (schools) is largely neutral.

Expenditures

- In previous updates to the Board, we provided information to explain forecasted expenditure increases for Classroom Teachers, Supply Costs, Textbooks and Classroom Supplies, Staff Development (PD) and Board Administration. Since then, a combination of factors including labour disruptions and the COVID-19 system closure have significantly changed the landscape of expenditures for the Board. The information below will focus on key areas that have been affected by these events.
- Strike Savings
 - In-year Change: Strike savings, in the form of staff salaries which are not paid by the Board during a withdrawal of service, are estimated at \$12.9M.
 - Impact: The calculation of strike savings, which corresponds to the reduction in provincial grants noted above, are dictated by the Ministry of Education through their [strike savings calculation](#). The net effect to the Board, by design, is neutral.
 - Strategy: The calculation of strike savings and a corresponding reduction in provincial grants will be confirmed through the submission of the Board's financial statements and are subject to Ministry audit.
- Supply Costs
 - In-year change: Total expenditures on supply costs (Teachers, DECEs and Educational Assistants) are forecast to be \$4.9M lower than the budget forecast, a decrease of 23.4%.
 - Impact: As a result of the system closure, expenditures on short-term supply costs are significantly reduced compared to budget, representing an overall savings to the Board.
 - Strategy: Over the past number of years there has been a consistent upward trend in supply costs. As we approached the mid-way point of the 2019-20 school year, this trend was continuing and as of December 31, 2019, we were forecasting that short-term supply costs would exceed the budgeted amount by approximately \$1.0M, or 4.97%. The emergence of COVID-19 and subsequent system closure has dramatically reduced expenditures in this area for the 2019-20 school year, but as we look ahead to 2020-21 and the re-opening of our system, we anticipate further pressures in this area and will be increasing our budget for supply costs accordingly.

- Transportation
 - In-year Change: Total expenditures on transportation are forecast to be \$1.2M lower than the budget forecast, a decrease of 6.4%.
 - Impact: The reduced expenditures on student transportation relate exclusively to the system closure, and will contribute to the forecasted surplus.
 - Strategy: During the system closure, Student Transportation Services of Waterloo Region (STSWR) supported our front line workers (school bus drivers) by continuing to pay the driver salary component of our contracts with operators. This will help retain drivers and ensure that we are able to resume operations when school returns in September 2020. As we look ahead to the 2020-21 school year, we anticipate higher than normal transportation costs as a result of physical distancing and cleaning measures that will need to be put in place to align with public health guidelines; these costs will be accounted for as part of the 2020-21 budget.
- Textbooks and Classroom Supplies
 - In-year Change: Total expenditures on Textbooks and Classroom Supplies are projected to be \$2.5M lower than the budget forecast, a decrease of 16.6%.
 - 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 decrease noted above is largely the result of the system closure and the absence of spending during April and May 2020. As restrictions began to lift and schools started looking ahead to 2020-21, spending on classroom materials and supplies has increased, but we still expect significant savings in this area of the budget.
 - Strategy: Over the summer we expect to incur additional costs as our system prepares for a return in September. Staff are continuing to monitor expenditures and will provide a final update as part of our year-end report.
- School Operations
 - In-year change: Expenditures are forecast to be \$3.2M lower than the budget forecast, a decrease of 5.0%.
 - Impact: The forecast savings are the result of a combination of factors including utilities (\$1.3M), vacant trade positions (\$600 thousand) and general operating savings (\$1.1M). While some of these savings will be utilized to prepare for September 2020, we expect an overall savings in this area of the budget.
 - Strategy: Facility Services staff supported our entire system during the closure period, ensuring that schools and administrative buildings had PPE (gloves) and hand sanitizer available to those who had to access our buildings, that staff and students were supported collecting personal belongings, and that child cares were cleaned and ready for operations. More recently, they are busy ensuring that our facilities are clean and are prepared for September.

Overall, staff continue to identify, assess and mitigate against financial risks to help ensure the fiscal well-being of the organization. As noted above, ongoing efforts to plan for September

2020 will have financial implications for the Board, which will be reflected in our year-end results.

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 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 (Third Quarter- March 1, 2020 to May 31, 2020)

Summary of Financial Results		(000's)		
	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants-GSN	711,681	698,440	(13,241)	(1.9%)
Revenue transferred from/(to) deferred revenue	86	450	364	426.0%
Other Grants	625	4,495	3,870	618.9%
Other Revenue	29,591	21,832	(7,759)	(26.2%)
School Generated Funds	14,000	7,000	(7,000)	(50.0%)
Transferred from DCC**	35,618	35,618	-	0.0%
Transferred to DCC**	(16,025)	(16,472)	(446)	2.8%
Total Revenue	775,575	751,364	(24,212)	(3.1%)
Expenses				
Instruction	600,572	582,433	(18,139)	(3.0%)
Administration	18,389	18,575	186	1.0%
Transportation	18,638	17,438	(1,200)	(6.4%)
School Operations & Maintenance	64,989	61,538	(3,451)	(5.3%)
Pupil Accom/Renewal/Debt/Non-operating	48,611	48,894	283	0.6%
School Generated Funds	14,000	7,000	(7,000)	(50.0%)
Total Expenses	765,199	735,877	(29,322)	(3.8%)
Surplus/(Deficit)	10,376	15,487	5,110	49.2%

Changes in Revenue

- Provincial Grants- change to reflect projected strike savings and transportation funding reduction for May and June 2020 due to COVID-19 closure
- 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 the 2019-20 budget submission
- Other Revenue- Net effect of decrease in extended day fees due to COVID-19 closure; increase in fully recoverable positions; decrease in EDC revenues due to fewer building permits being issued
- School Generated Funds - change to reflect projected decrease in revenues from school closures due to COVID-19

Change in Expenditures

- Instruction- Reflects changes due to additional PPF announcements following 2019-20 budget submission; projected savings in supply staff, professional development, strike savings and reduced spending (supplies, materials) as a result of COVID-19
- Administration- Net effect of increases due to additional PPF announcements following 2019-20 budget submission and carryover of one-time initiatives from previous year; projected savings from staff vacancies, professional development and utilities
- Transportation- projected savings from school closures due to COVID-19
- School Operations & Maintenance- projected savings from a decrease in utility costs (COVID-19), general operating expenses (COVID-19) and staff vacancies
- Pupil Accom/Renewal/Debt/Non-Operating- Net impact of increase in school renewal expenditures, increase in fully recoverable positions and decrease in extended day staff costs due to COVID-19
- School Generated Funds - Change reflects projected decrease in expenditures from school closures due to COVID-19

**DCC - Deferred Capital Contributions

2019-20 Interim Financial Report (Third Quarter- March 1, 2020 to May 31, 2020)

DETERMINATION OF ANNUAL OPERATING SURPLUS	Budget	Forecast
PSAB Surplus/(Deficit) (from above)	10,376	15,487
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)	6,870
Committed capital projects annual amortization	663	543
ANNUAL Unappropriated Operating Surplus/(Deficit)	0	7,413

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 (Third Quarter- March 1, 2020 to May 31, 2020)

Summary of Enrolment

ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK	4,054.61	4,167.28	112.67	2.8%
SK	4,582.16	4,410.73	(171.43)	-3.7%
Grades 1-3	13,374.24	13,350.00	(24.25)	-0.2%
Grades 4-6	14,144.98	13,830.86	(314.13)	-2.2%
Grades 7-8	9,063.00	9,428.05	365.05	4.0%
Other Pupils (International)	20.00	14.00	(6.00)	-30.0%
Total Elementary	45,238.99	45,200.90	(38.09)	-0.1%
Secondary				
Pupils of the Board <21	19,413.61	19,346.86	(66.75)	-0.3%
High Credit Pupils	26.50	54.96	28.46	107.4%
Pupils of the Board >21	8.96	5.18	(3.78)	-42.2%
Other Pupils (International)	95.00	93.50	(1.50)	-1.6%
Total Secondary	19,544.07	19,500.50	(43.57)	-0.2%
Total	64,783.06	64,701.40	(81.66)	-0.1%

Note: Forecast based on October 31st and March 31st OnSIS information

Highlights of Changes in Enrolment:

- Minor variances reported in the both the elementary and secondary panel; grade specific variances are attributable to forecasts for growth being applied to one grade cohort and actual growth being realized in another.
- We have adjusted our multi-year forecast for both elementary and secondary to reflect the most recent data available; we expect a gradual increases moving forward.

Summary of Staffing

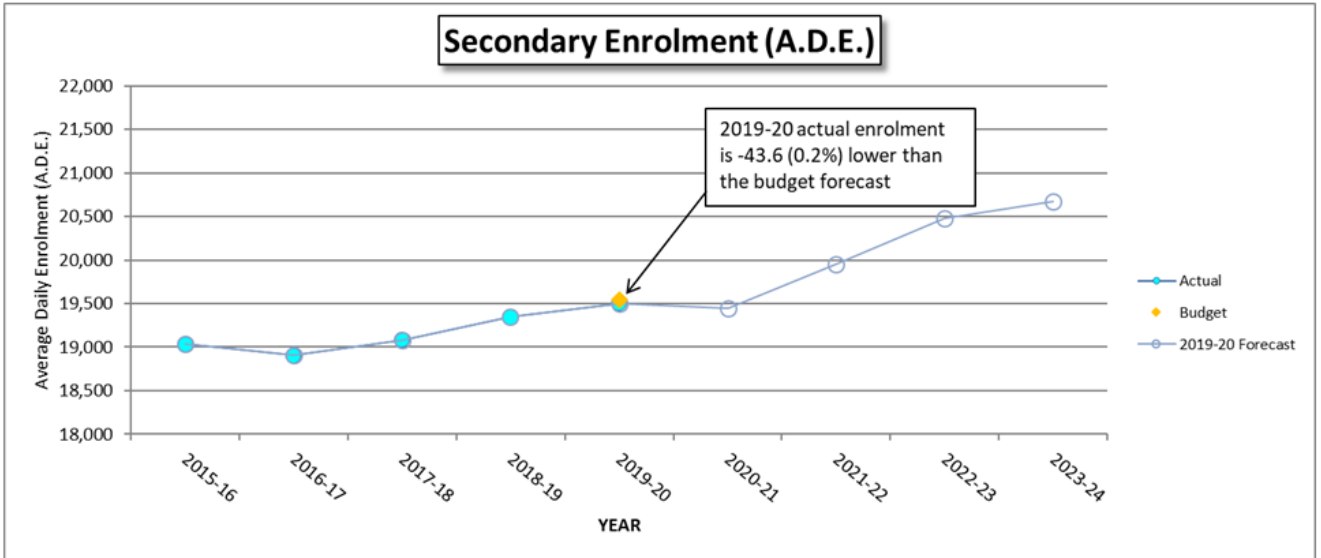
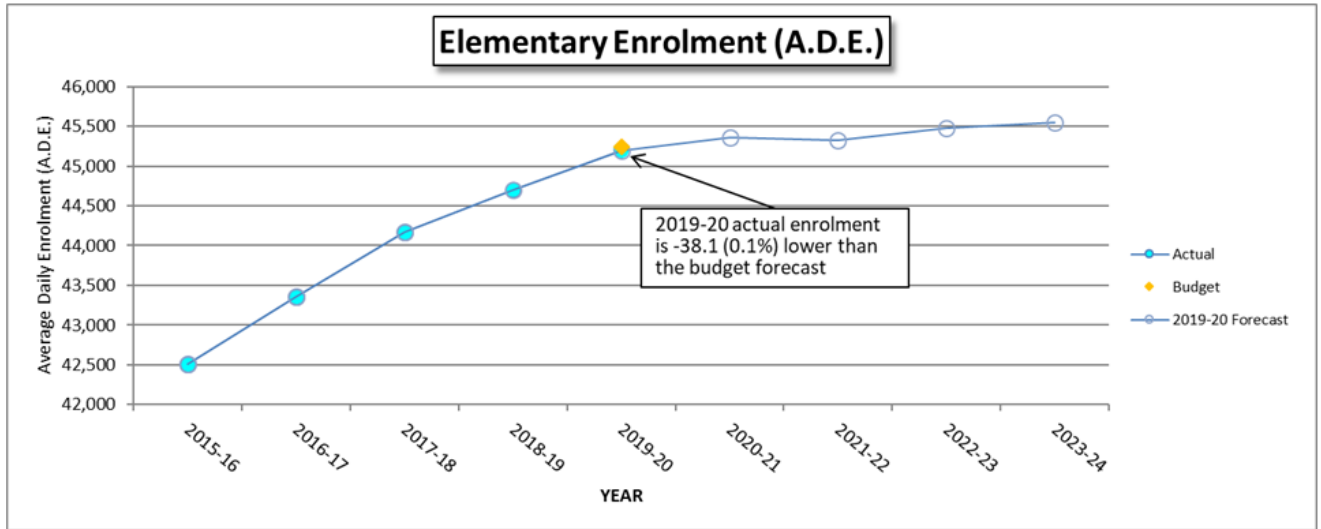
FTE	Budget	Actual	In-Year Change	
			#	%
Instruction				
Classroom Teachers	3,860.65	3,852.30	(8.35)	-0.22%
Non-Classroom	2,000.60	2,017.30	16.70	0.83%
Total Instruction	5,861.25	5,869.60	8.35	0.14%
Non-Instruction	839.50	807.30	(32.20)	-3.84%
Total	6,700.75	6,676.90	(23.85)	-0.36%

Highlights of Changes in Staffing:

- October 31st numbers exclude vacant permanent positions

2019-20 Interim Financial Report (Third Quarter- March 1, 2020 to May 31, 2020)

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



Waterloo Region District School Board
2019-20 Interim Financial Report (Third Quarter)
PSAB Revenues for the Period Ending May 31, 2020

	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%	18,193,360	(682,242)	(3.61%)	1
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%	
Strike Savings	-	0.0%	(12,918,663)	(12,918,663)	0.00%	
Teacher Job Protection Funding	19,557,693	-	19,310,198	(247,495)	(1.27%)	2
Total Provincial Grants for Student Needs (GSN)	711,680,555	(0.5%)	698,439,780	(13,240,775)	(1.86%)	
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%	3
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%)	1,673,150	(126,750)	(7.04%)	
Education Development Charge	10,637,407	-	7,837,407	(2,800,000)	(26.32%)	
Other Revenue	15,123,860	(1.7%)	10,286,034	(4,837,826)	(31.99%)	4
Non Grant Revenue	29,591,367	(20.9%)	21,832,391	(7,758,976)	(26.22%)	
School Generated Funds Revenue	14,000,000	4.5%	7,000,000	(7,000,000)	(50.00%)	
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%)	751,363,674	(24,211,573)	(3.12%)	

Waterloo Region District School Board
2019-20 Interim Financial Report (Third Quarter)
PSAB Revenues for the Period Ending May 31, 2020

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Ministry adjustment for transportation related to COVID-19 system closure
- 2 Net increase in retirements relative to forecast reduces the teacher job protection funding
- 3 Additional PPF grants announced after budget submission
- 4 Net effect of increase in recoverable billings, OSBIE insurance rebate and decrease in extended day revenue due to COVID-19 system closure

Waterloo Region District School Board
 2019-20 Interim Financial Report (Third Quarter)
 PSAB Expenses for the Period Ending May 31, 2020

A. Budget Assessment					
	2019-20				Material Variance
	Budget	Forecast	Change		
			\$ Increase	% Increase	
OPERATING					
Classroom					
Classroom Teachers	400,835,278	390,996,059	(9,839,219)	(2.5%)	1
Supply Staff	21,033,800	16,105,623	(4,928,177)	(23.4%)	2
Teacher Assistants	34,629,419	34,629,419	-	0.0%	
Early Childhood Educator	18,694,700	18,059,511	(635,189)	(3.4%)	1
Textbooks and Classroom Supplies	14,862,808	12,398,534	(2,464,274)	(16.6%)	2
Computers	6,780,844	6,780,612	(232)	(0.0%)	
Professionals & Paraprofessionals	29,617,612	29,812,223	194,611	0.7%	
Library & Guidance	13,653,320	13,322,189	(331,131)	(2.4%)	
Staff Development	2,308,772	2,331,545	22,773	1.0%	
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	15,684,389	(277,201)	(1.7%)	1
Teacher Consultants	9,103,153	9,500,129	396,976	4.4%	
Continuing Education	2,077,387	1,985,846	(91,541)	(4.4%)	
Instruction-Amortization	6,379,421	6,379,421	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(6,099,299)	(6,271,026)	(171,727)	2.8%	
Sub-Total Instruction Expenses	600,572,213	582,432,782	(18,139,431)	(3.0%)	
Other Expenses					
Board Administration	17,756,824	18,548,573	791,749	4.5%	
School Operations	65,275,745	62,033,536	(3,242,209)	(5.0%)	2
Transportation	18,636,730	17,436,730	(1,200,000)	(6.4%)	2
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	97,550,541	(4,465,450)	(4.4%)	
TOTAL OPERATING EXPENSE	702,588,204	679,983,323	- 22,604,881	(3.2%)	
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	11,345,474	(1,325,726)	(10.5%)	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	48,893,781	283,214	0.6%	
School Generated Funds	14,000,000	7,000,000	(7,000,000)	(50.0%)	
Covid-19 Expenses					
TOTAL EXPENSES	765,198,771	735,877,104	(29,321,667)	(3.8%)	

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EXPLANATIONS OF MATERIAL BUDGET VARIANCES

1. Reduced expenditures related to costs (salary and benefits) not incurred during labour strikes.
 2. Forecast has been adjusted to reflect the reduced spending as a result of COVID-19
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B. Risk Assessment

	Actual Spending @		Actual Spending @		Year-to year Increase (Decrease)	Forecast vs. Prior year YTD
	May 31/20	% of Forecast Spent	May 31/19	% of Forecast Spent		
OPERATING						
Classroom						
Classroom Teachers	298,128,366	76.25%	308,800,571	76.87%	(0.6%)	
Supply Staff	13,768,010	85.49%	16,949,916	80.62%	4.9%	1
Teacher Assistants	29,864,992	86.24%	30,561,539	85.42%	0.8%	
Early Childhood Educator	15,269,490	84.55%	15,513,771	84.60%	(0.1%)	
Textbooks and Classroom Supplies	8,264,522	66.66%	12,659,632	72.02%	(5.4%)	1
Computers	3,851,432	56.80%	3,655,792	56.18%	0.6%	
Professionals & Paraprofessionals	21,607,921	72.48%	22,313,812	76.93%	(4.4%)	
Library & Guidance	10,443,630	78.39%	10,858,134	78.25%	0.1%	
Staff Development	2,305,782	98.90%	2,631,973	80.10%	18.8%	
Department Heads	1,070,794	75.13%	1,091,697	76.94%	(1.8%)	
Principal and Vice-Principals	22,846,774	77.99%	22,439,052	77.06%	0.9%	
School Secretaries & Office Supplies	12,005,090	76.54%	12,733,124	79.65%	(3.1%)	
Teacher Consultants	6,719,024	70.73%	6,710,639	75.69%	(5.0%)	
Continuing Education	902,396	45.44%	947,926	51.27%	(5.8%)	
Instruction-Amortization		0.00%		0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(2,222,287)	35.44%	(3,199,016)	52.12%	(16.7%)	
Sub-Total Instruction Expenses	444,825,936	76.37%	464,668,562	76.92%	(0.5%)	
Other Expenses						
Board Administration	13,585,539	73.24%	13,211,894	78.36%	(5.1%)	
School Operations	44,709,569	72.07%	44,904,586	71.96%	0.1%	
Transportation	16,777,222	96.22%	16,290,504	89.03%	7.2%	
Amortization	-	0.00%	-	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(723,008)	61.6%	(607,322)	101.60%	(40.0%)	
Sub-Total Other Expenses	74,349,321	76.22%	73,799,662	75.66%	0.6%	
TOTAL OPERATING EXPENSE	519,175,257	76.35%	538,468,224	76.74%	(0.4%)	
NON-OPERATING						
Pupil Accommodation/Renewal/Debt						
School Renewal	5,144,240	49.07%	5,702,556	61.08%	(12.0%)	1
Debt Charges	6,058,419	98.14%	6,728,572	101.96%	(3.8%)	
Recoverable Costs	9,664,066	85.18%	10,212,075	79.52%	5.7%	1
Other Non-Operating Expenses		0.00%		0.00%	0.0%	
Loss on Disposal of TCA and Assets		0.00%		0.00%	0.0%	
Amortization		0.00%		0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(3,308,918)	39.1%	(3,720,936)	-13.26%	52.3%	
Total Pupil Accommodation Expense	17,557,807	35.91%	18,922,267	-277.69%	313.6%	
School Generated Funds		0.00%		0.00%	0.00%	
Covid-19 Expenses	977,085					
TOTAL EXPENSES	537,710,150	73.07%	557,390,491	72.82%	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

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.



Report to Board

July 20, 2020

Subject: 2020-21 Budget Overview

Recommendation

This report is for the information of the Board.

Status

The Budget Department within Financial Services has been working collaboratively with all departments within the organization to develop the Board's annual budget. This process commenced in January 2020 by initially analyzing prior year's annual departmental budgets and identifying strategic priorities for the upcoming school year.

Upon receipt of necessary information from the Ministry of Education regarding the Grants for Student Needs, the Budget Department has been working to analyze budget allocations, incorporate new Ministry priorities into the budget and make adjustments to departmental budgets to ensure the Board operates in a sustainable manner.

The 2020-21 budget will be a unique process as the primary focus will be returning students physically to the classroom after several months shutdown due to COVID-19 global pandemic. As we finalize our Return to School process, Trustees can expect to see an increase in expenditure costs in various categories such as cleaning supplies, personal protective equipment, additional staffing costs to support the transition back to school and anticipated increases in absenteeism.

The following timeline provides dates and topics of future Trustee meetings in relation to the development of the 2020-21 budget.

- July 20, 2020 - Overview of the 2020-21 Grants for Students Needs and presentation of the Quarter 3 Interim Financial Report
- July 22, 2020 - Budget Delegations
- July 27, 2020 - Budget discussions including Capital, School Renewal, School Condition Improvement, Extension Funding/Support for Students Funding,

preliminary COVID response projections for 2020-21, and Priorities and Partnership Funding

- August 10, 2020 - Presentation of the Budget report and additional budget discussions
- August 12, 2020 - Additional budget discussions as required
- August 17, 2020 - Additional budget discussions as required

Due to the late release of the Grants for Student Needs, the Ministry of Education has extended the deadline for school boards to submit their budgets. This year, ratified school budgets are to be provided to the Ministry of Education no later than August 19, 2020.

Background

In previous school years, the Grants for Student Needs was released in late March or early April of the school year preceding the budget year. For the 2020-21 school year, the Grants for Student Needs was released on June 19, 2020, due in part to the unique circumstances being addressed by the sector as it responds to the global COVID-19 pandemic.

The Grants for Student Needs is available on the Ministry of Education's (Ministry) website. The following hyperlinks reference the materials provided by the Ministry.

1. Memorandum 2020 B08: [Grants for Student Needs \(GSN\) Funding for 2020-21](#)

This memorandum highlights the changes to the Grants for Student Needs for the 2020-21 school year while highlighting the Ministry's priorities.

2. Memorandum 2020 B10: [2020-21 Priorities and Partnership Fund Appendix A – 2020-21 Priorities and Partnerships Funding Allocations](#)

This memorandum highlights the Priorities and Partnership Fund (previously Education Program Other Grants) available to school boards. This list contains a number of larger grants but not all grants are announced in this memorandum.

3. Memorandum 2020 B09: [Capital Funding for the 2020-21 School Year](#)

This memorandum outlines capital funding including school renewal, school condition improvement, and capital priorities.

4. Memorandum 2020 SB06: [Special Education Grant Funding for 2020-21](#)

5. Memorandum 2020 SB07: [Student Transportation – Grants for Student Needs 2020-21](#)

6. [Technical Paper 2020-21](#)

The Grants for Student Needs Technical Paper is the document that guides the work of school boards as they compile their budgets. The Technical Paper includes but is not limited to details about funding allocations, costings, and reporting requirements.

7. [Grants for Student Needs Projections for the 2020-21 School Year](#)

These projections are at a point in time and vary from the information provided to Boards in the Education Financial Information System (EFIS). As the projections contain a number of assumptions and these assumptions change over time, the information presented here should be considered point in time data.

8. [2020-21 Education Funding: A Guide to the Special Education Grant, Special Equipment Amount \(SEA\), 2020-21, Special Incidence Portion \(SIP\), 2020-21](#)

These guides provide a more user friendly description of Special Education funding provided to school boards.

Financial implications

The financial implications of the 2020-21 Grants for Student Needs will be described in future reports to the Board of Trustees.-

Communications

Further communications will happen at the future Special Committee of the Whole Meetings.

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