

**WATERLOO REGION DISTRICT SCHOOL BOARD
NOTICE AND AGENDA**

A Committee of the Whole meeting of the Waterloo Region District School Board will be held via video conference, on **Monday, March 21, 2022, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Tarama Lorincz - WRDSB Statement Regarding the Ukraine
Julie Meier - Grade 8 Year-End Celebrations
Andrew Wilson - Ventilations and CO2 Monitoring

Staff Follow Up

Policy and Governance

01	Board Policy 1006 - Prevalent Medical Conditions	G. Shantz
05	Board Policy 5010 - Employment and Placement of Relatives	G. Shantz
12	Board Policy 5009 - Travel, Meals and Hospitality Expenditures – Staff	M. Gerard
14	Board Policy 6006 - Adult and Continuing Education	D. Lataille-Herdsman

Reports

16	Interim Financial Report and Forecast	M. Gerard / N. Landry
30	Major Capital Projects Quarterly Update	M. Gerard / J. Veit
32	650 Laurelwood Drive School Renaming	C. Hill
39	Trustee Determination and Distribution	Chairperson
42	Board Retirement Celebration	Chairperson
43	Motion: CO2 Monitors	Trustee J. Weston

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



Waterloo Region
District School Board

Board Policy 1006

SUPPORTING STUDENTS WITH PREVALENT MEDICAL CONDITIONS

(Anaphylaxis, Asthma, Diabetes, Epilepsy & Seizure Disorder and/or Other)

Responsibility:	Coordinating Superintendent, Human Resources & Equity Services
Legal References:	PPM (Policy / Program Memorandum) 161 <i>Sabrina's Law, 2005</i> <i>Ryan's Law, 2015</i> <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i> <i>Personal Health Information Protection Act (PHIPA)</i>
Related References:	Board Policy 1008 Equity and Inclusion <i>AP 1460 Administration of Medication</i> <i>AP 1470 Anaphylaxis Management Plan</i> <i>AP 1530 Diabetes Management</i> <i>AP 1467 Asthma Management Plan</i> <i>AP 1463 Epilepsy and Seizure Disorder Management Plan</i>
Effective Date:	<i>November 28, 2005</i>
Revisions:	June 9, 2014 , April 8, 2019 , March 21, 2022
Reviewed:	October 17, 2016 , February 12, 2018 , March 21, 2022

1. Preamble

- 1.1 In accordance with PPM 161 and to promote the safety and well-being of students and as required by Sabrina's Law and Ryan's Law, it is the policy of the Waterloo Region District School Board (WRDSB) to establish and maintain Administrative Procedures for students with anaphylactic/severe allergic reactions and for students diagnosed with asthma.
- 1.2 In accordance with PPM 161 and to promote the safety and well-being of students, it is the policy of the WRDSB to establish and maintain Administrative Procedures for students diagnosed with Diabetes, Epilepsy and Seizure Disorder and/or any other Prevalent Medical Conditions.

2. Responsibilities of the Principal

The Principal will:

- 2.1 Implement plans that reduce the risk of exposure to Anaphylactic/Asthmatic Causative agents in classrooms and common school areas that may directly trigger a reaction for the student.
- 2.2 Ensure WRDSB staff are aware of how to respond when dealing with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, Epilepsy & Seizure Disorder and/or Other) and provide specific training.

- 2.3 Share a communication plan for the dissemination of information on Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, Epilepsy & Seizures Disorder, and/or Other) to parent(s)/legal guardian(s), pupils and employees.
- 2.4 Develop an individual Plan of Care for each pupil who has a Prevalent Medical Condition.
- 2.5 Ensure that, upon registration, parent(s)/guardian(s) and pupils shall be asked to supply information on Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, Epilepsy & Seizures Disorder, and/or Other).
- 2.6 Maintain a file for each pupil with a Prevalent Medical Condition of current treatment and other information, including a copy of any prescriptions and instructions from the pupil's physician or nurse and a current emergency contact list.

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SUPPORTING STUDENTS WITH PREVALENT MEDICAL CONDITIONS

(Anaphylaxis, Asthma, Diabetes, Epilepsy & Seizure Disorder and/or Other)

Responsibility:	<i>Superintendent, Human Resource Services</i>
Legal References:	PPM 161 <i>Sabrina's Law, 2005</i> <i>Ryan's Law, 2015</i> <i>MFIPPA</i>
Related References:	Board Policy 1008 Equity and Inclusion <i>AP 1460 Administration of Medication</i> <i>AP 1470 Anaphylaxis Management Plan</i> <i>AP 1530 Diabetes Management</i> <i>AP 1467 Asthma Management Plan</i> <i>AP 1463 Epilepsy and Seizure Disorder Management Plan</i>
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Waterloo Region
District School Board

Board Policy 5010

EMPLOYMENT CONFLICTS OF INTEREST: AND HIRING AND PLACEMENT OF RELATIVES

Legal References:	<u><i>Education Act</i></u> <i>Human Rights Code, R.S.O. 1990, c. H. 19 s.24.</i>
Related References:	<i>Administrative Procedure 4360 – Principles of Business Conduct for Board Employees.</i> <i>Administrative Procedure 3760 – Progressive Discipline</i> <i>Ontario College of Teachers Standards of Practice and Ethical Standards</i> <i>Board Policy 5000 – Employment (Fair, Equitable and Inclusive Hiring)</i> <i>WRDSB Recruitment and Selection Conflict of Interest Declaration Form</i>
Effective Date:	December 13, 2010
Revisions:	February 22, 2016 , April 10, 2017, January 18, 2021 , March 21, 2022
Reviewed:	June 18, 2018 , January 18, 2021 , March 21, 2022

1. Preamble

The Waterloo Region District School Board (“WRDSB” ~~or “the Board”~~) is committed to a fair and equitable policy of employment and advancement based on the promotion of diversity, qualifications and merit. This Policy is intended to facilitate Employees' ability to maintain the highest business and ethical standards, and to facilitate the protection of the integrity of Employees in the course of their ~~teacher~~ hiring responsibilities to the WRDSB. Under some circumstances, the employment and placement of a person with whom the Employee has, or has had, a Relationship with may create ~~potential conflict with, or the appearance of conflict with this stated Board objective~~ a real or perceived conflict with these stated objectives. This Policy defines and addresses potential, apparent and actual conflicts of interest. It provides guidance to Employees so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management. The fundamental principle underlying this Policy is that Employees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of the WRDSB.

2. Definitions

- 2.1 Conflict of Interest means a potential, apparent, or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to the WRDSB, or with the Employee's participation in any recommendation or decision pertaining to ~~teacher~~ hiring within the WRDSB.
- 2.2 Employee refers to all persons who are currently engaged in active employment with the ~~Board~~ WRDSB regardless of employment status (e.g., full-time, part-time, regular, term, contract) ~~and who are involved in hiring.~~
- 2.3 ~~Close Relative, for the purposes of this policy, shall be defined as anyone of the following who is related by blood, marriage, or legal relationship to an employee: spouse; parent or child; grandparent or grandchild; brother or sister; uncle or aunt; nephew or niece; spouse of any of the aforementioned; or unmarried couples living together.~~
- ~~“Relative”, for the purpose of this policy, includes but is not limited to: current or former spouses or domestic partners (including at common law); fiancés; children or step-children; siblings or step-siblings; parent or step-parents; grandparents or step-grandparents; and uncles/aunts, and nephews/nieces.~~
- ~~Relationship means any relationship of the Employee to persons of his or her immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.~~
- 2.4 External Activity means any activity of an Employee outside the scope of her/his employment with the WRDSB undertaken as part of a commercial or volunteer enterprise.
- 2.5 Supervisor means the person to whom an Employee reports.

3. Specific Conflicts

- 3.1 Without restricting the generality of this Policy, the following circumstances may give rise to Conflicts of Interest:
- 3.1.1 participating in, or influencing the outcome of the appointment, hiring, promotion, supervision, or evaluation of a person with whom the Employee has, or has had, a Relationship;

3.1.2 acceptance by an Employee of a gift from any of the following persons or entities if a reasonable person might conclude that the gift could influence the employee when performing hiring duties with the WRDSB:

- a) a person, group, or entity that has dealings with the WRDSB;
- b) a person, group, or entity to whom the Employee provides services in the course of his or her duties to the WRDSB;
- c) a person, group, or entity that seeks to do business with the WRDSB.

An Employee who is offered a gift in the circumstances described in 3.1.2 above shall, in writing, notify his or her Supervisor.

4. Policy

- 4.1 Employees of the WRDSB occupy positions of great trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently, and impartially.
- 4.2 Employees shall support and advance the interests of the WRDSB and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the ~~Board~~ WRDSB or may affect their ability to exercise skill and good judgment on behalf of the ~~Board~~ WRDSB in the performance of their duties.
- 4.3 In the interest of and appearance of productivity, equitable treatment of employees, and the protection of ~~Board~~ WRDSB resources, no individual shall be employed in a school or other ~~Board~~ WRDSB location under the supervision or direction of a close relative. Further, no close relative shall have influence and/or effect regarding an individual's progress, performance, welfare, work environment or workload.
- 4.4 Employees of the ~~Board~~ WRDSB are not to initiate nor participate in ~~Board~~ WRDSB decisions involving a close relative, which includes, but is not limited to initial appointments, reappointments, promotions, evaluations, salary changes or granting leaves of absences. ~~The interview chair/team must declare that no conflict of interest exists with all candidates including the successful candidate in the Interview Summary and Recommendation to Hire paperwork that is submitted to Human Resource Services.~~
- 4.5 In the event that an employee of the ~~Board~~ WRDSB enters into such restricted employment relationship, one of the employees should seek a transfer, or request a change to the reporting relationship structure. These changes will be supported by the appropriate Superintendent, Principal, Manager/Supervisor, and approved by the Coordinating Superintendent, Human Resources & Equity Services.

- 4.6 Where an employee of the ~~Board~~ WRDSB is in a restricted employment relationship and fails to seek a transfer, or is unsuccessful in facilitating a transfer or change in the reporting relationship structure, the Coordinating Superintendent, ~~of~~ Human Resources & Equity Services, or designate may implement an administrative transfer.
- 4.7 This policy does not preclude the hiring or employment of staff who are members of another employee's immediate or extended family.

5. Procedures for Disclosure of Conflicts of Interest

- 5.1 All Employees have an obligation to disclose to their Supervisor or the Coordinating Superintendent Human Resources & Equity Services or designate any Conflict of Interest. The Employee must disclose in writing as soon as she/he could reasonably be aware that a Conflict of Interest exists. The existence of a Conflict of Interest does not necessarily preclude involvement in the issue which has given rise to the Conflict ("the Matter"). The Employee must declare, in writing, the nature and extent of the Conflict of Interest no later than any meeting or process in which the Employee participates and at which the Matter is to be considered. The Employee must refrain from taking part in any discussion or decision-making in relation to the Matter, and withdraw from any meeting or process when the Matter is being discussed until a decision has been reached regarding the manner in which the Conflict of Interest will be addressed.
- 5.2 A Conflict of Interest involving an Employee may also be reported to a Supervisor by any other person. A report to a Supervisor about the existence of a potential, apparent or actual conflict of interest shall be made in writing.
- 5.3 The conflict of interest as noted in 5.1 and 5.2 above, shall be disclosed on the WRDSB's Recruitment and Selection [Conflict of Interest Declaration form](#).

6. Procedures for Management of Conflicts of Interest

- 6.1 If the Supervisor or Coordinating Superintendent Human Resources & Equity Services or designate to whom the disclosure is made also has a Conflict of Interest, the disclosure should be made in writing to the person at the next highest level of authority.
- 6.2 The Supervisor or Coordinating Superintendent Human Resources & Equity Services or designate will investigate to determine if a Conflict of Interest exists. Where appropriate, the Supervisor or Director of Education may consult with the Employee and/or others.

- 6.3 If the Supervisor or Coordinating Superintendent Human Resources & Equity Services or designate determines there is a Conflict of Interest, the Supervisor or Director of Education should resolve the matter as per section 7 below and shall document, in writing, any remedies that have been applied.

7. Options for Resolving Conflicts of Interest

- 7.1 If a Supervisor or Coordinating Superintendent Human Resources & Equity Services or designate determines that a Conflict of Interest exists, the Supervisor or Coordinating Superintendent Human Resources & Equity Services or designate will decide a course of action from the following options:
- 7.1.1 If the Matter pertains to section 3.1.1 above, and where the Employee may be knowledgeable and have information central to the discussion, the Employee with a Conflict or appearance of Conflict may be permitted to be involved in the Matter without participating in the final decision described in section 3.1.1 above.
- 7.1.2 If an Employee fails to disclose a Conflict as per section 5 above, a range of remedies can be applied, up to and including the termination of employment.

8. Contraventions of this Policy

- 8.1 Adherence to this Policy, in letter and in spirit, is crucial to the relationships of trust that exist between the WRDSB, its Employees, and the public. Contraventions of this Policy, whether arising from dishonesty or inattention, undermine these relationships and may lead to disciplinary action. For Employees, disciplinary sanctions for breach of this policy may take a range of forms appropriate to the nature of the contravention and could include dismissal from employment.

9. Appeal Process

- 9.1 In limited circumstances, such as specialized educational background and experience, the employment of two employees in a Relationship ~~close family members~~ in a single work location may be desirable, despite one being under the supervision or direction of the other. In such limited circumstances the employee, or both employees, may seek an exemption from the Coordinating Superintendent, Human Resources & Equity Services.



EMPLOYMENT AND PLACEMENT OF RELATIVES

Legal References:	Education Act Human Rights Code, R.S.O. 1990, c. H. 19 s.24.
Related References:	Administrative Procedure 4360 – Principles of Business Conduct for Board Employees. Administrative Procedure 3760 – Progressive Discipline Ontario College of Teachers Standards of Practice and Ethical Standards
Effective Date:	December 13, 2010
Revisions:	April 10, 2017, January 18, 2021
Reviewed:	June 18, 2018

1. The Waterloo Region District School Board (WRDSB) is committed to a policy of fair and equitable employment and advancement, based on the promotion of diversity, qualifications and merit. Under some circumstances, the employment and placement of a “relative” may create a real or perceived conflict with these stated objectives.
2. **Definitions**
 - 2.1 Employee refers to all persons who are currently engaged in active employment with the WRDSB regardless of employment status (e.g., full-time, part-time, regular, term, contract).
 - 2.2 “Relative”, for the purpose of this policy, includes but is not limited to: current or former spouses or domestic partners (including at common law); fiancés; children or step-children; siblings or step siblings; parent or step-parents; grandparents or step-grandparents; and uncles/aunts, and nephews/nieces.
3. **Policy**
 - 3.1 Employees of the WRDSB occupy positions of great trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently, and impartially.
 - 3.2 Employees shall support and advance the interests of the WRDSB and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the WRDSB or may affect their ability to exercise skill and good judgment on behalf of the WRDSB in the performance of their duties.
 - 3.3 In the interest of and appearance of productivity, equitable treatment of employees, and the protection of WRDSB resources, no individual shall be employed in a school or other WRDSB location under the supervision or direction of a relative. Further, no close relative shall have influence and/or effect regarding an individual’s progress, performance, welfare, work environment or workload.
 - 3.4 Employees of the WRDSB are not to initiate nor participate in WRDSB decisions involving a relative, which includes, but is not limited to initial appointments, reappointments, promotions, evaluations, salary changes or granting leaves of absences.

- 3.5 In the event that an employee of the WRDSB enters into such restricted employment relationship, one of the employees should seek a transfer, or request a change to the reporting relationship structure. These changes will be supported by the appropriate Superintendent, Principal, Manager/Supervisor, and approved by the Coordinating Superintendent, Human Resource Services.
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- 3.7 This policy does not preclude the hiring or employment of staff who are members of another employee's immediate or extended family.

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TRAVEL, MEALS AND HOSPITALITY EXPENDITURES – STAFF

Legal References:	<i>Education Act: Section 171(1)17. Powers of Boards: Membership Fees and Travelling Expenses</i> <i>Section 286(1)(i) Duties of Supervisory Officers: Supervise Business</i> <i>Broader Public Sector Expenses Directive (Effective April 1, 2011)</i> <i>Ministry Memo 2006:B15 – School Board Expenditure Guidelines</i> <i>Broader Public Sector Accountability Act, 2010</i>
Related References:	<i>Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures</i> <i>FS-18-AS5 Request for Reimbursement of Expenses</i>
Effective Date:	<i>March 2007</i>
Revisions:	<i>June 16, 2014, March 7, 2016, January 21, 2019</i>
Reviewed:	<i>June 19, 2017, March 2022</i>

1. Preamble

- 1.1 The policy that follows outlines the role and responsibilities of staff and their supervisors when travel, meals, hospitality expenditures or other out-of-pocket expenses made by an employee are to be paid or reimbursed.

2. Travel, Meals and Hospitality Expenditures

- 2.1 It is the policy of the Waterloo Region District School Board (WRDSB) to pay or reimburse employees for out-of-pocket expenses incurred while on board business as outlined in the [Administrative Procedure 4380 Travel, Meals and Hospitality Expenditures](#).
- 2.2 The WRDSB will reimburse employees for travel, meals, accommodation expenses, other business expenses and hospitality expenditures incurred in carrying out their responsibilities while representing the interest of students, the community or the WRDSB.
- 2.3 All expenses to be reimbursed must be reasonable and relevant to the business activity of the WRDSB. The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the ~~Board Strategic Plan~~ WRDSB.
- 2.4 For an expense to be paid or reimbursed it must have the appropriate authorizations and approvals as set out in [Administrative Procedure 4380 Travel, Meals and Hospitality Expenditures](#).
- 2.5 The WRDSB assumes no obligation to reimburse expenses that do not comply with this policy or **Administrative Procedure 4380**.



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Legal References:	<i>Education Act: Section 171(1)17. Powers of Boards: Membership Fees and Travelling Expenses</i> <i>Section 286(1)(i) Duties of Supervisory Officers: Supervise Business</i> <i>Broader Public Sector Expenses Directive (Effective April 1, 2011)</i> <i>Ministry Memo 2006:B15 – School Board Expenditure Guidelines</i> <i>Broader Public Sector Accountability Act, 2010</i>
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- 2.3 All expenses to be reimbursed must be reasonable and relevant to the business activity of the WRDSB. The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the Board Strategic Plan.
- 2.4 For an expense to be paid or reimbursed it must have the appropriate authorizations and approvals as set out in Administrative Procedure 4380 Travel, Meals and Hospitality Expenditures.
- 2.5 The WRDSB assumes no obligation to reimburse expenses that do not comply with this policy.



ADULT AND CONTINUING EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Regulation 285 – Continuing Education</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>April 14, 2014</i>
Reviewed:	<i>September 18, 2017</i> , <i>April 15, 2019, March 21, 2022</i>

1. It is the policy of the Waterloo Region District School Board (**WRDSB**) to provide adult and continuing education as alternative educational programs other than regular day school programs for people of all ages in order to respond to the educational needs of the citizens in its jurisdiction consistent with approved financial resources available, recognizing that:
 - 1.1 The Board **WRDSB** acknowledges the concept of life-long learning and adult and continuing education as an important component and is committed to providing adult and continuing education programs relevant to students of all ages consistent with available financial and physical resources;
 - 1.2 The mandate of adult and continuing education is to provide alternative programs and processes through which people of all ages may improve their skills and enrich their knowledge in order that they may participate fully in modern society.



ADULT AND CONTINUING EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Regulation 285 – Continuing Education</i>
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Revisions:	<i>April 14, 2014</i>
Reviewed:	<i>September 18, 2017, April 15, 2019</i>

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Report to Committee of the Whole

March 21, 2022

Subject: 2021-22 Interim Financial Report and Forecast

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved the 2021-22 operating budget on [June 16, 2021](#), and at that time the expected in-year deficit was \$6.62M, or 0.8% of operating revenues.

The development of the Waterloo Region District School Board's (WRDSB) operating budget includes many underlying assumptions which, over the course of a school year, can change. The process used in the development of the annual operating budget for the board has evolved over the years but the underlying factors that influence its development continue to be:

- Ministry funding and directives;
- The board's underlying financial position (accumulated surplus/ deficit); and,
- The board's [strategic plan and operational goals](#).

The information contained in this report is based on financial results up to February 28, 2022 (Q2). As part of the Q1 interim financial report, which was presented to the board on [January 24, 2022](#), staff signaled that the in-year deficit could be higher than the original budget forecast of \$6.62M. The forecast for the 2021-22 school year remains an in-year deficit (\$8.44M), but there are a number of variables that will impact our financial position over the next six months, including forecasted savings in utilities, staffing, professional development and supply costs. Revenue adjustments have also been made to reflect additional Priorities & Partnerships Funding (PPF) announced after the Q1 report (Tutoring Supports Program, COVID Equity Funding, HEPA Units). Despite an increase in the WRDSB's projected in-year deficit, the budget remains compliant with the Ministry of Education's in-year deficit requirements.

The data supporting the 2021-22 Q2 Interim Financial Report, comparing the budget to the forecasted year-end position, is attached as [Appendix A](#).

Key Budget Risks

As noted in presentations to Trustees on [June 16, 2021](#) and [January 24, 2022](#), the pandemic continues to have a fluid impact on school board operations and our financial results. The following represent key risk areas which will impact the year-end results.

Revenues

- As part of the [Q1 report](#), material variances were identified and discussed for the following areas: Student Enrolment, Extended Day Program Revenues and transfers

for COVID-19 Resilience Infrastructure Stream (CVRIS). No further adjustments in these areas have been identified, so they are not addressed within this report.

- Other Grants
 - In-year change: Subsequent to the completion of the Q1 report, the Ministry announced additional allocations that would be provided to school boards through Priorities & Partnerships Funding (PPF). More specifically, the WRDSB is projected to receive an additional \$1.67M, including \$1.4M that has been allocated through the following program:
 - Tutoring Supports Program- \$2,800,500 (*50% to be allocated and spent by August 31, 2022; with the remainder being allocated and spent in the 2022-23 school year*)
 - Impact: PPF grants are used to support targeted Ministry initiatives, such as those identified above, and can change from year-to-year based on Ministry priorities and the availability of financial resources. Understandably, the vast majority of PPF allocations in 2021-22 relate to school re-opening and operations during the pandemic. Utilization of these funds is reflected in the expenditures included as part of this report. The guidelines related to the Tutoring Supports Program are [available here](#).
 - Strategy: Staff from Financial Services are working collaboratively with other departments to monitor PPF spending and reporting requirements.

Expenditures

- As part of our [Q1 report](#) we provided information to explain expenditure increases for Classroom Teachers, Early Childhood Educators, Professionals and Paraprofessionals, Board Administration and Recoverable Costs. No material variances have been identified subsequent to the [Q1 report](#) for these areas, so they are not specifically addressed below.
- School Operations
 - In-year change: Total expenditures on School Operations (Custodial & Maintenance staff, utilities and cleaning supplies not provided by MGCS) are projected to be \$3.5M lower than the budget forecast, a decrease of 4.8%.
 - Impact: The decrease noted above is the net impact of a reduction in CVRIS operating expenses (which were transferred to capital as part of our Q1 report), as well as projected savings in utilities (\$1.0M) and staffing (\$1.2M related to vacant positions). We are also forecasting slightly higher costs related to external cleaning services, as well as board funded cleaning supplies and equipment.

Strategy: Staff are continuing to monitor expenditures in this area and will provide further updates throughout the year should our forecast materially change.

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 changed our forecast of the year-end financial position to reflect an in-year deficit of \$8.44M.

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
Wenqi Zhou, Budget Officer
Fabiana Frasher, Budget Officer
in consultation with Coordinating Council

APPENDIX A

2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)

SUMMARY OF FINANCIAL RESULTS

	(000's)			
	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants-GSN	\$745,761	\$739,056	(\$6,704)	(0.9%)
Revenue transferred from/(to) deferred revenue	(41)	937	979	(2373.0%)
Other Grants	10,099	21,112	11,013	109.1%
Other Revenue	29,072	29,125	53	0.2%
School Generated Funds	1,608	2,703	1,095	68.1%
Transferred from DCC**	40,802	40,802	-	0.0%
Transferred to DCC**	(15,866)	(19,930)	(4,064)	25.6%
Total Revenue	\$811,434	\$813,805	\$2,371	0.3%
Expenses				
Instruction	\$634,699	\$640,362	\$5,663	0.9%
Administration	19,527	20,435	908	4.6%
Transportation	20,827	21,495	668	3.2%
School Operations & Maintenance	73,379	69,867	(3,512)	(4.8%)
Pupil Accom/Renewal/Debt/Non-operating	53,169	57,048	3,879	7.3%
School Generated Funds	1,608	2,703	1,095	68.1%
Provision for Contingency	-	-	-	-
Total Expenses	\$803,210	\$811,910	\$8,700	1.1%
Surplus/(Deficit)	\$8,224	\$1,895	(\$6,329)	(77.0%)

Changes in Revenue

- Provincial Grants- Net effect of projected change in enrolment, Teacher/DECE Qualifications and Experience Grant, and operating portion of COVID-19 Resilience Infrastructure Steam (CVRIS).
- Deferred Revenue- Changes are related to net transfers for School Renewal, Temporary Accommodation, Targeted Student Supports, Indigenous Education, Mental Health, Support for Students, Internal Audit, Library, ABA Training and SEA.
- Other Grants- Increase due to additional Priorities and Partnerships Funding (PPF) announcements following 2021-22 budget submission and in-kind revenue.

Change in Expenditures

- Instruction- Reflects changes due to additional PPF announcements following 2021-22 budget submission, mostly COVID related.
- Transportation - Reflects impacts of COVID (cleaning, routing).
- School Operations & Maintenance- Net impact of costs for cleaning supplies (COVID); decrease in operating portion of CVRIS (transferred to capital); projected savings in utilities and staff vacancies.
- Pupil Accom/Renewal/Debt/Non-Operating- Increase in extended day staffing and MCGS in-kind expenses (PPE).
- School Generated Funds - Increase in fundraising and extra-circular activities due to in-person learning in fall 2021.

**DCC - Deferred Capital Contributions

2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)

DETERMINATION OF ANNUAL OPERATING SURPLUS

(000s)

	Budget	Forecast
PSAB Surplus/(Deficit) (from above)	\$8,224	\$1,895
LESS: Internally Appropriated		
Committed Capital Projects		
Sub-Total: In-Year Appropriations	-	-
Previous year one-time initiatives	-	2,984
Committed capital projects	(210)	(210)
Total: Internally Appropriated	(210)	2,774
Less: Unavailable for Compliance		
PSAB Adjustments	(15,445)	(13,913)
Total Adjustments	(\$15,655)	(\$11,139)
In-year unappropriated Operating Surplus/(Deficit)	(\$7,431)	(\$9,244)
Committed capital projects annual amortization	778	778
Committed sinking fund interest	24	24
ANNUAL Unappropriated Operating Surplus/(Deficit)	(\$6,628)	(\$8,441)

SUMMARY OF CAPITAL TO BE FINANCED

(000's)

	Budget	Forecast
Funding		
New Building and Additions	\$16,057	\$7,114
Child Care Capital	8,087	7,389
Child and Family Centres	1,361	840
School Condition Improvement	26,106	35,792
Full Day Kindergarten	1,710	921
Renewal	8,205	8,829
Education Development Charge (EDC)	2,400	13,895
Proceeds of Disposition	2,824	2,824
Minor Tangible Capital Assets	7,601	11,040
Rural and Norther Education	61	61
COVID-19 Resilience Infrastructure Steam (CVRIS)	11,232	12,793
Other	2,243	3,194
Total Capital by Funding Source	\$87,886	\$104,691
Expenditure		
Buildings (new, additions & renewal)	\$76,199	\$77,591
Land	2,400	13,895
Land Improvements	1,025	1,025
Leasehold Improvements	0	0
Moveable Assets	8,261	12,180
Total Capital Expenditure	\$87,886	\$104,691

2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)

SUMMARY OF ENROLMENT

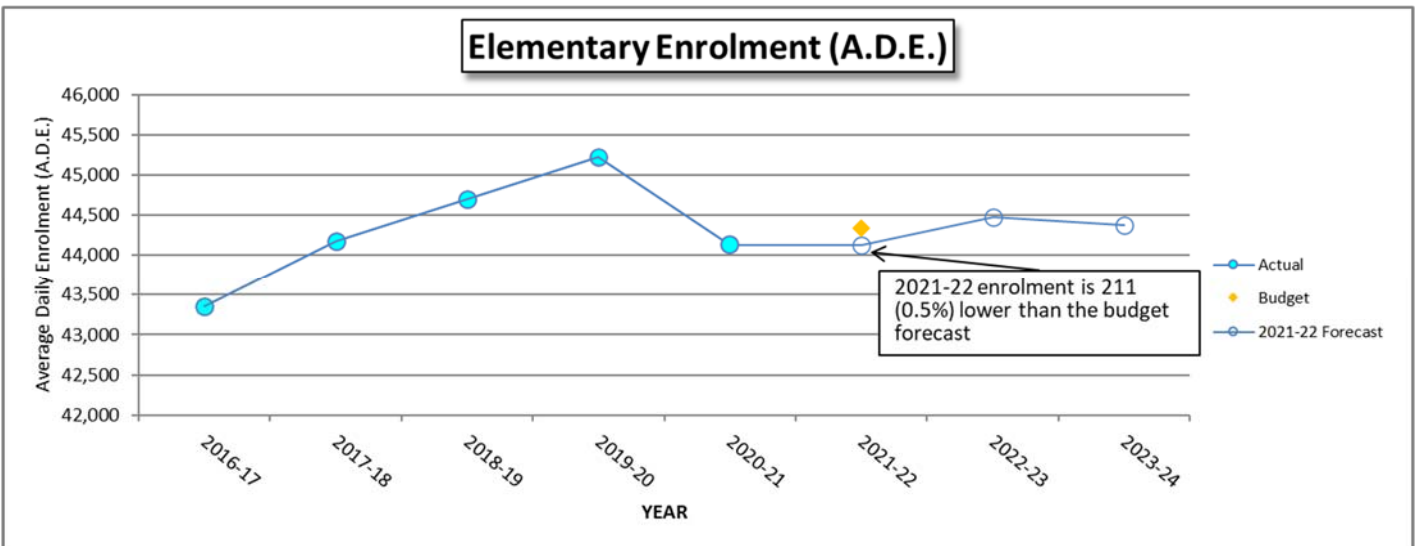
ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK	3,940	3,839	(101)	-2.6%
SK	4,317	4,213	(104)	-2.4%
Grade 1-3	13,309	13,248	(61)	-0.5%
Grade 4-8	22,777	22,828	50	0.2%
Other Pupils (International)	-	4	4	
Total Elementary	44,343	44,132	(211)	-0.5%
Secondary				
Pupils of the Board <21	20,308	19,960	(348)	-1.7%
High Credit Pupils	19	8	(11)	-56.8%
Pupils of the Board >21	8	9	0	3.4%
Other Pupils (International)	35	43	8	22.9%
Total Secondary	20,370	20,020	(350)	-1.7%
Total	64,712	64,151	(561)	-0.9%

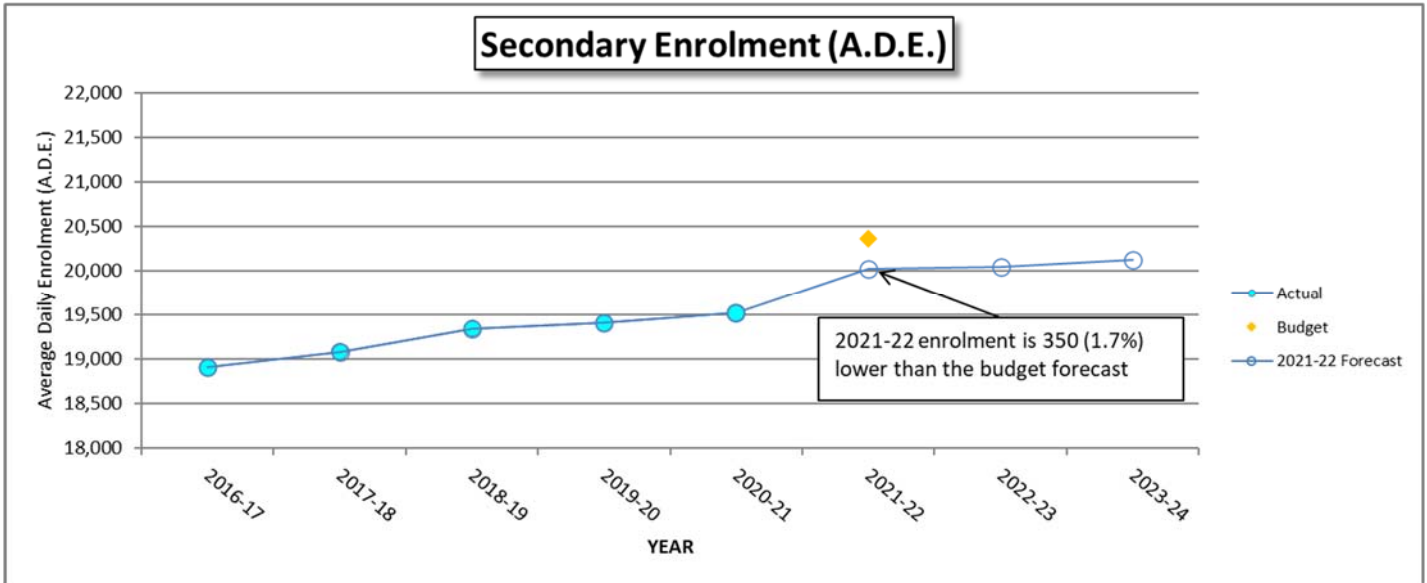
Note: Forecast based on October 31st count date

Highlights of Changes in Enrolment:

- October 31, 2021, enrolment has been confirmed through OnSIS. No specific causes have been identified for the variances in either the elementary or secondary panel. Staff will be utilizing this information to inform the development of our enrolment forecast for the 2022-23 school year.

HISTORIC AND PROJECTED ENROLMENTS WITH 2021/22 BUDGET VS PROJECTED COMPARISON





2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)

SUMMARY OF STAFFING

FTE	Budget	Actual October 31st	In-Year Change	
			#	%
Instruction			-	
Classroom Teachers	3,891.05	3,869.10	(21.95)	-0.6%
Non-Classroom	2,044.35	2,054.00	9.65	0.5%
Total Instruction	5,935.40	5,923.10	(12.30)	-0.2%
Non-Instruction	861.70	839.00	(22.70)	-2.6%
Total	6,797.10	6,762.10	(35.00)	-0.5%

Highlights of Changes in Staffing:

- Actual October 31st numbers exclude vacant permanent positions; as such, the variance identified for classroom teachers relates to vacant positions and not a reduction in teaching compliment.

2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)
OTHER GRANT REVENUE- INCLUDING PROGRAM AND PARTNERSHIPS FUNDING (PPF)

	Budget	Forecast	Variance
PPFs Included in 2021-22 Budget			
Excellence in Administration	\$0	\$150,000	\$150,000
Anti-Sex Trafficking	0	30,984	30,984
Specialist High Skills Major	285,000	325,000	40,000
Transportation and Stability Supports for Children and Youth in Care	0	87,000	87,000
Parents Reaching Out Grants	68,900	68,954	54
Keeping Students in School	0	58,346	58,346
Guidance & Career Education AQ Subsidy	0	31,510	31,510
DECE Professional Development	0	165,879	165,879
NTIP-TLLP	0	25,021	25,021
Human Rights and Equity Advisors	175,100	170,430	(4,670)
Educators Autism AQ Subsidy	13,300	13,300	0
Learn and Work Bursary	28,000	28,000	0
Learning and Innovation Fund for Teachers	63,000	63,000	0
Skills Trade Bursary	0	44,000	44,000
Well-Being and Mental Health Bundle	77,400	77,432	32
Staff Well-Being	0	24,436	24,436
Identity-Based Data Collection, Analysis & Use	0	42,000	42,000
De-streaming Implementation Supports	0	68,191	68,191
Math AQ Subsidy	0	97,500	97,500
Math Strategy	1,196,000	1,196,000	0
Sub-total	\$1,906,700	\$2,766,983	\$860,283
COVID19 Related Grants Not Included in 2020-21 Budget			
Additional Staffing Support	\$4,461,433	\$8,922,865	\$4,461,432
Mental Health Supports	250,299	500,605	250,306
Re-Engaging Students and Reading Assessment Supports	610,144	610,784	640
Special Education & Mental Health Supports	186,461	372,921	186,460
Additional School Operations Support	431,618	863,236	431,618
Transportation	579,950	1,159,900	579,950
Tutoring Supports Program	0	1,400,250	1,400,250
COVID Equity Funding	0	113,202	113,202
HEPA units	0	156,000	156,000
Sub-total	\$6,519,905	\$14,099,763	\$7,579,858
Total PPF Grants	\$8,426,605	\$16,866,746	\$8,440,141
Other Grants			
Language Instruction (FSL)	\$183,710	\$174,766	(\$8,944)
Literacy & Basic Skills (LBS)	370,900	370,900	0
Ontario Youth Apprenticeship Program (OYAP)	316,191	316,191	0
Other EDU Grants- Amounts from Deferred Revenue	801,412	801,412	0
MGCS-In-Kind Grant - PPE/SCE/HEPA	0	2,581,773	2,581,773
Total Other Grants	\$10,098,818	\$21,111,788	\$11,012,970

2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)

PUBLIC SECTOR ACCOUNTING BOARD (PSAB) REVENUES

	Budget	Forecast	\$ Increase (Decrease)	% Increase (Decrease)	Material Variance Note
Provincial Grants for Student Needs					
Pupil Foundation-Elementary	\$247,155,196	\$245,759,097	(\$1,436,099)	(0.58%)	1
Pupil Foundation-Secondary	118,991,132	116,954,095	(2,037,037)	(1.71%)	1
School Foundation	45,560,344	45,262,224	(298,120)	(0.65%)	1
Special Education	92,780,038	92,389,960	(390,078)	(0.42%)	1
French as a Second Language	9,471,572	9,388,086	(83,486)	(0.88%)	1
English as a Second Language	12,760,873	12,760,873	-	0.00%	
Remote and Rural Allocation	60,639	60,639	-	0.00%	
Learning Opportunities	8,350,557	8,526,040	175,483	2.10%	
Continuing Education	1,943,468	1,622,602	(320,866)	(16.51%)	1
High Credit	66,701	28,848	(37,853)	(56.75%)	1
Teacher Q&E	71,006,570	71,818,308	811,738	1.14%	2
New Teacher Induction Program (NTIP)	314,842	292,401	(22,441)	(7.13%)	
ECE Q&E	4,200,268	4,014,633	(185,635)	(4.42%)	2
Transportation	18,776,898	18,762,436	(14,462)	(0.08%)	1
Admin and Governance	17,813,596	17,711,749	(101,847)	(0.57%)	1
Trustees' Association Fee	57,394	57,394	-	0.00%	
School Operations	63,856,133	63,279,828	(576,305)	(0.90%)	1
Community Use of Schools	853,711	853,711	-	0.00%	
Dedining Enrolment	310,229	636,468	326,239	105.16%	
Temporary accomodation - relocation and leasing	1,768,875	1,768,875	-	0.00%	
Indigenous Education	1,857,018	1,826,191	(30,827)	(1.66%)	1
Mental Health and Well-Being	2,087,035	2,076,002	(11,033)	(0.53%)	1
School Renewal	10,348,515	10,276,677	(71,838)	(0.69%)	1
Approved Debt	104,872	104,872	-	0.00%	
Debt Charges-Interest Portion	5,254,601	5,254,601	-	0.00%	
Supports for Students Fund	6,099,255	6,099,255	-	0.00%	
Program Leadership Grant	999,389	999,389	-	0.00%	
Restraint Savings	(129,030)	(129,030)	-	0.00%	
Teacher Job Protection Funding	-	-	-	0.00%	
COVID-19 Resilience Infrastructure Steam (CVRIS)-Operating	3,000,000	600,000	(2,400,000)	(80.00%)	3
Total Provincial Grants for Student Needs (GSN)	\$745,760,686	\$739,056,224	(\$6,704,462)	(0.90%)	
Amortization of Deferred Capital Contributions	\$40,801,583	\$40,801,583	\$0	0.00%	
Legislative Grants transferred from/(to) Deferred Revenue	(\$41,244)	\$937,476	\$978,720	(2373.00%)	
Other Grants	\$10,098,818	\$21,111,788	\$11,012,970	109.05%	4
Non Grant Revenue					
Fees	\$664,300	\$872,300	\$208,000	31.31%	
Transportation Recoveries	135,250	135,250	-	0.00%	
Rental Revenue	1,277,500	1,277,500	-	0.00%	
Education Development Charge	15,332,490	13,894,792	(1,437,698)	(9.38%)	5
Other Revenue	11,662,770	12,944,971	1,282,201	10.99%	6
Non Grant Revenue	\$29,072,310	\$29,124,813	\$52,503	0.18%	
School Generated Funds Revenue	\$1,608,000	\$2,703,000	\$1,095,000	68.10%	
Grants Transferred to Deferred Capital Contributions	(\$15,866,037)	(\$19,929,610)	(\$4,063,573)	25.61%	
Total PSAB Revenues	\$811,434,116	\$813,805,274	\$2,371,158	0.29%	

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Projected change in enrolment
- 2 Placement on grid of Teachers/DECEs is different than the budget forecast based on actual years of experience and qualifications
- 3 Operating portion of COVID-19 Resilience Infrastructure Steam (CVRIS) decreased (transferred to capital)
- 4 Additional PPF grants announced after budget submission - includes COVID PPF's and in-kind revenue
- 5 Educational Development Charges (EDC) estimated to be in surplus, therefore can only recognize revenue equal to land purchases
- 6 Net impact of projected changes in other revenue streams (extended day, interest income, international students)

2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)

PUBLIC SECTOR ACCOUNTING BOARD (PSAB) EXPENSES	Budget Assessment				Material Variance Note
	Budget	Forecast	In-Year Change		
			#	%	
OPERATING					
Classroom					
Classroom Teachers	\$421,633,652	\$424,326,114	\$2,692,462	0.6%	1
Supply Staff	22,990,100	22,230,600	(759,500)	(3.3%)	
Teacher Assistants	38,035,984	38,158,084	122,100	0.3%	
Early Childhood Educator	17,535,400	19,079,700	1,544,300	8.8%	
Textbooks and Classroom Supplies	14,064,773	14,361,039	296,266	2.1%	
Computers	8,549,700	8,551,477	1,777	0.0%	
Professionals & Paraprofessionals	33,069,025	37,204,068	4,135,043	12.5%	1
Library & Guidance	14,346,779	14,364,409	17,630	0.1%	
Staff Development	3,415,783	3,637,753	221,970	6.5%	1
Department Heads	1,483,900	1,483,900	-	0.0%	
Principal and Vice-Principals	30,669,917	30,885,607	215,690	0.7%	
School Secretaries & Office Supplies	17,045,548	17,148,758	103,210	0.6%	
Teacher Consultants	11,551,295	12,060,096	508,801	4.4%	
Continuing Education	2,493,907	2,496,367	2,460	0.1%	
Instruction-Amortization	5,030,981	5,030,981	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(7,217,500)	(10,657,091)	(3,439,591)	47.7%	
Sub-Total Instruction Expenses	\$634,699,244	\$640,361,862	\$5,662,618	0.9%	
Other Expenses					
Board Administration	\$19,069,782	\$19,977,478	\$907,696	4.8%	1
School Operations	73,690,661	70,178,210	(3,512,451)	(4.8%)	2
Transportation	20,817,380	21,485,430	668,050	3.2%	1
Amortization	538,813	538,813	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(383,200)	(383,200)	-	0.0%	
Sub-Total Other Expenses	\$113,733,436	\$111,796,731	(\$1,936,705)	(1.7%)	
TOTAL OPERATING EXPENSE	\$748,432,680	\$752,158,593	\$3,725,913	0.5%	
NON-OPERATING					
Pupil Accommodation/Renewal/Debt					
School Renewal	\$10,332,175	\$10,876,664	\$544,489	5.3%	
Debt Charges	4,817,743	4,912,715	94,972	2.0%	
Recoverable Costs	10,051,700	13,915,673	3,863,973	38.4%	1
Other Non-Operating Expenses	104,872	104,872	-	0.0%	
Loss on Disposal of TCA and Assets				0.0%	
Amortization	36,067,213	36,067,213	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(8,204,698)	(8,828,680)	(623,982)	7.6%	
Total Pupil Accommodation Expense	\$53,169,005	\$57,048,457	\$3,879,452	7.3%	
School Generated Funds	\$1,608,000	\$2,703,000	\$1,095,000	68.1%	
Provision for Contingencies	\$0	\$0	\$0	0.0%	
TOTAL EXPENSES	\$803,209,685	\$811,910,050	\$8,700,365	1.1%	

EXPLANATIONS OF MATERIAL EXPENSE VARIANCES

- 1- Net affect of additional Priorities and Partnerships Funding(PPF) grants announced after budget submission and carryover of one-time initiatives from previous year
- 2- Net affect of additional PPF grants (COVID related) announced after budget submission; reduction of operating portion of COVID-19 Resilience Instrastructure Steam (CVRIS); projected savings in utilities (\$1M) and staffing(\$1.2M) due to vacancies

2021-22 Interim Financial Report (Second Quarter- Sept 1, 2021 to Feb 28, 2022)

PUBLIC SECTOR ACCOUNTING BOARD (PSAB) EXPENSES	Risk Assessment					Forecast vs. Prior year YTD
	Actual to Feb 28-2022	% of Forecast Spent	Actual to Feb 28-2021	% of Actual Spent	Year-to year Increase (Decrease)	
OPERATING						
Classroom						
Classroom Teachers	\$221,903,996	52.1%	\$ 216,566,845	51.8%	0.3%	
Supply Staff	11,640,479	52.36%	10,078,535	52.39%	(0.0%)	
Teacher Assistants	21,655,931	56.75%	21,512,535	58.68%	(1.9%)	
Early Childhood Educator	10,902,333	57.14%	10,930,439	56.47%	0.7%	
Textbooks and Classroom Supplies	5,788,463	40.31%	6,903,248	52.32%	(12.0%)	1
Computers	3,310,735	38.72%	3,127,731	29.75%	9.0%	1
Professionals & Paraprofessionals	16,470,234	44.27%	15,824,803	51.90%	(7.6%)	
Library & Guidance	7,584,104	52.80%	7,259,231	52.97%	(0.2%)	
Staff Development	1,693,886	46.56%	685,706	46.33%	0.2%	
Department Heads	784,993	52.90%	796,766	50.95%	2.0%	
Principal and Vice-Principals	16,078,737	52.06%	16,596,680	52.06%	0.0%	
School Secretaries & Office Supplies	8,797,558	51.30%	8,782,628	52.68%	(1.4%)	
Teacher Consultants	5,855,652	48.55%	5,190,935	48.56%	(0.0%)	
Continuing Education	756,871	30.32%	426,675	15.38%	14.9%	
Instruction-Amortization		0.00%		0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(2,358,106)	22.13%	(2,387,935)	25.03%	(2.9%)	
Sub-Total Instruction Expenses	\$330,865,864	51.56%	\$322,294,822	51.50%	0.1%	
Other Expenses						
Board Administration	\$9,711,908	48.6%	\$9,162,696	49.9%	(1.3%)	
School Operations	33,800,589	48.16%	33,834,114	48.04%	0.1%	
Transportation	11,580,180	53.90%	11,638,051	62.19%	(8.3%)	1
Amortization	-	0.00%	-	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(385,441)	100.6%	(254,865)	38.3%	62.3%	
Sub-Total Other Expenses	\$54,707,236	48.93%	\$ 54,379,996	49.56%	(0.6%)	
TOTAL OPERATING EXPENSE	\$385,573,100	51.17%	\$ 376,674,818	51.21%	(0.0%)	
NON-OPERATING						
Pupil Accommodation/Renewal/Debt						
School Renewal	\$2,579,624	23.7%	3,866,407	36.6%	(12.8%)	1
Debt Charges	2,549,778	51.90%	3,144,048	57.86%	(6.0%)	1
Recoverable Costs	6,175,736	44.38%	6,983,433	35.30%	9.1%	1
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	(1,751,251)	19.8%	(2,916,027)	34.6%	(14.7%)	1
Total Pupil Accommodation Expense	\$9,553,887	16.75%	\$ 11,077,861	-131.37%	148.1%	
School Generated Funds						
Provision for Contingencies						
TOTAL EXPENSES	\$395,126,988	48.58%	\$ 387,752,679	48.48%	0.1%	

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 Committee of the Whole

March 21, 2022

Subject: Major Capital Projects Quarterly Update Report

Recommendation

This report is provided for information of the Board.

Status

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

The new school formerly referred to as Tartan Avenue has now received an official name of Oak Creek Public School. In addition, an architect is now in place for the new school in South Kitchener. This information is now updated in Appendix A.

Background

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

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 of Trustees in regard to the stages of approval, design, construction and budget approvals.




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

Major Capital Projects
Quarterly Update Report
March 4, 2022

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. Breslau-Hopewell Crossing (new)	Pre-Design		New School	16-Sep-19	23-Nov-21	Yes	No	TBD	No	No	No	\$16,552,917	TBA
P.S. in South Kitchener (new)	Design		New School	16-Sep-19	31-Mar-20	Yes	No	Walter Fedy Partnership	No	No	No	\$14,425,653	TBA
P.S. in South East Cambridge (new)	Design		New School	9-May-16	21-Nov-16	No	No	JP Thomson Architects	No	No	No	\$13,503,269	TBA
Oak Creek P.S. (new)	In Construction		New School	15-May-17	15-Jan-18	Yes	No	Cornerstone Architecture	Yes	Yes	Yes	\$16,361,437	September 6, 2022
Laurelwood P.S. (additon)	Design		Addition	16-Sep-19	20-Oct-20	NA	No	Hossack and Assoc.	No	No	No	\$3,976,096	TBA
Lackner Woods P.S. (childcare addition)	In Construction		Addition	NA	11-Feb-21	NA	No	CS&P Architects Inc.	Yes	Yes	Yes	\$3,506,047	September 2022
Saginaw P.S. (childcare addition)	In Construction		Addition	NA	11-Feb-21	NA	No	Martin Simmons	Yes	Yes	Yes	\$3,903,649	September 2022

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

March 21, 2022

Subject: Renaming of Sir John A Macdonald Secondary School

Recommendation:

That the Waterloo Region District School Board approve the name, Laurel Heights Secondary School from the following shortlisted names for the renaming of the secondary school at 650 Laurelwood Drive, Waterloo, Ontario.

- Laurel Heights Secondary School
- Headwaters Secondary School
- Northwestern Secondary School

Status:

The Renaming Committee for 650 Laurelwood Drive reviewed suggestions received through two rounds of public consultation and has short listed the following names:

- **Laurel Heights Secondary School**
 - The school at 650 Laurelwood Drive is located in the Laurelwood neighbourhood and is anchored by Erbsville Road, Creekside Drive and Laurelwood Drive.
 - The majority of its students live near this catchment area and the name follows a practice of naming WRDSB schools after the neighbourhood in which the site is located.
 - The Laurel Creek Conservation Area is an ecological landmark of this community and Laurel Creek is an important conservation area in the region.
 - Laurel Creek reflects the rich natural environment of the area and the natural areas surrounding it. Acknowledging the land in which we learn and are educated on promotes a connection to the land.
- **Headwaters Secondary School**
 - The school is located in an environmentally sensitive area where Laurel Creek headwaters exist. Laurel Creek empties into the Grand River and is a source of our drinking water. Indigenous peoples recognize the sacredness of our water, the interconnectedness of all life and the

importance of protecting our water from pollution, drought and waste. Water is the giver of all life and without clean water all life will perish. Water protection is vital and something that indigenous cultures have been trying to bring attention to with events such as the Grand River waterwalk.

- **Northwestern Secondary School**

- The name follows the pattern in the naming of other WRDSB secondary schools by being named after the cardinal/compass direction(s) that the site is located. The school is located in the Northwestern area of the Region of Waterloo.

A full list of name suggestions received is included in *Annex A*.

Context:

The Naming Committee identified Laurel Heights Secondary School as its preferred choice. The connections to both the community neighbourhood and the natural world, though the connection to Laurel Creek, will offer students an opportunity to learn about, connect with, and develop deep respect for the both natural world and their neighbourhood. Students will have opportunities to learn about the importance of each one of us as individuals and as community members to work to be good stewards of the environment and of their neighbourhood.

The committee would like to note that additional names for consideration had a significance for our Indigenous Community. The committee felt unable to select these names due to time constraints and our need and desire to honour consultation with Indigenous Communities. The committee would like to ask that the next naming committee consider the names Willow River Secondary School and Sagewood Secondary School and engage in consultation with local Indigenous communities in advance to affirm one of these selections.

Background:

A school provides a focal point for a community. School names typically reflect the community they serve or nearby geographical or historical characteristics. As such, seeking input from the public offers the opportunity to engage with the community in the process of this renaming and an understanding of the rationale and history that prompted the renaming of the school.

The renaming of 650 Laurelwood Drive and the process of renaming serves as an act of Reconciliation in which the committee acknowledges the harm caused by the original legal name. At every opportunity throughout the process; during the consultation with

the wider community and the “feedback” loop with the school community, the committee communicated the reasons for renaming the school, referencing WRDSB Board Policy 4020 and Administrative Procedure 4020, and the Calls to Action within the Truth and Reconciliation Report.

The committee met November 25, December 9 and December 14, 2021 to plan its consultation, screening and decision-making processes.

During the month of January 2022, we asked community members to submit their suggestions for the renaming of 650 Laurelwood Drive. The committee received more than 450 responses and 120 names for consideration which met the criteria outlined in Board Policy 4020 (Naming and Renaming of Board Facilities) and Administrative Procedure 4865 (Naming and Renaming of Board Facilities). The committee met February 8th, and February 16, 2022 to review input from the community and to reduce 120 submissions to a manageable list of names for community consideration.

The committee believed that a “feedback loop” within the school community should play a vital role in informing the committee of its recommendations to Trustees. From February 18 - 26, 2022, students and staff from 650 Laurelwood Drive had the opportunity to indicate their preference of the short-listed names. With over 70% of the student/staff population participating in the process and with 1, 289 responses,, the committee believes its recommendations to be aligned with and reflective of this consultation process.

The committee met on March 3, 2022 to review the feedback from the school consultation process and to determine its final recommendation(s).

The Naming Committee members were:

- Ravit Lechter
- Josh Vincent-Collins
- Aaron Jain
- Cat Coode
- Jackie Araujo
- Jain Redfearn
- Jade Dunnette
- Malak Aldirieh
- Nicole Robinson, IEHR
- Vida Collis, Principal
- Crissa Hill, Superintendent (Chair)

- Trustee Carol Millar
- Trustee Scott Piatkowski
- Trustee Kathleen Woodcock

[Board Policy 4020 Naming and Renaming of Board Facilities](#), states that facilities must be named in accordance with the following:

- WRDSB schools and facilities will not be named for individuals as of June 2021;
- WRDSB facilities shall be given a name which is meaningful and reflects local historic events and/or places and distinguishing characteristics of the area, and that the name is not associated with family names;
- In selecting a place-based name that acknowledges and honours Indigenous history and the diverse cultures found within a community, it is necessary to seek early engagement and involvement from the appropriate Indigenous and school communities;
- In no case will any school or facility be named after a corporation;
- The Board may choose to accept or reject any recommendation of the Naming Committee, but shall not choose any name not on the short-list of names recommended by the Naming Committee;
- The Board may choose to determine a request to be malicious or vexatious and may refuse to act on the request.

Financial Implications:

The renaming of the secondary school will require changes to signage throughout the school, team uniforms, and other items that reference the school's name.

A combination of school budgets and capital budgets will be leveraged to facilitate the change in name.

Communications:

We will inform the WRDSB community of the new school name online through social media, the WRDSB corporate website as well as the websites for the boundary schools.

Prepared by: C. Hill, Superintendent of Student Achievement and Well Being
in consultation with Coordinating Council

Appendix A: Full List of Names Submitted for Renaming 650 Laurelwood

- --- ---- Acadmey of ----
- “n’debewetawinxxi
- Aaniin Secondary School
- Akinomaagegamik learning centre on the teachings of the earth and sky world.
- Algonquin
- All Nations Secondary School
- Amaruk Berlin High School
- Aniin Secondary School
- Anishnaabe Secondary School
- Attawandaron
- Autumn Heights
- Beaver Creek Secondary School
- Bland Inoffensive Learning Pod #1
- Bolsheviks Delight
- Canadian Heritage Secondary School
- Canvasback S.S.
- Cedar Heights
- Cedar Hill Secondary School
- Chonnonton
- Clair Creek
- Clementine
- Colonial Settler
- Colonialism High School
- Columbia Forest
- Columbia Heights
- Conestoga Highland Secondary School
- Cree
- Creekside Secondary School
- Creekside Heights Secondary School
- Derek Zoolander School For Kids Who Don’t Read Good But Want to Do Other Stuff
- Dish with One Spoon
- Eagle Point Secondary School
- Eagle Secondary School
- Ess-Jam
- Every Child Matters
- First Nations Public School.
- First Prime Minister
- First Prime Minister Secondary School
- Flourishland Secondary School
- FNMI Celebration Secondary School
- Four Percent Secondary School
- Freedom Heights / Freedom Academy.
- Froto Baggins
- George Orwell Secondary School
- Grand River Secondary School
- Haldimand Collegiate Institute
- Haldimand Tract Secondary School
- Harmony High School
- Haudenosaunee Secondary School
- Headwaters Secondary School
- Hiawatha Secondary School
- Hogwarts
- Honour Public School
- Horizon Secondary School
- Ironwood Secondary
- Iroquois High
- James Woods Secondary School
- John A McDonald
- Kaná:ta Secondary School
- Kanikonhri:yo Elementary School
- kanotah secondary school
- Karhákon High School
- Kenhionhata Secondary School
- Land of the Haudenosaunee Highlanders
- Laurel Branch Collegiate Institute
- Laurel Creek Secondary School
- Laurel Heights Secondary School
- Laurel Peak High School
- Laurelwood Collegiate Institute
- Laurelwood Heights Secondary School
- Laurelwood Noondam Secondary School
- Loyalty River Secondary School
- Maple Secondary School (or something along the lines of Maple)
- Medicine Wheel Secondary School
- Messissague Nation

- Migizi Secondary School
- Miigwetch Secondary School
- Mohawk Secondary School
- Mohawk, Seneca, Oneida, Cayuga, Onondaga OR Tuscarora - select one of the 6 Nations
- Mount Logan Secondary School
- Nanda Gikenim School
- Native Land Secondary School
- Neutral, Anishinaabe, and Haudenosaunee Secondary
- New Sunrise
- Nibi Secondary School
- Nibiinaabe "nih-bee-nah-bay" (Water Spirits)
- Nibwaakaa
- Nibwaakaawin Forest Secondary School
- No Name High
- No School
- North West Waterloo Secondary School
- North West/Northwestern Waterloo High School
- Northern Pintail S.S., Sandpiper S.S.
- O:se Kenhionhata:tie School
- O'nià:ra
- Okoginoo Secondary School
- Old Oak Secondary School
- Ose'kowáhne – The Grand River (This is the Haudenosaunee place name, it's translation, and the English place name)
- Oshki Maajii Secondary
- Oshki Nandu Gikendan (The O.N.G. Highlanders) Highschool. It would also shorten well to Oshki Highschool
- Pow Wow Heights
- Promise Secondary School
- RATATOUILLE RAT BOY PLAYHOUSE
- Reconciliation Collegiate Institute
- Red Maple Secondary High
- Richard Smoke
- Rob Ford High School
- Ronald McDonald's house of horror
- Sacred Ground
- SAGE Secondary School (Students Achieve & Grow in Excellence)
- Sagebrush Secondary School
- Sagewood Secondary School
- Sandpiper S.S.
- School #1
- Schooly Mc School Face
- Secret Path Highschool
- Sensitivity Wonderland
- Seven Generations
- Sir John A Macdonald
- Six miles secondary school
- Six Nations of the Grand Secondary School
- Skanadario
- Snowflake Secondary School
- Spineless Secondary School
- St. Fox
- Stolen Land Secondary School
- Sugar Maple Secondary School
- Taxpayer Funded Secondary School
- The Best
- The Three Sisters
- The Washington Redskins Secondary School
- Thunderbird Secondary School
- Tiatén:ro
- Timber Bridge
- Top Trump High School
- Trillium Woods Secondary School
- Turning Point
- Turtle Island Secondary School
- Twin River Academy
- Two Row Wampum Secondary School
- United High School
- Waaseyaa Secondary School
- Waterloo Ethical Secondary School (WESS)
- Waterloo North West (WNW)
- Waterloo Recovery Secondary School
- WDSB Number TWO
- Weweni Inclusive Secondary School
- White Cedar Secondary School
- Whitepine

- Willow River Secondary School
- Willow Tree Secondary School
- Woke AF Secondary School
- WOKE Central
- Wokey McWokeface.
- Yuwei Secondary School



Report to Committee of the Whole

March 21, 2022

Subject: 2022 Municipal Election – Trustee Determination and Distribution

Recommendation

That, pursuant to Section 4(1)(b) of Ontario Regulation 412/00 of the Education Act, the Waterloo Region District School Board agrees that no areas within the Board's area of jurisdiction in the Region of Waterloo be designated as low population municipalities; and

That, pursuant to Section 58.1(10.0.1) of Ontario Regulation 412/00 of the Education Act (adopted in 2003) which says the number of elected trustee positions on a district school board be set at the number determined by the Board for the 2006 school board election, the Waterloo Region District School Board confirms that the number of trustees for this Board will remain at eleven (11); and

That the Waterloo Region District School Board distributes its members as follows:

- *four (4) representatives for the City of Kitchener;*
- *three (3) representatives for the combined area of the City of Waterloo and the Township of Wilmot;*
- *three (3) representatives for the combined area of the City of Cambridge and the Township of North Dumfries; and*
- *one (1) representative for the combined area of the Township of Wellesley and the Township of Woolwich.*

Status

In February of each election year, school boards receive PEG Reports (Population of Electoral Group Reports) which are produced by the Municipal Property Assessment Corporation (MPAC). They contain information on the number of eligible voters for each of the four types of boards (English Public, English Catholic, French Public, and French Catholic) within the municipalities of the school board's jurisdiction. The information contained in these reports is the basis for the calculations required for the Determination and Distribution Report. The Waterloo Region District School Board received this report on February 14, 2022.

O. Reg. 412/00 has been amended to say that the number of elected trustee positions on a district school board has been set at the number that was determined by the Board for the 2006 school board election. As a result, the number of trustees for this Board will remain at 11. This number was to be used for the 2010 election and all subsequent regular elections. Exceptions to this are boards whose area of jurisdiction increased in 2009 because they merged with another board, or boards that

experienced a significant demographic growth or a significant change in the size of their geographical areas of jurisdiction.

In addition, O. Reg. 412/00 outlines how the geographic representation of a board's trustees is determined. To assist school boards in determining the number of trustees for each geographic area in their jurisdiction, a web-based calculator was provided on the Ministry website. According to these calculations, this Board will continue to have four representatives for the City of Kitchener, three for the combined area of the City of Waterloo and the Township of Wilmot, three for the combined area of the City of Cambridge and the Township of North Dumfries, and one for the combined area of the Township of Wellesley and the Township of Woolwich.

O. Reg. 412/00 includes a number of tables which contain information used in the determination and distribution calculations. District school boards are also required to consider whether to designate any areas within their jurisdictions as low population areas. Under O. Reg. 412/00, boards whose area of jurisdiction includes more than one municipality must pass a resolution by March 31st in an election year either designating one or more municipalities as low population municipalities or declaring that no such designation will be made.

This report includes a recommendation confirming that no such designation will be made. This resolution must be included in the Board's report. The calculations for trustee distribution, based on information contained in the PEG Report and O. Reg. 412/00, are attached as Appendix A.

As per past practice, the City of Kitchener is designated as the lead municipality for the purpose of this election.

Background

Under Ontario Regulation 412/00 of the Education Act (O. Reg. 412/00), school boards are responsible for confirming trustee determination and for providing trustee distribution calculations. This information must be submitted to the Ministry of Education as part of the Board's Determination and Distribution (D&D) Report.

Financial implications

No financial implications.

Communications

In accordance with Ontario Regulation 412/00, confirmation of trustee determination and the approved calculations for trustee distribution will be sent to the Minister of Education, to the school board election clerks in all the municipalities within the Board's jurisdiction, and to the Secretary of all other school boards in the Board's jurisdiction by April 4, 2022.

Prepared by: Stephanie Reidel, Manager of Corporate Services for Chairperson S. Piatkowski in consultation with Coordinating Council

**Trustee Distribution
Waterloo Region District School Board
2022 Election**

Municipality	Population	Electoral Quotient	Sum of Quotient	Trustees for the Geographic Area
City of Kitchener	157,762	4.687	4.687	4
City of Waterloo	81,624	2.425	2.881	3
Township of Wilmot	15,337	0.456		
City of Cambridge	82,285	2.444	2.651	3
Township of North Dumfries	6,960	0.207		
Township of Wellesley	7,796	0.232	0.782	1
Township of Woolwich	18,518	0.55		
Total	370,282	11.001	11.001	11



Report to Committee of the Whole

March 21, 2022

Subject: Board Retirement Celebration, 2022

Recommendation

That, due to the ongoing COVID-19 pandemic and health and safety considerations, the Waterloo Region District School Board (WRDSB) approve celebrating 2022 WRDSB retirees by making a donation on their behalf to address the food insecurity in our region or to support students through WEFI - WCSSAA Student Athletic Assistance; and

That the 2022 retirees are provided a gift to acknowledge their service to the board.

Status

Given the ongoing COVID-19 pandemic and the amount of advance planning involved with this annual event, it is unknown whether holding a large, indoor dinner will be prudent in the coming months.

As a result, we suggest honouring our retirees in the following way:

1. In lieu of providing a dinner, the board will make a donation to [Nutrition for Learning](#) or [Food4Kids](#) or [WEFI - WCSSAA Student Athletic Assistance](#) on behalf of each retiree to address the needs of families and students in our community. An explanation of each organization will be provided so that retirees can select which one they would like to support.
2. A retirement gift of a mantle clock will still be provided to all retirees. As an exception for this recognition event, retirees will have the option to receive the mantle clock or have the WRDSB donate an equivalent value to either Nutrition for Learning, Food4Kids or WEFI - WCSSAA Student Athletic Assistance. Clocks will be couriered to retirees.
3. A booklet, with a congratulatory message from Trustees and the names and years of service of each retiree, will be printed and sent to retirees.

Financial implications

The expenses associated with the proposal above are within the budget approved by the Board of Trustees in June 2021.

Communications

Information to Retirees will be communicated by the Administrative Assistant to the Chairperson and Trustees of the Board and the Manager of Corporate Services following Board approval.

Prepared by: Elaine Burns, Executive Assistant to the Director of Education,
Heather McKinna, Administrative Assistant to Chairperson and Trustees of the Board,
Stephanie Reidel, Manager of Corporate Services,
on behalf of Scott Piatkowski, Chairperson of the Board
in consultation with Coordinating Council.



Report to Committee of the Whole

April 11, 2022

Subject: Motion: CO2 Monitors

Recommendation

That Trustees direct staff to investigate the feasibility and effectiveness of placing CO2 monitors in a minimum of three schools, as a pilot project, to determine their usefulness at measuring and logging air quality, including CO2, and clean air delivery rate (CADR) in occupied rooms; and

That the report includes a full costing of implementing this pilot; and

That staff report back to Trustees in April 2022.

Status

This Notice of Motion was served at the January 17, 2022, Committee of the Whole meeting by Trustee J. Weston with support from Trustee J. Herring.

Background

The following recitals were provided as part of this Notice of Motion:

Whereas, COVID-19 transmits mainly through [aerosols](#), and aerosol transmission of viruses (including seasonal colds and flus) [can be reduced by improved ventilation](#);

Whereas, NDIR CO2 monitors can provide timely data about air quality in a room that will allow immediate actions to be taken and allow additional resources to be focused where they are most needed;

Whereas, other jurisdictions have provided CO2 detectors in schools "[so staff can quickly identify where ventilation needs to be improved](#)";

Whereas, [CO2 levels have a significant effect on cognitive performance](#) and concentration;

Financial implication

The financial implications are not known at this time.

Communications

If approved, the requested report will be provided at a future meeting of the Board of Trustees.