

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, March 20, 2023, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

- Adrienne Barrett - Support for Open Letter
- Cristina Fernandes - Motion: Request for Report on eBooks, Surveys & Curriculum
- Jacki Yovanoff - Motion: Request for Report on eBooks, Surveys & Curriculum
- David Todor - Transparency, Communications & Accountability
- James Saunders - Age Appropriateness in the Creation and Selection of Books
- Anita Brooks Kirkland - Challenges to Books in School Library Collections
- Mike Miller - Challenges to Books in School Library Collections

Staff Follow Up

01 Cedar Creek Public School French Immersion N. Landry

Policy and Governance

05 Board Policies

- Board Policy 1002 - Occupational Health and Safety G. Shantz
- Board Policy 1004 - Harassment G. Shantz
- Board Policy 1009 - Violence in the Workplace G. Shantz

Reports

19 Interim Financial Report and Forecast at February 28th N. Landry

34 Major Capital Projects Quarterly Update G. Shantz / R. Dallan

Recruitment Event for Indigenous, Black & Racialized Employees S. Miller / G. Shantz

Board Reports

37 Motion: Request for Report on eBooks, Surveys & Curriculum Trustee C. Watson

39 Schedule of Notice of Motion with Proposed Bylaw Amendments Chairperson

Question Period (10 minutes)

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

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



Report to Committee of the Whole

March 20, 2023

Subject: Cedar Creek Public School French Immersion

Recommendation

This report is provided for information of the Board.

Status

This report is presented in response to the delegation at the February 13, 2023, Committee of the Whole meeting.

Background

The first French immersion class (Grade 1) was formed at Cedar Creek Public School in 2017. The program was scheduled to progress to Grade 7 in the 2023/2024 school year; however, due to low enrolment in all grades, the difficult decision was made not to proceed to offer French immersion (FI) for Cedar Creek Public School students at the intermediate level.

According to Section 7.4.2 of [Administrative Procedure 1000 - French Immersion Elementary](#),

"If by February 15, a class falls below an enrolment of eighteen (18) in Primary or twenty-three (23) in Junior/Intermediate, and a combined class is not formed, the Principal will consult the Superintendent, Student Achievement & Well-Being and Manager of Planning, to develop a course of action which may include:

- *transferring to a Core French program in the Home School;*
- *continuing French Immersion at another school where space permits and where parents/caregivers are willing to transport their student(s)."*

Looking at FI enrolment at Cedar Creek Public School, we know achieving 23 students in a Grade 7 class will be impossible. The grade profile of FI students at Cedar Creek Public School as of February 15, 2023, is shown in the table below.

Cedar Creek Public School French Immersion Students by Grade 2022/2023

| Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 |
|---------|---------|---------|---------|---------|---------|
| 14 | 21 | 13 | 16 | 11 | 0 |

The situation at Cedar Creek Public School is consistent with the trend we see in FI programs across the district, where high levels of interest and enrolment exist at the time of entry, but enrolment declines as students progress through the grades. This results in lower average class sizes for the FI program overall when compared to students in the regular (core French) program. The following tables show WRDSB FI enrolment and class size data.

WRDSB French Immersion Students by Grade 2022/2023

| | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Grade 7 | Grade 8 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|
| Students | 1,197 | 1,065 | 1,104 | 994 | 867 | 816 | 773 | 762 |

WRDSB Class Size Statistics 2022/2023 School Year

| | Regular Program | FI Program |
|--|-----------------|------------|
| Average Primary Class Size (Grades 1-3) | 19.23 | 19.58 |
| Average Junior/ Intermediate Class Size (Grades 4-8) | 24.89 | 22.92 |
| Average Class Size (Grades 1-8) | 22.78 | 21.46 |

To combat this trend, changes to [Administrative Procedure 1000 - French Immersion Elementary](#) were made in 2020. A non-immersion site now requires a minimum of 36 home school applicants before a FI program is considered at the school (refer to Section 7.3). Furthermore, the French Program Review has identified several areas where the WRDSB can improve retention in the FI program. Some of these improvements are already underway, whereas others will be combined with the transition to a Grade 2 entry point.

Financial implications

Additional resources are required as each grade/level of FI is added to a school. These resources come out of the WRDSB's existing operating budget and require a reallocation from other areas of the board. Resources may include but are not limited to, library books, teaching materials/resources, etc.

Communications

On December 5, 2022, a letter (attached as Appendix A) was sent to all French immersion students informing them of the decision.

Prepared by: Lauren Agar, Manager of Planning
 Evelyn Giannopoulos, Superintendent, Student Achievement and Well-Being
 Nick Landry, Superintendent of Business Services and Treasurer,
 in consultation with Leadership Council

**Waterloo Region District School Board**

51 Ardelt Avenue
Kitchener, ON N2C 2R5
T: 519-570-0003
F: 519-742-1364
wrdsb.ca

December 5, 2022

Re: Intermediate French Immersion at Cedar Creek Public School

Dear Families,

We are writing to provide information about the future of the French immersion program at Cedar Creek Public School.

After serious review and consideration, Cedar Creek Public School will not offer Grade 7 and 8 French immersion classes. Due to low enrolment in all grades, we cannot proceed to offer French immersion for students at the intermediate level.

We will provide Grade 7 and 8 French immersion for Cedar Creek Public School students at another Waterloo Region District School Board school. Students may choose which school to attend. The closest schools are [St. Andrews Public School](#) and [Doon Public School](#). Transportation to another school is the responsibility of the family.

We are monitoring the number of students in Cedar Creek Public School French immersion classes. If we are not able to form classes of appropriate sizes, we may need to consider eliminating grades or the program, entirely. Should we need to consider this, we will consult with families at the earliest opportunity.

Please do not hesitate to contact the school with any questions or concerns. They are available to provide you with any information you need.

Sincerely,

A handwritten signature in black ink, appearing to read "Evelyn Giannopoulos".

Evelyn Giannopoulos
Superintendent, Student Achievement and Well-Being

cc: Sherri Davidson, Principal
Lauren Agar, Manager of Planning

Frequently Asked Questions

How big do French immersion classes need to be?

French immersion classes need at least 18 students in Grades 1-3 or 23 in Grades 4-8. We may use combined grade classes to achieve these class sizes. *Reference: Section 7.4 of [Administrative Procedure 1000 - French Immersion Elementary](#).*

What happens if there aren't enough students in a French immersion class?

If fewer students are in a class than needed, the school may not offer French immersion at that grade. Students affected have two options:

1. Transfer to the core French program in the Home School
2. Switch to another school with French immersion. Note: The family has to provide transportation.

Can a student switch to core French, then re-enter French immersion at another time?

The Ministry of Education sets the French-language instructional time requirements for French immersion. If a student leaves French immersion, there is no opportunity to re-enter. Students would receive French-language instruction through the core French program. *Reference: [A Framework for French as a Second Language in Ontario Schools, Kindergarten to Grade 12](#).*

What happens to those attending Cedar Creek Public School as Out-of-Bound students?

Students attending Cedar Creek Public School for French immersion but do not live within the Cedar Creek Public School boundary, AND French immersion is not offered at that student's grade level have two options:

1. Transfer to the core French program at their Home School
2. Submit an Out-of-Boundary request form ([IS-20-A](#)) to remain at Cedar Creek PS in core French.
Reference: [Administrative Procedure 1040 – Out of Boundary Requests – Elementary Schools](#)



Report to Committee of the Whole

March 20, 2023

Subject: Board Policies:

1002 - Occupational Health and Safety

1004 - Harassment

1009 - Violence in the Workplace

Recommendations

1.

That the Waterloo Region District School Board approve Board Policy 1002 - Occupational Health and Safety as presented at the March 20, 2023, Committee of the Whole meeting.

2.

That the Waterloo Region District School Board approve Board Policy 1004 - Harassment as presented at the March 20, 2023, Committee of the Whole meeting.

3.

That the Waterloo Region District School Board approve Board Policy 1009 - Violence in the Workplace as presented at the March 20, 2023, Committee of the Whole meeting.

Status

The policy working group is recommending approval of the following policies:

- 1002 - Occupational Health and Safety
- 1004 - Harassment
- 1009 - Violence in the Workplace

Copies of the draft recommendations and the current policy are included with this report.

Due to legislative restrictions, recommended changes are minimal. These three (3) policies require annual review. Associate Director G. Shantz is the staff member responsible for all three policies.

The Policy Working Group has ensured that the following steps have occurred:

- Reviewed using the Human Rights and Equity Review Guide
- Reviewed by Leadership Council
- Reviewed for legislative updates and consistent language

Background

On March 22, 2021 the Board of Trustees approved striking a Policy Working Group. The Policy Working Group Terms of Reference include the following mandate:

2.2 Powers and responsibilities: The committee shall review and examine policies for formatting and to review content and to develop draft policies where required and to ensure that consultation has taken place. This committee has no decision-making powers. All policies will be presented to the Board of Trustees for approval.

Financial implications

There are no known financial implications resulting from the policy revisions presented in this report.

Communications

Approved policies will be updated on the internal and external websites after ratification at the end of the month.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for the Policy Working Group in consultation with Leadership Council



OCCUPATIONAL HEALTH AND SAFETY

| | |
|---------------------|--|
| Legal References: | <i>Ontario Occupational Health and Safety Act and Regulations</i> |
| Related References: | <i>Board Policy 1004 - Harassment Board Policy 1009 - Violence in the Workplace Administrative Procedure 3140 – Reporting and Investigation of Employee Incidents, Accidents and Safety Concerns</i> |
| Effective Date: | <i>February 23, 1998</i> |
| Revisions: | <i>October 17, 2016 January 15, 2018 June 21, 2021</i> |
| Reviewed: | <i>June 21, 2021, May 16, 2022 March 20, 2023</i> |

1. It is the policy of the Waterloo Region District School Board (WRDSB), recognizing that all employees of the Board must adhere to the responsibilities and requirements placed upon it through the *Occupational Health and Safety Act* and Regulations, to:
 - 1.1 report unsafe conditions and comply with all other applicable legislated health and safety requirements;
 - 1.2 take every reasonable precaution to prevent personal injury and to take appropriate measures to provide and maintain a safe, healthy work environment for all employees;
 - 1.3 ensure that appropriate consideration is given to employee health and safety in all of the Board's organizational activities;
 - 1.4 ensure that employees are aware that the roles and responsibilities outlined in the *Occupational Health and Safety Act* and its Regulations for "worker" and "supervisors" are required duties in their roles with the Board;
 - 1.5 implement health and safety training programs as appropriate and ensure their effectiveness through evaluation;
 - 1.6 provide a respectful, safe and secure working environment for its employees free of violence, threats of violence, harassment (including sexual harassment), intimidation, bullying and other disruptive behaviour;
 - 1.7 ensure they utilize and comply with all Personal Protective Equipment (PPE) requirements as established by the WRDSB at all times.

2. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



OCCUPATIONAL HEALTH AND SAFETY

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| Revisions: | <i>October 17, 2016</i> <i>January 15, 2018</i> <i>June 21, 2021</i> |
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Board Policy 1004 HARASSMENT

Legal References: *Occupational Health and Safety Act*
Ontario Human Rights Code
Education Act

Related References: *Board Policy 1002 - Occupational Health and Safety Policy*
Board Policy 1008 - Equity and Inclusion
Board Policy 1009 - Violence in the Workplace
Board Policy 1017 – Human Rights
Board Policy 6000 - Safe Schools
Board Policy 6001 - Code of Conduct
Administrative Procedure 1200 – Student Bullying and/or Harassment
Administrative Procedure 3740 - Prevention and Resolution of Workplace Harassment

Effective Date: *February 23, 1998*

Revisions: *January 15, 2018*
June 21, 2021

Reviewed: *June 21, 2021, May 16, 2022, **March 20, 2023***

1. The Waterloo Region District School Board (WRDSB) is committed to providing a safe working and learning environment where all individuals are treated with dignity and respect, free from sexual, racial, ethno cultural, or other harassing or discriminatory behaviour.

This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of harassment in the workplace. The WRDSB will not tolerate harassment of any kind from any person in the workplace.

This policy applies to all work activities that occur while on Board premises, while engaging in workplace activities or workplace social events and extra-curricular activities.

2. Definitions

2.1. Harassment

The *Ontario Human Rights Code* defines 'harassment' as:

"Engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome."

The *Ontario Occupational Health and Safety Act* defines 'workplace harassment' as:

- a) *"Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome,*
or
- b) *Workplace sexual harassment."*

Workplace Sexual Harassment

The *Ontario Occupational Health and Safety Act* defines ‘workplace sexual harassment’ as:

- a) “Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.”

2.2. What Workplace Harassment is Not

Reasonable action or conduct by a Superintendent, Administrator, Manager, Officer, or Supervisor that is part of their normal work function would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for a worker.

For example, workplace harassment does not include:

- requesting medical documents or other appropriate documentation to support of an absence from work;;
- measures to correct performance deficiencies, such as placing someone on a performance improvement plan or criticism of an employee’s conduct or performance;;
- transfers to other departments or shifts;;
- changes in work assignments;;
- time studies;;
- job assessment or observations;;
- enforcement of Board rules and procedures; and
- administering disciplinary action for workplace infractions.

Also, differences in opinion or minor disagreements between co-workers would not generally be considered workplace harassment.

In addition, this policy is not meant to inhibit the free speech of our employees nor is it intended to interfere with the normal social relations that are part of working within this organization.

3. Application

- 3.1. This policy applies to all WRDSB employees, trustees and other users such as members of consultative committees, clients of the WRDSB, **families/caregivers** parents, volunteers, permit holders, contractors, and employees of other organizations not related to the WRDSB but who nevertheless work on or are invited onto WRDSB premises. This policy also covers harassment by such persons which is proven to have repercussions that adversely affect the WRDSB’s learning and working environment.
- 3.2. The rights of students to a respectful working and learning environment, free from harassment and discrimination, are dealt with under other appropriate legislation, regulations, and Board policy and procedures including but not limited to: the *Education Act* (Section XIII), Safe School Policy (6000), Code of Conduct (6001), Student Bullying Prevention and Intervention Policy (6009), and Administrative Procedure 1200 - Student Bullying and/or Harassment.

4. Guidelines

- 4.1. The WRDSB is committed to develop and maintain a program to implement this policy with respect to harassment, and to meeting the requirements of the *Occupational Health and Safety Act* and *Ontario Human Rights Code*.
- 4.2. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of harassment or act as witnesses. The Board shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment.
- 4.3. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.

Draft



Board Policy 1004 HARASSMENT

| | |
|----------------------------|--|
| Legal References: | <i>Occupational Health and Safety Act Ontario Human Rights Code Education Act</i> |
| Related References: | <i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1008 - Equity and Inclusion Board Policy 1009 - Violence in the Workplace Board Policy 1017 – Human Rights Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 1200 – Student Bullying and/or Harassment Administrative Procedure 3740 - Prevention and Resolution of Workplace Harassment</i> |
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- administering disciplinary action for workplace infractions.

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- 4.3. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



VIOLENCE IN THE WORKPLACE

| | |
|----------------------------|---|
| Legal References: | <i>Ontario Occupational Health and Safety Act</i> <i>Education Act</i> <i>Safe Schools Act</i> |
| Related References: | <i>Board Policy 1002 - Occupational Health and Safety Policy</i> <i>Board Policy 1004 - Harassment Policy</i> <i>Board Policy 1008 - Equity & Inclusion Policy</i> <i>Board Policy 1017 – Human Rights</i> <i>Board Policy 6000 - Safe Schools</i> <i>Board Policy 6001 - Code of Conduct</i> <i>Administrative Procedure 2330 - Management Process for Students</i> <i>Causing a Risk-of-Injury</i> <i>Administrative Procedure 3780 - Violence in the Workplace</i> |
| Effective Date: | <i>May, 2007</i> |
| Revisions: | <i>January 15, 2018</i> <i>June 21, 2021</i> |
| Reviewed: | <i>June 21, 2021, May 16, 2022, March 20, 2023</i> |

1. The Waterloo Region District School Board (WRDSB) is committed to providing a working and learning environment free from workplace violence including domestic violence that may pose a risk in the workplace, where all individuals are treated with dignity and respect.
 - 1.1. This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments. Any act of violence in the workplace is unacceptable conduct and for this reason, the Board will not tolerate any incidents of this kind against or by any employee or any other person.
 - 1.2. This policy applies to all work activities that occur while on WRDSB premises, while engaging in workplace activities or workplace social events and extra-curricular activities.
2. Definitions:
 - 2.1. Workplace Violence

As defined by the *Occupational Health and Safety Act*, workplace violence is:

 - a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
 - b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,*
 - c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.*

3. Application

- 3.1. This policy applies to all WRDSB employees, trustees and other users such as members of consultative committees, clients of the WRDSB, **families/caregivers** parents, volunteers, permit holders, contractors, and employees of other organizations not related to the WRDSB, but who nevertheless work on or are invited onto WRDSB premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the WRDSB's learning and working environment.
- 3.2. The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate legislation, regulations and WRDSB policy and procedure including but not limited to the *Education Act* (Section XIII), *Safe School Policy* (6000), *Code of Conduct* (6001), *Equity and Inclusion Policy* (1008), and *Administrative Procedure 2330 - Management Process for Student Behaviours Causing a Risk of Injury*.

4. Guidelines

- 4.1. The WRDSB, as the employer, will comply with all aspects of the *Occupational Health and Safety Act* that apply to the organization.
 - 4.2. The WRDSB is committed to developing and maintaining a program to implement this policy with respect to workplace violence. It is recognized that when working with students, including students with special needs, the WRDSB may be required to implement proactive measures to promote a violence-free workplace.
 - 4.3. The WRDSB will assess the risk of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.
 - 4.4. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The WRDSB shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
5. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



VIOLENCE IN THE WORKPLACE

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 - 4.2. The WRDSB is committed to developing and maintaining a program to implement this policy with respect to workplace violence. It is recognized that when working with students, including students with special needs, the WRDSB may be required to implement proactive measures to promote a violence-free workplace.
 - 4.3. The WRDSB will assess the risk of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.
 - 4.4. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The WRDSB shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
5. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



Report to Committee of the Whole

March 20, 2023

Subject: 2022-23 Interim Financial Report and Forecast

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved the 2022-23 operating budget on [June 15, 2022](#), and at that time the expected in-year deficit was \$7.43M, or 0.95% 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, 2023 (Q2). The forecast for the 2022-23 school year remains an in-year deficit (\$8.03M), but the forecasted deficit is higher than the deficit forecasted as part of the original budget. The increase in the deficit forecast is attributed to higher utilization of short-term sick leave, increasing our expenditure forecast for supply staff costs by \$2.7M (11.8%).

There are a number of variables that could impact our financial position over the next six months, including changes in enrolment, utilities, staffing (vacancies), professional development and supply staff costs. Staff will continue to monitor expenditures across all areas of the boards operations and will provide another update in June 2023.

The data supporting the 2022-23 Q2 Interim Financial Report, comparing the budget to the forecasted year-end position, is attached as [Appendix A](#).

Key Budget Risks

As noted in the presentation to Trustees on [June 15, 2022](#), the 2022-23 budget was developed using the most current information available at that time. In terms of key assumptions and risk areas, the following represent factors which may impact the year-end results.

Revenues

- As part of the [Q1 report](#), material variances were identified and discussed for the following areas: Student Enrolment and Extended Day Program. No further

adjustments in these areas have been identified, so they are not addressed within this report.

- Other Grants
 - In-year change: After the completion of the Q1 report, the Ministry announced additional funding would be made available to school boards through Priorities & Partnerships Funding (PPF). More specifically, the WRDSB will have access to an additional \$472 thousand through the Tutoring Supports Program. These funds are being carried over from the 2021-22 school year; as such they represent funding that was unspent in 2021-22.
 - 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. 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 Professionals and Paraprofessionals, School Operations, and Other Non-operating expenses. No material variances have been identified subsequent to the [Q1 report](#) for these areas, so they are not specifically addressed below.
- Supply Staff
 - In-year change: As part of the [Q1 report](#), staff noted that expenditures for short-term supply staff were trending almost 3.5% ahead of the same time period last year; since then, utilization of short-term sick leave has continued to outpace prior year actuals, leading staff to forecast that expenses for supply staff will exceed the original budget forecast by \$2.7M, or 11.8%.
 - Impact: Prior to the onset of the pandemic in March 2020, there had been a consistent upward trend in supply staff costs. As part of the 2018-19 budget, the expenditure budget for supply staff was increased by \$2.5M, or 13.3%. The rationale for this increase was the consistent upward trend in supply costs which had been identified over the previous number of years, which was supported by the findings in the [Auditor General's 2017 Annual Report](#) where supply staff costs were identified as a pressure across the province. The onset of the pandemic disrupted this trend and staff noted a significant decline in utilization of short-term sick leave across all employee groups in the latter part of the 2019-20 school year and the entire 2020-21 school year. This disruption continued in the early part of 2021-22, however, the latter part of the 2021-22 school year saw a return to pre-pandemic utilization and the financial and operational pressures associated with short-term sick leave.

To further illustrate the point, the table below illustrates the increases in our supply staff budget over the past six years, as well as the actual expenditures incurred in each year.

| Budget vs. Expenditure Summary: Supply Staff Costs (Teachers, DECEs, EAs) | | | | | | |
|---|----------------------|--------------------|--------------|--------------|----------------------|----------------------|
| | 2017-18 | 2018-19 | 2019-20* | 2020-21* | 2021-22 | 2022-23** |
| Budget | \$18,404,100 | \$20,854,500 | \$21,033,800 | \$22,587,200 | \$22,990,100 | \$23,118,330 |
| Expense | \$20,473,919 | \$21,025,105 | \$15,591,909 | \$19,236,721 | \$24,066,680 | \$25,837,130 |
| In-year Variance | (\$2,069,819) | (\$170,605) | \$5,441,891 | \$3,350,479 | (\$1,076,580) | (\$2,718,800) |
| *- Pandemic school years; school closures resulted in minimal (if any) supply costs being incurred for duration of closure. | | | | | | |
| **- Forecast of our year-end position based on expenses incurred up to Feb 28, 2023. | | | | | | |

It should also be noted that through the Grants for Student Needs (GSN), the board receives approximately \$10.8M in funding to cover short-term supply staff expenses (Teachers and DECEs); for 2022-23, this means that our budget for these expenditures exceeds our funding by approximately \$13.95M (see table below).

| GSN Funding for Supply Staff | | | | |
|---|-------------------------|--------------------------|-----------------------|-----------------------|
| Grade Cohort | Average Daily Enrolment | Supply Teacher Benchmark | Supply DECE Benchmark | GSN Funding |
| JK-SK | 8,504.32 | \$168.87 | \$90.50 | \$2,205,765 |
| Gr 1 to 3 | 13,467.66 | \$168.87 | | \$2,274,284 |
| Gr 4 to 8 | 22,737.88 | \$168.87 | | \$3,839,746 |
| Gr 9-12 | 20,076.42 | \$123.52 | | \$2,479,839 |
| 2022-23 Funding for Supply Staff (Teachers and DECEs) | | | | \$10,799,634 |
| 2022-23 Expense Forecast (Teachers and DECEs only) | | | | \$24,750,192 |
| Funding Shortfall | | | | (\$13,950,558) |

- Strategy: Given the continued pressures that supply staff costs represent for the organization, staff will be looking to re-allocate funds within the 2023-24 budget to better support employee wellness; this will include enhanced efforts to monitor and support staff in areas where short-term sick leave utilization exceed board and industry averages.

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 \$8.03M.

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: Nick Landry, Superintendent of Business Services & Treasurer
Sharon Uttley, Manager, Accounting Services
Wenqi Zhou, Manager, Budget Services
in consultation with Coordinating Council

APPENDIX A

2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)

SUMMARY OF FINANCIAL RESULTS

(000's)

| | Budget | Forecast | In-Year Change | |
|--|------------------|------------------|------------------|----------------|
| | | | \$ | % |
| Revenue | | | | |
| Provincial Grants-GSN | \$761,424 | \$764,172 | \$2,749 | 0.4% |
| Revenue transferred from/(to) deferred revenue | 1,131 | 2,650 | 1,519 | 134.4% |
| Other Grants | 6,900 | 8,286 | 1,386 | 20.1% |
| Other Revenue | 33,593 | 34,685 | 1,092 | 3.2% |
| School Generated Funds | 7,145 | 7,145 | - | 0.0% |
| Transferred from DCC** | 47,659 | 47,659 | - | 0.0% |
| Transferred to DCC** | (16,987) | (19,686) | (2,699) | 15.9% |
| Total Revenue | \$840,865 | \$844,911 | \$4,046 | 0.5% |
| Expenses | | | | |
| Instruction | \$649,109 | \$653,771 | \$4,662 | 0.7% |
| Administration | 20,295 | 20,400 | 105 | 0.5% |
| Transportation | 20,170 | 20,304 | 134 | 0.7% |
| School Operations & Maintenance | 70,326 | 70,326 | - | 0.0% |
| Pupil Accom/Renewal/Debt/Non-operating | 59,598 | 60,280 | 682 | 1.1% |
| School Generated Funds | 7,145 | 7,145 | - | 0.0% |
| Provision for Contingency | 5,662 | 5,662 | | |
| Total Expenses | \$832,304 | \$837,887 | \$5,583 | 0.7% |
| Surplus/(Deficit) | \$8,561 | \$7,024 | (\$1,537) | (17.9%) |

Changes in Revenue

- Provincial Grants- Net effect of projected change in enrolment, Teacher/DECE Qualifications and Experience Grant
- 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
- Other Grants- Increase due to additional Priorities and Partnerships Funding (PPF) announcements following 2022-23 budget submission
- Other Revenue- Increase due to projected increase in Community Use revenues and extended day revenues due to enrolment increase

Change in Expenditures

- Instruction- Reflects changes due to additional PPF announcements following 2022-23 budget submission, carryover of one-time initiatives from prior year and forecast of increased expenses for short-term supply costs
- Transportation - additional Program and Priority funding and late busing
- Pupil Accom/Renewal/Debt/Non-Operating- Increase in extended day staffing due to projected enrolment

**DCC - Deferred Capital Contributions

2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)

DETERMINATION OF ANNUAL OPERATING SURPLUS

(000s)

| | Budget | Forecast |
|--|-------------------|-------------------|
| PSAB Surplus/(Deficit) (from above) | \$8,561 | \$7,024 |
| LESS: Internally Appropriated | | |
| Committed Capital Projects | | |
| Sub-Total: In-Year Appropriations | - | - |
| Previous year one-time initiatives | - | 917 |
| Committed capital projects | (210) | (210) |
| Total: Internally Appropriated | (210) | 707 |
| Less: Unavailable for Compliance | | |
| PSAB Adjustments | (16,517) | (16,500) |
| Total Adjustments | (\$16,727) | (\$15,793) |
| In-year unappropriated Operating Surplus/(Deficit) | (\$8,166) | (\$8,769) |
| Committed capital projects annual amortization | 713 | 713 |
| Committed sinking fund interest | 24 | 24 |
| ANNUAL Unappropriated Operating Surplus/(Deficit) | (\$7,429) | (\$8,032) |

SUMMARY OF CAPITAL TO BE FINANCED

(000's)

| | Budget | Forecast |
|--|-----------------|-----------------|
| Funding | | |
| New Building and Additions | \$3,450 | \$6,792 |
| Child Care Capital | 337 | 838 |
| School Condition Improvement | 32,561 | 37,647 |
| Full Day Kindergarten | 129 | 129 |
| Renewal | 8,166 | 9,699 |
| Education Development Charge (EDC) | 16,400 | 16,400 |
| Proceeds of Disposition | 2,500 | 2,500 |
| Minor Tangible Capital Assets | 8,758 | 9,924 |
| Rural and Norther Education | 63 | 63 |
| COVID-19 Resilience Infrastructure Steam (CVRIS) | 1,510 | 1,684 |
| Other | 1,436 | 2,640 |
| Total Capital by Funding Source | \$75,309 | \$88,316 |
| Expenditure | | |
| Buildings (new, additions & renewal) | \$46,489 | \$57,994 |
| Land | 16,400 | 16,400 |
| Land Improvements | 3,500 | 3,500 |
| Leasehold Improvements | 0 | 0 |
| Moveable Assets | 8,920 | 10,422 |
| Total Capital Expenditure | \$75,309 | \$88,316 |

2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)

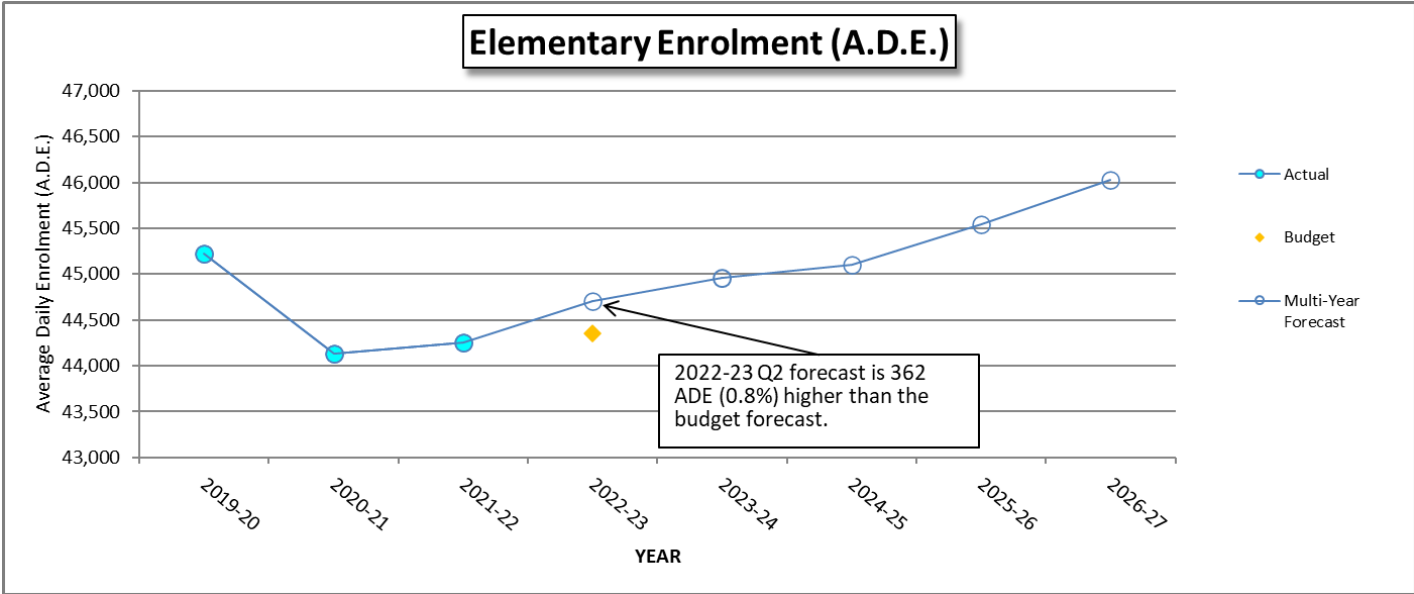
SUMMARY OF ENROLMENT

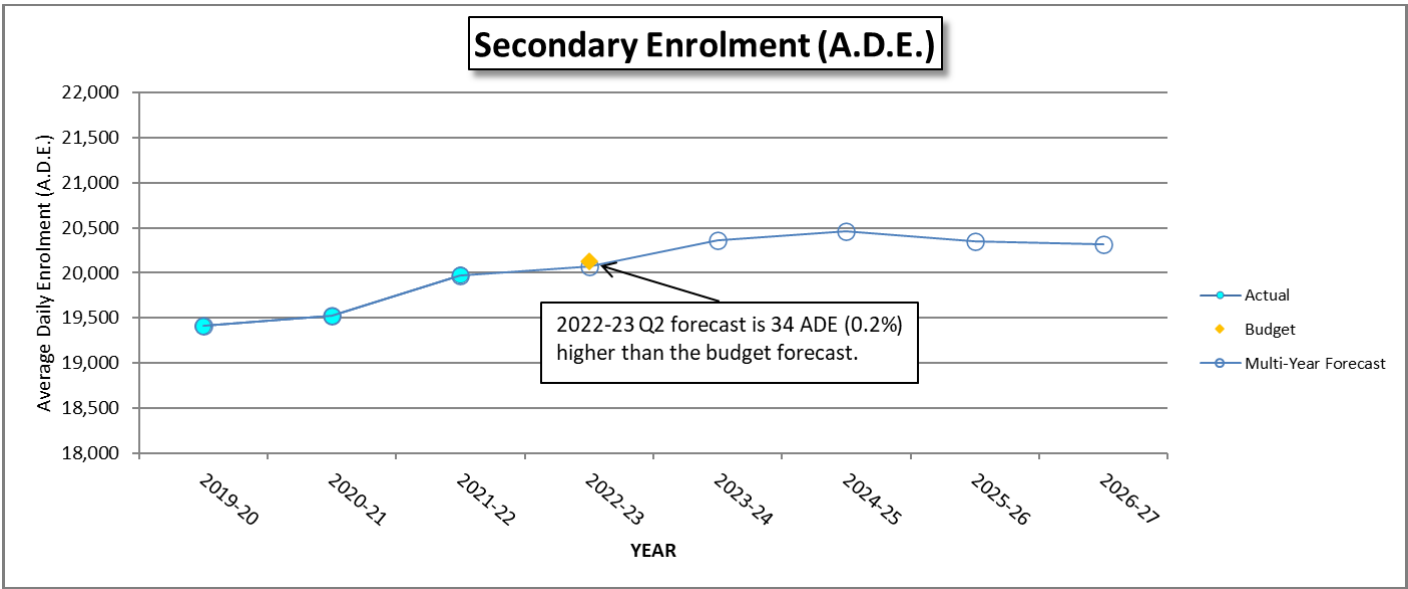
| ADE | Budget | Forecast | In-Year Change | |
|------------------------------|---------------|---------------|----------------|-------------|
| | | | # | % |
| Elementary | | | | |
| JK | 3,837 | 4,176 | 339 | 8.8% |
| SK | 4,345 | 4,328 | (17) | -0.4% |
| Grade 1-3 | 13,465 | 13,468 | 3 | 0.0% |
| Grade 4-8 | 22,701 | 22,738 | 37 | 0.2% |
| Other Pupils (International) | 9 | 9 | - | |
| Total Elementary | 44,357 | 44,719 | 362 | 0.8% |
| Secondary | | | | |
| Pupils of the Board <21 | 20,047 | 20,076 | 29 | 0.1% |
| High Credit Pupils | 13 | 19 | 7 | 52.3% |
| Pupils of the Board >21 | 10 | 9 | (1) | -12.5% |
| Other Pupils (International) | 59 | 59 | - | 0.0% |
| Total Secondary | 20,129 | 20,163 | 34 | 0.2% |
| Total | 64,486 | 64,882 | 396 | 0.6% |

Note: Forecast based on October 31st count date

Highlights of Changes in Enrolment:

- Increase in the elementary panel is largely concentrated in JK; this is consistent with pre-pandemic attraction rates and bodes well for the medium to long-term.
- Actual enrolment for October 31st has not yet been confirmed through OnSIS; the enrolment forecast should be considered volatile until Oct 31st enrolment is confirmed.





2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)

SUMMARY OF STAFFING

| FTE | Budget | Actual October 31st | In-Year Change | |
|--------------------------|-----------------|------------------------|----------------|--------------|
| | | | # | % |
| Instruction | | | - | |
| Classroom Teachers | 3,904.95 | 3,898.10 | (6.85) | -0.2% |
| Non-Classroom | 2,120.70 | 2,052.90 | (67.80) | -3.2% |
| Total Instruction | 6,025.65 | 5,951.00 | (74.65) | -1.2% |
| Non-Instruction | 845.95 | 827.60 | (18.35) | -2.2% |
| Total | 6,871.60 | 6,778.60 | (93.00) | -1.4% |

Highlights of Changes in Staffing:

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

2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)
OTHER GRANT REVENUE- INCLUDING PROGRAM AND PARTNERSHIPS FUNDING (PPF)

| | Budget | Forecast | Variance |
|--|--------------------|--------------------|--------------------|
| Anti-Sex Trafficking | \$0 | \$34,259 | \$34,259 |
| Autism Spectrum Disorder Additional Qualification | 23,400 | 0 | (23,400) |
| De-streaming Implementation Supports | 69,300 | 69,300 | 0 |
| Early Intervention Math for Special Education Needs | 114,000 | 114,031 | 31 |
| Entrepreneurship Education Pilot Projects | 30,000 | 30,000 | 0 |
| Excellence in Administration | | 41,518 | 41,518 |
| Experiential Learning-Guidance Teacher Counsellors | 0 | 78,600 | 78,600 |
| Graduation Coach for Black Students | 0 | 114,257 | 114,257 |
| Health Resources, Training and Supports | 32,200 | 32,200 | 0 |
| Human Rights and Equity Advisors | 170,430 | 170,430 | 0 |
| Identity-Based Data Collection, Analysis & Use | 0 | 38,514 | 38,514 |
| Keeping Students in School | 58,300 | 58,300 | 0 |
| Learn and Work Bursary | 22,000 | 22,000 | 0 |
| Math AQ Subsidy | 0 | 97,500 | 97,500 |
| Math Strategy | 1,196,000 | 1,196,000 | 0 |
| Professional Assessments & Evidence Based Reading | 0 | 367,458 | 367,458 |
| Skills Trade Bursary | 19,000 | 19,000 | 0 |
| Special Education Educator Additional Qualification Subsidy | 0 | 23,447 | 23,447 |
| Special Education Summer Learning | 220,100 | 220,100 | 0 |
| Specialist High Skills Major | 398,000 | 398,000 | 0 |
| Transportation and Stability Supports for Children and Youth in Care | 0 | 90,000 | 90,000 |
| Tutoring Supports Program | 2,800,550 | 3,272,847 | 472,297 |
| Total PPF Grants | \$5,153,280 | \$6,487,761 | \$1,334,481 |
| Other Grants | | | |
| Literacy & Basic Skills (LBS) | \$370,900 | \$370,900 | \$0 |
| Ontario Youth Apprenticeship Program (OYAP) | 316,191 | 395,023 | 78,832 |
| Other EDU Grants- Amounts from Deferred Revenue | 1,059,305 | 1,031,929 | (27,376) |
| Total Other Grants | \$6,899,676 | \$8,285,613 | \$1,385,937 |

2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)
PUBLIC SECTOR ACCOUNTING BOARD (PSAB) REVENUES

| | Budget | Forecast | \$ Increase (Decrease) | % Increase (Decrease) | Material Variance Note |
|--|-----------------------|-----------------------|---------------------------|--------------------------|---------------------------|
| Provincial Grants for Student Needs | | | | | |
| Pupil Foundation-Elementary | \$250,330,004 | \$252,654,532 | \$2,324,528 | 0.93% | 1 |
| Pupil Foundation-Secondary | 118,734,968 | 118,907,617 | 172,649 | 0.15% | 1 |
| School Foundation | 46,706,128 | 46,946,488 | 240,360 | 0.51% | 1 |
| Special Education | 94,390,185 | 94,929,832 | 539,647 | 0.57% | 1 |
| French as a Second Language | 9,675,122 | 9,611,554 | (63,568) | (0.66%) | 1 |
| English as a Second Language | 12,882,540 | 12,882,540 | - | 0.00% | |
| Remote and Rural Allocation | 62,653 | 62,653 | - | 0.00% | |
| Learning Opportunities | 8,653,345 | 8,657,615 | 4,270 | 0.05% | |
| Continuing Education | 1,522,854 | 1,518,340 | (4,514) | (0.30%) | |
| High Credit | 45,535 | 69,367 | 23,832 | 52.34% | 1 |
| Teacher Q&E | 73,279,259 | 71,437,910 | (1,841,349) | (2.51%) | 2 |
| New Teacher Induction Program (NTIP) | 258,281 | 250,807 | (7,474) | (2.89%) | |
| ECE Q&E | 3,931,151 | 4,080,356 | 149,205 | 3.80% | 2 |
| Transportation | 18,680,730 | 19,280,940 | 600,210 | 3.21% | 1 |
| Admin and Governance | 18,127,635 | 18,198,243 | 70,608 | 0.39% | 1 |
| Trustees' Association Fee | 58,084 | 58,084 | - | 0.00% | |
| School Operations | 65,021,308 | 65,404,674 | 383,366 | 0.59% | 1 |
| Community Use of Schools | 856,197 | 856,197 | - | 0.00% | |
| Declining Enrolment | - | - | - | 0.00% | |
| Temporary accomodation - relocation and leasing | 1,804,547 | 1,804,547 | - | 0.00% | |
| Indigenous Education | 2,321,669 | 2,325,830 | 4,161 | 0.18% | 1 |
| Mental Health and Well-Being | 3,021,794 | 3,013,127 | (8,667) | (0.29%) | 1 |
| School Renewal | 10,322,947 | 10,366,593 | 43,646 | 0.42% | 1 |
| Approved Debt | 104,872 | 104,872 | - | 0.00% | |
| Debt Charges-Interest Portion | 4,620,378 | 4,620,378 | - | 0.00% | |
| Supports for Students Fund | 6,217,109 | 6,334,963 | 117,854 | 1.90% | |
| Program Leadership Grant | 1,000,496 | 1,000,496 | - | 0.00% | |
| Restraint Savings | (129,030) | (129,030) | - | 0.00% | |
| Teacher Job Protection Funding | - | - | - | 0.00% | |
| COVID-19 Learning Recovery Fund | 8,922,865 | 8,922,865 | - | 0.00% | |
| Total Provincial Grants for Student Needs (GSN) | \$761,423,626 | \$764,172,390 | \$2,748,764 | 0.36% | |
| Amortization of Deferred Capital Contributions | \$47,659,279 | \$47,659,279 | \$0 | 0.00% | |
| Legislative Grants transferred from/(to) Deferred Revenue | \$1,130,656 | \$2,650,077 | \$1,519,421 | 134.38% | |
| Other Grants | \$6,899,676 | \$8,285,613 | \$1,385,937 | 20.09% | 3 |
| Non Grant Revenue | | | | | |
| Fees | \$1,202,700 | \$1,202,700 | \$0 | 0.00% | |
| Transportation Recoveries | 35,300 | 35,300 | - | 0.00% | |
| Rental Revenue | 1,423,450 | 2,008,450 | 585,000 | 41.10% | 4 |
| Education Development Charge | 16,400,000 | 16,400,000 | - | 0.00% | |
| Other Revenue | 14,532,000 | 15,038,600 | 506,600 | 3.49% | 5 |
| Non Grant Revenue | \$33,593,450 | \$34,685,050 | \$1,091,600 | 3.25% | |
| School Generated Funds Revenue | \$7,145,000 | \$7,145,000 | \$0 | 0.00% | |
| Grants Transferred to Deferred Capital Contributions | (\$16,986,659) | (\$19,685,989) | (\$2,699,330) | 15.89% | |
| Total PSAB Revenues | \$840,865,028 | \$844,911,420 | \$4,046,392 | 0.48% | |

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Projected enrolment variance compared to budget
- 2 Placement on grid of Teachers/DECEs is different than the budget forecast based on actual years of experience and qualifications
- 3 Additional PPF grants announced after budget submission; including funding for Tutoring not utilized in 2021-22 that has been carried forward to 2022-23 (\$472K)
- 4 Increase in projection of Community Use revenue
- 5 Net impact of projected changes in other revenue streams (extended day)

2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)

| PUBLIC SECTOR ACCOUNTING BOARD (PSAB) EXPENSES | Budget Assessment | | | | Material Variance Note |
|---|----------------------|----------------------|--------------------|-------------|------------------------------|
| | Budget | Forecast | In-Year Change | | |
| | | | # | % | |
| OPERATING | | | | | |
| Classroom | | | | | |
| Classroom Teachers | \$424,349,036 | \$424,874,763 | \$525,727 | 0.1% | |
| Supply Staff | 23,118,330 | 25,837,130 | 2,718,800 | 11.8% | 3 |
| Teacher Assistants | 37,268,527 | 37,268,527 | - | 0.0% | |
| Early Childhood Educator | 19,589,470 | 19,589,470 | - | 0.0% | |
| Textbooks and Classroom Supplies | 13,642,881 | 13,986,378 | 343,497 | 2.5% | 1 |
| Computers | 8,665,022 | 9,001,599 | 336,577 | 3.9% | |
| Professionals & Paraprofessionals | 37,313,142 | 38,643,218 | 1,330,076 | 3.6% | 1 |
| Library & Guidance | 14,354,964 | 14,340,794 | (14,170) | (0.1%) | |
| Staff Development | 3,290,283 | 3,626,330 | 336,047 | 10.2% | 1 |
| Department Heads | 1,456,530 | 1,456,530 | - | 0.0% | |
| Principal and Vice-Principals | 32,034,080 | 32,132,548 | 98,468 | 0.3% | |
| School Secretaries & Office Supplies | 17,426,315 | 17,440,733 | 14,418 | 0.1% | |
| Teacher Consultants | 14,247,886 | 14,375,114 | 127,228 | 0.9% | 1 |
| Continuing Education | 3,218,758 | 3,218,758 | - | 0.0% | |
| Instruction-Amortization | 7,253,522 | 7,253,522 | - | 0.0% | |
| Less: GSN Funded Tangible Capital Assets | (8,120,140) | (9,274,399) | (1,154,259) | 14.2% | |
| Sub-Total Instruction Expenses | \$649,108,606 | \$653,771,015 | \$4,662,409 | 0.7% | |
| Other Expenses | | | | | |
| Board Administration | \$19,704,005 | \$19,820,474 | \$116,469 | 0.6% | 1 |
| School Operations | 70,644,871 | 70,645,658 | 787 | 0.0% | |
| Transportation | 20,165,200 | 20,299,238 | 134,038 | 0.7% | 1 |
| Amortization | 914,114 | 914,114 | - | 0.0% | |
| Less: GSN Funded Tangible Capital Assets | (637,560) | (650,051) | (12,491) | 2.0% | |
| Sub-Total Other Expenses | \$110,790,630 | \$111,029,433 | \$238,803 | 0.2% | |
| TOTAL OPERATING EXPENSE | \$759,899,236 | \$764,800,448 | \$4,901,212 | 0.6% | |
| NON-OPERATING | | | | | |
| Pupil Accommodation/Renewal/Debt | | | | | |
| School Renewal | \$10,322,947 | \$10,322,947 | \$0 | 0.0% | |
| Debt Charges | 4,275,870 | 4,275,870 | - | 0.0% | |
| Other Non-Operating Expenses | 12,890,200 | 13,571,800 | 681,600 | 5.3% | 2 |
| School Board 55 Trust | 104,872 | 104,872 | - | 0.0% | |
| Loss on Disposal of TCA and Assets | | | | 0.0% | |
| Amortization | 40,170,442 | 40,170,442 | - | 0.0% | |
| Less: GSN Funded Tangible Capital Assets | (8,166,306) | (8,166,306) | - | 0.0% | |
| Total Pupil Accommodation Expense | \$59,598,025 | \$60,279,625 | \$681,600 | 1.1% | |
| School Generated Funds | \$7,145,000 | \$7,145,000 | \$0 | 0.0% | |
| Provision for Contingencies | \$5,661,960 | \$5,662,160 | \$200 | 0.0% | |
| TOTAL EXPENSES | \$832,304,221 | \$837,887,233 | \$5,582,812 | 0.7% | |

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. Increase in extended day variable costs due to increase in enrolment (offset by revenue)
3. Increase Supply staff forecast based on utilization of short-term sick leave up to February 28, 2023, and historical trends

2022-23 Interim Financial Report (Second Quarter- Sept 1, 2022 to February 28, 2023)

| PUBLIC SECTOR ACCOUNTING BOARD (PSAB) EXPENSES | Risk Assessment | | | | | Forecast vs.Prior year YTD |
|---|---------------------------|------------------------|---------------------------|----------------------|--|----------------------------------|
| | Actual to Feb 28, 2023 | % of Forecast Spent | Actual to Feb 28, 2022 | % of Actual Spent | Year-to-year Increase (Decrease) | |
| OPERATING | | | | | | |
| Classroom | | | | | | |
| Classroom Teachers | \$221,583,496 | 52.2% | \$ 221,903,996 | 52.8% | (0.7%) | |
| Supply Staff | 12,501,918 | 48.39% | 11,640,479 | 48.37% | 0.0% | |
| Teacher Assistants | 21,093,670 | 56.60% | 21,655,931 | 58.04% | (1.4%) | |
| Early Childhood Educator | 10,286,889 | 52.51% | 10,902,333 | 58.16% | (5.6%) | 1 |
| Textbooks and Classroom Supplies | 7,056,381 | 50.45% | 5,788,463 | 47.57% | 2.9% | |
| Computers | 2,332,214 | 25.91% | 3,310,735 | 42.22% | (16.3%) | 1 |
| Professionals & Paraprofessionals | 18,892,836 | 48.89% | 16,470,234 | 49.81% | (0.9%) | |
| Library & Guidance | 7,499,065 | 52.29% | 7,584,104 | 54.96% | (2.7%) | |
| Staff Development | 1,890,313 | 52.13% | 1,693,886 | 59.75% | (7.6%) | 1 |
| Department Heads | 815,119 | 55.96% | 784,993 | 53.21% | 2.7% | |
| Principal and Vice-Principals | 16,815,957 | 52.33% | 16,078,737 | 50.92% | 1.4% | |
| School Secretaries & Office Supplies | 9,086,406 | 52.10% | 8,797,558 | 52.66% | (0.6%) | |
| Teacher Consultants | 6,423,402 | 44.68% | 5,855,652 | 50.13% | (5.4%) | |
| Continuing Education | 813,306 | 25.27% | 756,871 | 22.16% | 3.1% | |
| Instruction-Amortization | | 0.00% | | 0.00% | 0.0% | |
| Less: GSN Funded Tangible Capital Assets | (1,962,793) | 21.16% | (2,358,106) | 36.07% | (14.9%) | |
| Sub-Total Instruction Expenses | \$335,128,180 | 51.26% | \$330,865,864 | 52.17% | (0.9%) | |
| Other Expenses | | | | | | |
| Board Administration | \$11,142,740 | 56.2% | \$ 9,711,908.02 | 52.6% | 3.7% | |
| School Operations | 34,336,479 | 48.60% | 33,800,589 | 46.31% | 2.3% | |
| Transportation | 13,002,636 | 64.05% | 11,580,180 | 54.22% | 9.8% | 1 |
| Amortization | - | 0.00% | - | 0.00% | 0.0% | |
| Less: GSN Funded Tangible Capital Assets | (376,352) | 57.9% | (385,441) | 44.7% | 13.2% | |
| Sub-Total Other Expenses | \$58,105,503 | 52.33% | \$ 54,707,236 | 48.02% | 4.3% | |
| TOTAL OPERATING EXPENSE | \$393,233,682 | 51.42% | \$ 385,573,100 | 51.54% | (0.1%) | |
| NON-OPERATING | | | | | | |
| Pupil Accommodation/Renewal/Debt | | | | | | |
| School Renewal | \$3,974,300 | 38.5% | \$ 2,579,624 | 30.8% | 7.7% | 1 |
| Debt Charges | 2,285,490 | 53.45% | 2,549,778 | 52.08% | 1.4% | |
| Other Non-Operating Expenses | 8,762,455 | 64.56% | 6,175,736 | 26.11% | 38.5% | 1 |
| School Board 55 Trust | | 0.00% | | 0.00% | 0.0% | 1 |
| 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 | (2,372,655) | 29.1% | (1,751,251) | 27.9% | 1.1% | 1 |
| Total Pupil Accommodation Expense | \$12,649,591 | 20.98% | \$ 9,553,887 | 14.13% | 6.9% | |
| School Generated Funds | | | | | | |
| Provision for Contingencies | \$0 | 0.00% | \$0 | 0.00% | | |
| TOTAL EXPENSES | \$405,883,274 | 48.44% | \$ 395,126,988 | 48.23% | 0.2% | |

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 20, 2023

Subject: Major Capital Projects Quarterly Update Report

Recommendation

This report is for the 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 project status relative to the schedule, budget and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding through their stages with the following comments.

During the design phase of each project, in consultation with architects, we continue to see construction cost escalations for the majority of our projects. These cost estimates exceed benchmark funding provided by the Ministry of Education. Once we reach 80 percent design for each project, we will finalize third-party Cost Consultant Reports and submit an approval to proceed (ATP) to the Ministry. We will tender the project once the Ministry approves the additional funding allocations.

These cost escalations are attributable to global commodity price increases for fuel and construction materials used to build our schools.

South Kitchener

For the new school in South Kitchener, we have submitted an ATP request with a third-party cost consultant report to the Ministry. The cost consultant report indicates a total estimated construction cost for the school of \$22,203,148; this exceeds previously approved funding by approximately \$9.40M (or 65%). We will require additional Ministry approval (funding via the ATP request) before we can move forward on this project.

Background

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

Financial implications

The major capital projects listed in Appendix A have all received Ministry funding approval. As we progress through the design and construction phases of each project, additional funding may be required due to price escalations for both supplies and services; staff will continue to submit requests to the Ministry for additional funding as required.

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 regarding the stages of approval, design, construction and budget approvals.




Prepared by: Graham Shantz, Associate Director of Business Services
 Nick Landry, Superintendent of Business Services and Treasurer
 Ron Dallan, Manager of Capital Projects
 Fabiana Frasher, Budget Officer, Financial Services
 in consultation with Leadership Council

**Major Capital Projects
Quarterly Update Report
March 20 2023**

| 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) | Design |  | New School | 16-Sep-19 | 23-Nov-21 | Yes | No | K+ Architects | No | No | No | \$16,552,917 | TBA |
| P.S. in South Kitchener (new) | CC Report Submitted |  | 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 | Yes | No | JP Thomson Architects | No | No | No | \$13,503,269 | TBA |
| Laurelwood P.S. (additon) | CC Report Submitted |  | Addition | 16-Sep-19 | 20-Oct-20 | NA | No | Hossack and Assoc. | No | No | No | \$3,903,649 | TBA |

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

Dashboard Definitions

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



Report to Committee of the Whole

March 20, 2023

Subject: Motion: Request for Report on eBooks, Surveys & Curriculum

Recommendation

That the Waterloo Region District School Board provide a written report to the Board of Trustees explaining why elementary students are able to access eBooks that are not age appropriate from the WRDSB online library, as well as details about what filtering process is being used to ensure that elementary children are not able to access eBooks that are not age appropriate; and

That the report also include the process by which parents are provided information and opt out notice before surveys and sexual health teaching in its various forms to help ensure parents are informed and included in their child's sexual health education; and

That the written report be presented at a Committee of the Whole in April 2023.

Status

This Notice of Motion was served at the January 30, 2023, Board meeting by Trustee C. Watson with support from Trustee M. Ramsay.

Background

The following recitals were included by Trustee C. Watson as background:

Whereas elementary students are able to access eBooks that are not age appropriate from the Waterloo Region District School Boards online library;

Whereas some parents state they are not receiving notice or opt out information before sexual health teaching in various forms and surveys;

Whereas the WRDSB staff and trustees are committed to transparency when communicating with parents and the broad public;

Financial implication

The financial implications are not known at this time.

Communications

If approved, the report would be scheduled for the appropriate Committee of the Whole meeting.

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



Report to Committee of the Whole

March 20, 2023

Subject: Schedule of Notice of Motion with Proposed Bylaw Amendments

Recommendation

That the Waterloo Region District School Board schedule the Notice of Motion served on February 27, 2023, by Trustee C. Watson with proposed Bylaw amendments, for discussion at the next Committee of the Whole meeting.

Status

The Notice of Motion, served at the February 27, 2023, Board Meeting by Trustee C. Watson with support from Trustee M. Ramsay contains amendments to the Bylaws.

The WRDSB Bylaws state:

1.3. Amendments and Additions to Existing Bylaws

1.3.1. No amendment, alteration, or addition to the bylaws shall be made unless written notice outlining the proposal is presented at the meeting previous to the meeting during which the item will be considered. A majority vote of the trustees present is required to support the scheduling of the proposal at the next meeting.

1.3.2. To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all trustees present at the meeting during which the proposal is considered.

At this meeting, March 20, 2023, Committee of the Whole, the Board of Trustees will address section 1.3.1. of the Bylaws and a majority vote of trustees present is required to support the scheduling of the Notice of Motion. This agenda item is not to discuss the contents of the motion but whether trustees would like to have the discussion at a future meeting.

If scheduling is approved this evening by a majority vote, the Notice of Motion will be discussed at the April 19, 2023, Committee of the Whole meeting as outlined in section 1.3.2. of the Bylaws.

Background

The following Notice of Motion, with Bylaw amendments, was served at the February 27, 2023 Board Meeting by Trustee C. Watson with support from Trustee M. Ramsay:

Whereas the WRDSB bylaw 14. Delegation Procedure, does not ensure that voices on both sides of an issue are equally heard and valued before a decisions is made by the board of trustees,

Whereas the WRDSB bylaw 4. Trustee Responsibility, states that Trustees shall be expected to model ethical practices which include 4.3.3. a. Making decisions in a manner which is open, accessible and equitable, and b. respecting different points of view.

Whereas the WRDSB bylaw 13.5. Board Meetings, states that trustees are not able to access the Board Agenda until the Friday at 1:00 p.m. prior to the Board meeting and yet delegations are expected to register on the Thursday prior to the board meeting,

Whereas some parents find out at the last minute about a motion and have no opportunity to speak to a motion even if delegations cancel minutes before the meeting,

Whereas the Board Meeting Agendas list the delegations after the minutes are ratified, Whereas the WRDSB current bylaws or practice will only allow trustees to ask two questions per report, even if time permits and other trustees forgo asking questions,

Whereas the WRDSB current bylaw or practice only allows 10 minutes at "Question Period" for eleven trustees,

Whereas the language around withdrawal of motions is unclear and open to interpretation,

Therefore be it resolved:

That the Waterloo Region District School Board establish an Ad-Hoc committee to review the following amendments listed below and report back to the Board of Trustees by the end of May 2023 with recommendations.

That the WRDSB bylaw 14. Delegation Procedures be amended to include a fair delegation process which would allow delegations on both sides of the motion to have an opportunity to present to trustees at the same meeting to ensure fair, informed and balanced decision making,

And that the delegation process remove the penalty for delegations who register after the Thursday prior to the Monday meeting,

And that the delegation process allow members of the gallery to speak to items on the agenda if previous delegations cancel or do not attend and if time exist within the delegations time period,

And that Board Meeting Agendas list delegations before the minutes of Committee of the Whole are ratified,

And that individual trustees be given an opportunity to ask more than two questions per report if other trustees forgo asking questions and time permits,

And that the chair be given authority to extend question period without a motion to ensure that all trustees are treated fairly and given an equal opportunity to ask questions on behalf of their constituents,

And that the language of WRDSB Bylaw 24. Rules of Order, 24.3.2. be clarified according to Roberts Rules, that the withdrawal of a motion refers only to the proposer of the motion and the seconder and that it is after the proposer and seconder have moved the motion and then read by the chair, that it belongs to the board.

Financial implication

There are no known financial implications to scheduling this motion for discussion.

Communications

If approved, the Notice of Motion will be scheduled at the next Committee of the Whole meeting for discussion.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Chairperson J. Weston in consultation with the Leadership Council and the Agenda Development Committee.