

Virtual Meeting Norms:

- All callers are to place themselves on mute
- Roll call is in place for attendance and for questions

The audio portion of this committee meeting will be made available on our website the day following the meeting.

AGENDA: 6:00

1. Call to Order/Roll Call
2. Land Acknowledgement
3. Approval of the Agenda
4. Key Parameters and Assumptions to Guide 2023-24 Budget Development
5. Interim Financial Report – November 30, 2022
6. Monitoring Temperature and Humidex in Learning Spaces
7. Adjournment from public session and Resolution into Committee of the Whole (Private Session) as per the Education Act, Section 207.2 (b) the disclosure of intimate, personnel or financial information in respect of a member of the board or committee.

We acknowledge our presence on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty.

The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity.

We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: January 19, 2023

PREPARED BY: Matthew Gerard, Associate Director, Support Services
Denise Dawson, Senior Manager, Business Services

RE: **Key Parameters and Assumptions to Guide 2023-2024 Budget Development**

Action x Monitoring

Recommended Action:

That the Key Parameters and Assumptions to guide the 2023-2024 Budget Development be approved.

Background:

In order to provide for the development of the 2023-2024 budget the following key steps and timelines have been identified:

- January Key Parameters and Assumptions to Guide Budget Development
- April School Based Staffing Recommendations
- Feb-May Executive Council and Finance and Facilities Committee develop/review budget
- May/June Public Finance and Facilities Committee Meeting and budget refinements to reflect new information if necessary
- By June 30 Approval of Budget

Preliminary Budget Assumptions:

Enrolment Projection:

	2022-2023 Revised Budget ADE	2023-2024 Projected Budget ADE	Increase (Decrease) ADE	Increase (Decrease) %
Elementary	37,009.00	37,240.00	231.00	0.6 %
Secondary	14,198.00	14,246.25	48.25	0.3 %
Total	51,207.00	51,486.25	279.25	0.5 %

The 2023-2024 preliminary enrolment projections are calculated based on historic enrolment trends and student retention rates on a school by school basis, and may be adjusted once the school principals provide validation and comment in early March 2023.

Revenues:

Grants for Student Needs (GSN) will be calculated to reflect changes in salary and benefit benchmarks for those unions who have ratified a Central Agreement with the Ministry. Remaining Grants for Student Needs (GSN) will be calculated to reflect a projected 0% change in the total grant base; subject to Ministry confirmation.

Expenditures:

- Salaries, benefits and staffing to reflect provincial legislation, and collective agreements in place.
- To provide for stability in the system and minimize in-year budget adjustments a contingency of \$1,000,000 will be set aside for unforeseen events that may arise.

Allocation Parameters:

- Ensure the allocation of resources supports the HWDSB's strategic and operational plans.
- The Ministry's revenue allocation framework will provide a useful reference for the allocation of Board resources on all major expenditure categories.
- Compliance with balanced budget requirement and Ministry basic enveloping requirements: Special Education, Board Administration and Governance and Accommodation. In addition, care will need to be exercised to ensure that funding associated with specific Ministry initiatives is allocated for the purpose designated.
- Where staff reductions are necessary, statutory positions are to be given priority for inclusion in the budget. Statutory positions to be calculated as the number required for Ministry class size requirements or collective agreement compliance.
- Where enhancements to the budget is possible, funding will be allocated to initiatives included in the Board's Priorities.

Conclusion:

The identification of parameters and assumptions to guide the development of the 2023-2024 budget are used to prepare the Preliminary Budget Scenario which is necessary for many staffing and expenditure decisions to be made in the next few months to prepare for a smooth startup of the 2023-2024 school year. As the budget development exercise continues, and key information including the 2023-2024 GSN funding announcement is provided, these parameters and assumptions will be reviewed and revised for inclusion in the final budget to be approved by June 2023.



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: January 19, 2023

PREPARED BY: Matthew Gerard, Associate Director, Support Services
Denise Dawson, Senior Manager Business Services

RE: **Interim Financial Status Report – November 30, 2022**

Action Monitoring x

Background:

The Interim Financial Status Report (Appendix A) consists of:

- Enrolment information, showing budgeted, forecasted and in-year change, in numeric and graph format, with explanations of key variances;
- Staffing information, showing budgeted, forecasted and in-year change, in numeric and graph format, with explanations of key variances;
- Financial information comparing the year-end forecast to the Budget, with explanations of key variances;
- Summarization of all information presented, in numeric and graph format, with explanations of key variances

The Interim Financial Status Report is prepared three times per year and presented to Finance and Facilities Committee for review. The key reporting dates are November 30, January 31 and March 31.

Rationale/Benefits:

The Interim Financial Status Report presented is based on available information and assumptions as of November 30, 2022. Budget to actual trends were reviewed in order to forecast the Boards August 31, 2023 year-end position from a financial, staffing and enrolment perspective. The Interim Financial Status Report is prepared three times year and presented to Finance and Facilities Committee for review.

Staff Observation:

The Ministry of Education allocates funding to School Boards using a model that is based on enrolment and the needs of students in each board. Enrolment is based on two fixed-in-time Full-Time Equivalent (FTE) values at October 31st and March 31st which are combined to produce the annualized Average Daily Enrolment (ADE). For budget purposes, enrolment is projected based on historical trends, student retention rate, growth in housing development and validation by principals of their school's projected enrolment.

An estimated ADE of 36,389.00 elementary and 13,942.00 secondary students was used to develop the 2022-23 Budget Estimates for Grants for Student Needs (GSN) and to determine staffing levels and expenditures required in the system. October 31, 2022 actual enrolment is now available and has been used to revise the projected enrolment for the 2022-23 school year. The revised elementary enrolment is projected to be 620.00 ADE more than budget, while secondary revised enrolment is projected to be 256.00 ADE greater than budget.

The 2022-23 revised revenue budget shows an increase in projected revenue of \$11.9 million. Due to the projected increase in enrolment, Grants for Student Needs is projected to \$8.6 million over the approved budget. Since the approval of the budget, the Ministry has announced \$2.8 million in additional Priority and Partnership funding that has been included in the revised budget. The additional PPF that make up the majority of the increased funding include Child & Youth in Care Transportation, SHSM, Graduation Coach Pilot for Black Students, Professional Assessment and Reading, Supporting Students with Disabilities, Summer Learning for Students, and Early Intervention Math Special Education. Other revenue is projected to be \$.45 million over budget due to projected growth in bank interest due to site sale revenue offset by a decrease in international student revenue as enrolment is lower than projected.

Expenditures in the revised budget are over budget by \$11.9 million. This reflects the additional expenditures associated with adding elementary teachers 45.6 ADE, secondary teachers 8.00 ADE, early childhood educators 14.0 ADE, educational assistants 10.0 ADE, and other expenditures to the system as a result of the increased enrolment and corresponding grant revenue changes. With the additional PPF revenue received, corresponding expenditures were added to the revised budget based on how this revenue is be used.

Conclusion:

As the Financial Status Report in Appendix A shows, the Revised Budget and Forecast is balanced and no surplus or deficit is projected. At this point, the contingency is in tact and is projected to remain intact until the end of the year. As with all forecasts, as new information is received or as assumptions change, the resulting Interim Financial Reports will be updated accordingly.

Hamilton-Wentworth District School Board
Interim Financial Report - Based on Information as of November 30, 2022
For the Period Ending August 31, 2023

Summary of Financial Results

	Approved Budget	Revised Budget	Forecast	In-Year Change	
				\$	%
Revenues					
Operating Grants	605,353,478	613,985,042	613,985,042	8,631,564	1.4%
Capital & Debt	106,029,843	106,029,843	106,029,843	-	-
Priority & Partnership Funding	11,278,735	14,098,338	14,098,338	2,819,603	20.0%
Other Revenue	8,654,137	9,091,541	9,091,541	437,404	4.8%
Total Revenues	731,316,193	743,204,764	743,204,764	11,888,571	1.6%
Expenditures					
Classroom	528,748,455	539,354,875	539,354,875	10,606,420	2.0%
Other Operating	15,135,050	15,196,757	15,196,757	61,707	0.4%
Transportation	18,949,040	21,206,876	21,206,876	2,257,836	10.6%
Pupil Accommodation	159,797,648	161,152,895	161,152,895	1,355,247	0.8%
Other	8,686,000	6,293,361	6,293,361	(2,392,639)	(38.0%)
Total Expenditures	731,316,193	743,204,764	743,204,764	11,888,571	1.6%
Surplus/(Deficit)	-	-	-	-	-

Change in Revenue

Operating Grants have increased \$8.6 m over budget due to the increase in enrolment for both panels. Priority and Partnership Funding has increased \$2.8 m over budget as additional PPF's were announced by the Ministry since the approval of the budget. Other revenue has increased due to a projected growth in bank interest as a result of revenue from site sales offset by the decrease in international education student revenue as enrolment is lower than budget.

Change in Expenditures

Expenditures have increased by \$11.9 m over approved budget. This is due to the increase in elementary and secondary teachers, early childhood educators, educational assistants and other areas of the budget as a result of increased enrolment and the corresponding increase in grant revenue. Additional expenditures are also required as a result of the announcement of new Priority and Partnership Funding by the Ministry.

Change in Surplus/Deficit

The revised budget filed with the Ministry in December 2022 reflects the increase in enrolment, grant and other revenue and corresponding expenditures. At this time the contingency remains in tact and no surplus or deficit is projected.

Risk Assessment and Recommendations

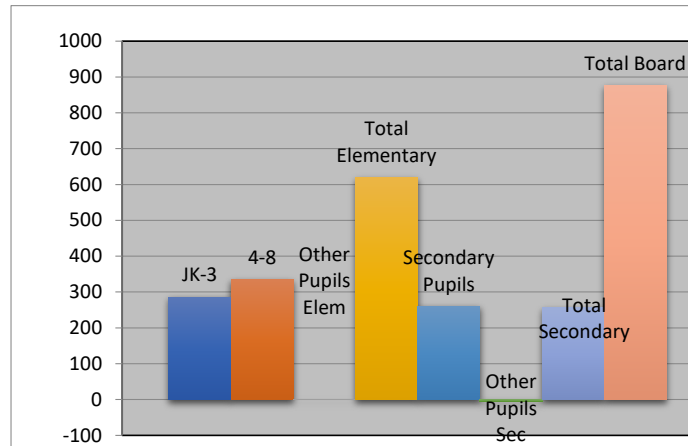
We will continue to monitor the assumptions and information used in compiling this forecast and we will revise the forecast as necessary.

NOTE: Budget to actual trends were reviewed in order to forecast August 31st year-end position. As with all forecasts, as information or assumptions change, this information will be updated accordingly.

Summary of Enrolment

	Approved Budget	Forecast	Increase (Decrease)	
			#	%
Elementary				
JK-3	17,951.00	18,237.00	286.00	1.6%
4-8	18,426.00	18,761.00	335.00	1.8%
Other Pupils	12.00	11.00	(1.00)	(8.3%)
Total Elementary	36,389.00	37,009.00	620.00	1.7%
Secondary <21				
Pupils of the Board	13,833.00	14,094.00	261.00	1.9%
Other Pupils	109.00	104.00	(5.00)	(4.6%)
Total Secondary	13,942.00	14,198.00	256.00	1.8%
Total	50,331.00	51,207.00	876.00	1.7%

Changes in Enrolment: Budget versus Forecast



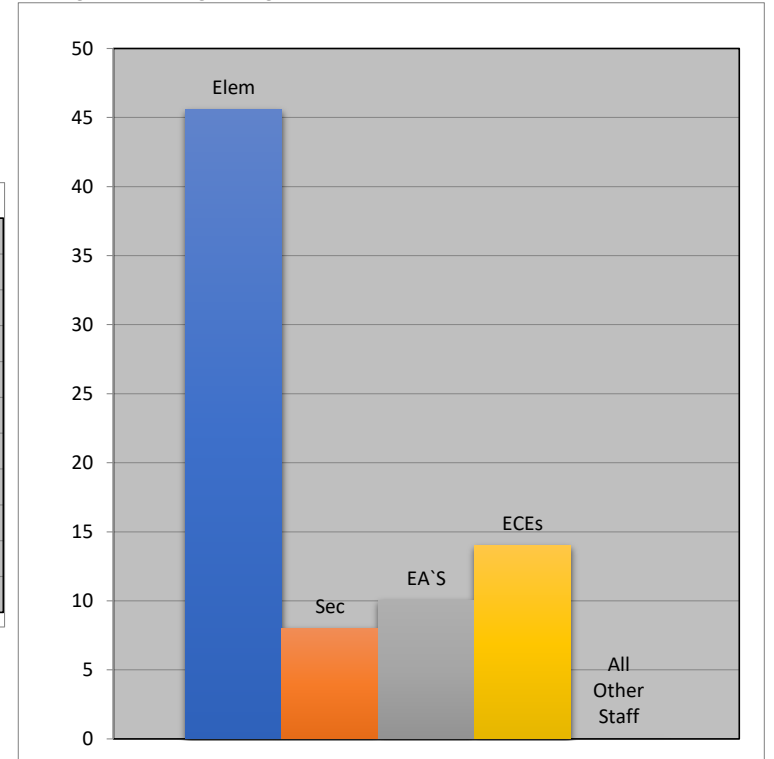
Highlights of Changes in Enrolment:

- Elementary enrolment and secondary enrolment is projected to be 620.00 ADE and 256.00 ADE respectively over budget due to growth in residential development in some areas of the city and the board continues to receive students into our schools from outside HWDSB, Ontario and Canada.
- International students are projected to be in total 6.00 ADE less than projected as the number of students coming into HWDSB continues to be low due to the COVID pandemic

Summary of Staffing

Full-Time Equivalent	Approved Budget	Actual Nov 30, 2022	Forecast	Increase (Decrease)	
				#	%
Program Instruction					
Program Instruction	4,805.12	4,874.72	4,882.72	77.60	1.6%
Program Support	567.75	567.75	567.75	0.00	0.0%
Capital	7.00	7.00	7.00	0.00	0.0%
Total	5,379.87	5,449.47	5,457.47	77.60	1.4%

Changes in Staffing: Budget versus Forecast



Highlights of Changes in Staffing:

Elementary teachers and DECE reflect an increase over budget in order due to the enrolment increase and class size requirements. Secondary teachers will increase for second semester as a result of the increase in enrolment. Educational Assistants have increased over budget due to the change in the special education grant again due to the increase in enrolment.



EXECUTIVE REPORT TO FINANCE & FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: January 19, 2023

PREPARED BY: Matthew Gerard, Associate Director, Support Services and Treasurer
David Anderson, Senior Manager, Facilities Management

RE: Monitoring Temperature and Humidex in Learning Spaces

Action Monitoring X

Background:

At the October 5, 2022 Policy Committee meeting staff presented the Board and School Cancellation of Operations Policy (formerly: Inclement Weather). The policy outlines different reasons that the Board might cancel operations or an individual school cancellation of operations. Extreme temperature includes but is not limited to extreme cold weather with wind chill or extreme hot weather with high humidex. The policy was approved at Board October 17, 2022. The Board asked staff to research how to measure high heat/humidity in classrooms (with costing for a standardized device across the board for measurement) as there is a need to understand actual classroom climates.

Staff Observations:

Monitoring temperature and humidity in learning spaces can be achieved through one of two ways:

1. Locally monitored stand-alone thermometers complete with humidity readings, affixed to the wall;
2. Centrally monitored thermometers complete with humidity readings, affixed to the wall.

Locally Monitored Units:

Locally monitored units would be purchased and installed in each learning space by Board staff. The units would be monitored by school staff throughout the learning day. The cost to implement locally monitored units is estimated at \$65,000.

Centrally Monitored Units:

Centrally monitored units would be procured in alignment with the Board's Procurement Policy and be installed by a third party service provider. These units would be monitored either locally within the learning spaces, or remotely via computer software, similar to other Building Automation Systems (BAS) in place in certain schools. The cost to implement centrally monitored units is estimated at \$1,500,000.

These units, whether locally or centrally monitored, will provide temperature and relative humidity. Further consideration would be required to determine the temperature including the humidex.

Conclusion:

Staff will initiate the supply and installation of the locally monitored units within learning spaces with a targeted completion of spring 2023.