

FINANCE COMMITTEE

Wednesday, December 16, 2020 5:30 p.m.

Virtual - Microsoft Teams

AGENDA

1. CALL TO ORDER - Kevin Maves

2. APPROVAL OF THE AGENDA

3. HUMAN RIGHTS AND EQUITY OFFICER – NEW POSITION - Warren Hoshizaki

4. INTERNATIONAL EDUCATION FINANCIAL REPORT - Stacy Veld

5. SHORT-TERM FINANCING OF MINISTRY FUNDED CAPITAL PROJECTS - Stacy Veld

6. 2020-21 INTERIM FINANCIAL REPORT - Stacy Veld

7. NEXT MEETING DATE

8. ADJOURNMENT

REPORT TO FINANCE COMMITTEE

DSBN HUMAN RIGHTS AND EQUITY OFFICER (New Position)

Background

The Human Rights and Equity Officer will lead transformational change within DSBN and expand cultures of respect for human rights and equity and champion the identification and elimination of systemic barriers. This position will also lead the implementation of Ontario's Education Equity Action Plan in support of student achievement and well-being, while continuing to build a culture of respect for the principles of human rights and equity throughout DSBN.

The role of the Human Rights and Equity Officer is to build and maintain networks of support for human rights and equity training across the Board and within our school communities. The position will work with system leaders to develop a comprehensive human rights and equity strategy, focused on the promotion of human rights and equity and the elimination of systemic barriers. In collaboration with senior officials, the position, will identify and respond to human rights and equity related risks.

Relationship to the Key Priority Areas in the Equity Audit Action Plan

Priority 1: Educate staff about equity, diversity and inclusion

- Educate employees about their rights regarding workplace accommodation and the process of obtaining accommodation when hiring.
- Develop resources to support human rights and equity throughout the Board.
- Lead human rights and equity compliance training programs for staff.
- Create Special Programs to address the effects of systemic discrimination based on the Ontario Human Rights Code.

Priority 2: Create a more inclusive and respectful organizational culture

- Create documents and begin to communicate a desire to diversity the workforce to reflect the diversity of its student population.
- Creation and maintenance of Policies and Administrative Procedures with an equity lens.
- Develop a guideline to ensure that its work environment is inclusive of employees who are gender nonconforming. For example, Transitioning at Work Policy, gender-neutral washrooms for staff, and training for managers and employees.

Priority 3: Embed equity throughout Human Resources policies and practices

- Develop a Hiring and Selection Policy and Procedure that provides guidance to staff involved in the hiring
 process and states how they are to incorporate equity and diversity into the hiring and selection process,
 including outreach recruitment, accommodation, training for staff involved in the hiring process, the role of
 human resources staff, etc.
- Create a monitoring and evaluation plan to review the effectiveness of hiring policies.
- Collaborate with Human Resources staff to provide recruitment, workplace harassment and violence prevention training.

Priority 4: Diversify the Workforce at all levels

- Collaborate with community partners including Ministry of Education.
- Enhance data gathering, analysis, metrics and program planning to identify and address systemic organizational and attitudinal barriers.

Recommended Motion

"That the hiring of a Human Rights and Equity Officer be received."

Respectfully submitted by,

Warren Hoshizaki, Director of Education Lora Courtois, Superintendent of Human Resources

December 16, 2020

For further information please contact Warren Hoshizaki, Director of Education or Lora Courtois, Superintendent of Human Resources.

REPORT TO FINANCE COMMITTEE

INTERNATIONAL EDUCATION 2020-21 FINANCIAL REPORT

Financial Results

Total 2020-21 revenue from international education is estimated to come in slightly over budget by almost \$58,000 and updated expenditures corresponding to the delivery and administration of these international programs and services will total \$1,361,000. As a result, net income from DSBN's International Education initiatives is projected to be \$105,000.

Strategic Initiatives Allocation - \$105,000

Listed below is a set of recommendations developed by the Senior Team for the allocation of the strategic initiative funds for the consideration of Trustees. These recommendations were developed based on the principles that the recommendation:

- a) does not represent continuing cost commitments;
- b) does not replicate expenditures that would normally be provided through Ministry funding; and
- c) has a long-lasting and board-wide impact on student success.

The recommendations are:

- 1) \$50,000 for EFN Scholarships
- 2) \$30,000 for Re-engagement Initiatives
- 3) \$25,000 for Connaught PS Playground

Recommended Motion:

"That the Financial Report on International Education 2020-21 be received, and that \$105,000 be allocated to support the 2020-21 recommended initiatives."

Respectfully submitted by:

Stacy Veld, Superintendent of Business Services

December 16, 2020

For further information, please contact Stacy Veld, Superintendent of Business Services.

REPORT TO FINANCE COMMITTEE

SHORT-TERM FINANCING OF MINISTRY FUNDED CAPITAL PROJECTS

Background

The Ministry of Education (MOE) has approved funding totalling \$24,705,695 under the 2020-21 School Capital priorities funding program to support various capital improvements for DSBN schools.

Since the MOE only pays these capital grants to Boards twice per year, based on actual spending, Boards must finance the project costs until the provincial grants are received. As a result, the MOE allows school boards to use short-term borrowing to interim finance these capital projects, and the MOE covers all related interest costs under the Allocation for Short-Term Interest Grant.

To borrow under this program, a borrowing resolution is required which authorizes the District School Board of Niagara (DSBN) to borrow an amount up to the Ministry approved capital grant allocations of eligible capital projects.

Timeline

The DSBN may commence borrowing under this program immediately following the delivery of the approved Capital Projects Borrowing Resolution 2020-03 and an executed loan agreement to the Board's banking services provider.

Appended Data

Draft Capital Projects Borrowing Resolution Number 2020-03 which includes Schedule A - *Ministry Approved Projects Eligible for Capital Short Term Interest Grant*.

Recommended Motion

"That the Capital Projects Borrowing Resolution 2020-03 authorizing the Board to borrow up to \$24,705,695 for the short-term financing of Ministry funded capital projects, pursuant to the provisions of section 243(1) of the Education Act, be approved."

Respectfully submitted,

Stacy Veld, Superintendent of Business Services Nicky Westlake, Controller of Finance

December 16, 2020

For further information please contact Stacy Veld, Superintendent of Business Services.



191 CARLTON ST. ST. CATHARINES, ON L2R 7P4 905-641-1550 DSBN.ORG

CAPITAL PROJECTS BORROWING RESOLUTION

2020-03

A RESOLUTION AUTHORIZING THE DISTRICT SCHOOL BOARD OF NIAGARA (the "Board") TO BORROW MONEY PURSUANT TO THE PROVISIONS OF SECTION 243(1) OF THE EDUCATION ACT FOR THE RAISING OF FUNDS TO MEET THE CURRENT EXPENDITURE REQUIREMENTS OF CERTAIN CAPITAL PROJECTS AS MORE PARTICULARLY DESCRIBED IN THIS RESOLUTION, UNTIL CURRENT REVENUE IS RECEIVED.

WHEREAS:

- A. The Board has received funding under the Ministry of Education's 2020-21 Capital Priorities funding;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of short-term financing the capital projects until the capital grants are received from the Ministry of Education;
- C. The total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ontario Ministry of Education.
- D. The interest expense incurred will be repaid to the Board by the Ministry of Education under the 'Allocation for Short-Term Interest Grant'.

THEREFORE, BE IT RESOLVED as follows:

- 1. "The Chair and the Treasurer are authorized on behalf of the Board to borrow up to \$24,705,695 for capital projects in accordance with the Act.
- 2. The Chair or Vice-Chair and the Treasurer are authorized for and on behalf of the Board to execute and deliver all such documents to do such other acts and things as may be necessary to give full effect of this resolution.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and full effect.

Dated this 16 th day of December, 2020	
	Sue Barnett, Board Chair
	Stacy Veld Treasure

District School Board of Niagara

Ministry Approved Projects Eligible for Capital Short Term Interest Grant 2020-03

Project Description	Approved Grant Allocation
	\$
Wainfleet Elementary Joint Venture Public School	
- Capital Priorities Grant	10,551,451
- Child Care funding	1,652,606
	12,204,057
Smith Public School AdditionCapital Priorities GrantChild Care funding	4,319,480 2,904,139 7,223,619
Peace Bridge Public School Addition - Capital Priorities Grant	5,278,019
Total Capital Priorities Funding	24,705,695

REPORT TO FINANCE COMMITTEE

2020-21 INTERIM FINANCIAL REPORT

Background

Annually, school boards are required to submit revised budget estimates to the Ministry of Education. The revised estimates update the annual projected enrolment to reflect preliminary actual October 31st enrolment and the corresponding changes to provincial grants and updates for other significant changes in revenues and expenditures. The first interim financial report for 2020-21 is based on the revised estimates submitted to the Ministry.

The DSBN uses the Ministry of Education's prescribed format for interim financial reporting. The report format provides a comparison of year-to-date actual revenue and expenditures to the prior year, explains key variances from budget, and forms a conclusion as to the projected surplus or deficit for the year. Attached is the 2020-21 Interim Financial Report for the period ending October 31, 2020.

Significant Changes to Budget

The significant changes reflected in the attached Interim Financial Report are as follows:

- 1. Based on preliminary October 31, 2020 actual enrolment, total projected enrolment for the year is below budget by 633 ADE or 1.6%, with elementary enrolment projecting below budget by 605 ADE and secondary enrolment projecting slightly below budget by 28 ADE. The enrolment decline is strictly a one-time impact as a result of COVID-19 as more families are choosing home schooling as well as delaying the start of school for JK/SK students. Budget consultations with the Ministry of Education has resulted in the Ministry flowing stabilization funding to Boards to offset the loss of enrolment experienced as a result of the pandemic.
- 2. After the approval of the budget, the Ministry of Education announced additional funds in Partnership and Priority Funds (PPF) to support the safe reopening of schools and funding of virtual schools. Revised estimates include an increase to revenue and expenditures of \$6.67 million for additional staffing, health and safety supports, special education and mental health, enhanced cleaning and personal protective equipment, additional technology and related costs, and school reopening emerging issues. The total funding received for the safe reopening of schools and virtual school is \$8.1 million. The funding details are included in Appendix B.
- 3. In September, the Ministry of Education announced changes to allow school boards to access accumulated surplus in excess of the regulated 1% to support the health and safety of our school reopening. For the DSBN, this additional amount of \$4.4 million has been used to hire additional teaching staff.
- 4. The first Interim Financial Report projects to use \$8.5 million of accumulated surplus to balance the budget. This preliminary projection is based on actual spending to October 31, 2020, which represents only two months of our fiscal year. Updated projections of the 2020-21 activity will be provided at both the April and June 2021 Finance Committee meetings.

Appended Data

2020-21 Interim Financial Report for the Period Ending October 31, 2020.

Recommended Motion

"That the 2020-21 Interim Financial Report, reflecting updated enrolments for October 31, 2020, and the corresponding changes in revenues and expenditures, be received."

Respectfully submitted,

Stacy Veld, Superintendent of Business Services Nicky Westlake, Controller of Finance

December 16, 2020

For further information, please contact Stacy Veld, Superintendent of Business Services.

District School Board of Niagara 2020-21 Interim Financial Report - Summary For the Period Ending October 31, 2020

Summary of Financial Results (in thousands)

	Budget	Projection	In-Year Change		
	\$	\$	\$	%	
Grants and Other Revenue					
Grants for Student Needs	479,626	477,181	(2,445)	(0.5)	
Other	7,754	15,801	8,047	103.8	
Total Grants and Other Revenue	487,380	492,982	5,602	1.1	
Operating and Other Expenditures					
Classroom	334,009	342,408	8,399	2.5	
Non-Classroom	43,498	43,544	46	0.1	
Administration	13,093	13,236	143	1.1	
Transportation	20,454	21,593	1,139	5.6	
School Operations and Maintenance	44,143	45,163	1,020	2.3	
Amortization of Tangible Capital Assets	31,606	30,937	(669)	(2.1)	
Debt Charges	5,009	4,655	(354)	(7.1)	
Total Operating and Other Expenditures	491,813	501,536	9,723	2.0	
Surplus/Deficit Before Use of Accumulated Surplus	(4,433)	(8,554)	(4,121)	93.0	
General Operating Accumulated Surplus	3,626	7,691	4,065	112.1	
Other Accumulated Surplus	807	863	56	7.0	
Surplus/Deficit		-	-	-	

Note: Projection based on year-to-date actuals up to October 31, 2020

Highlights of Changes in Revenue

- Grants for Student Needs has decreased as a result of a decrease in enrolment of 633 ADE or 1.6%, with elementary enrolment projecting below budget by 605 ADE and secondary <21 enrolment projecting slightly below budget at 28 ADE. This loss of revenue has been offsetted by the Ministry's stabilization funding.
- The increase in Other Revenue primarily reflects additional funding provided by the Ministry to ensure the safe opening of schools and to support remote learning.

Highlights of Changes in Expenditures

• The increase in expenditures is a direct result of additional costs incurred to ensure the safe opening of schools and to support remote learning.

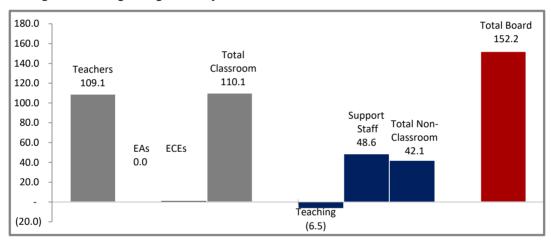
District School Board of Niagara 2020-21 Interim Financial Report - Staffing For the Period Ending October 31, 2020

Summary of Staffing

FTE	Budget	Projected	In-Year (Change
	#	#	#	%
Classroom				
Teachers	2,379.6	2,488.7	109.1	4.6
Educational Assistants	485.0	485.0	-	-
Early Childhood Educators	170.0	171.0	1.0	0.6
Total Classroom	3,034.6	3,144.7	110.1	3.6
Non-Classroom				
Teaching	219.0	212.5	(6.5)	(3.0)
Support Staff	894.6	943.2	48.6	5.4
Total Non-Classroom	1,113.6	1,155.7	42.1	3.8
Total Staffing	4,148.2	4,300.4	152.2	3.7

Note: Projected staffing as at October 31, 2020

Changes in Staffing: Budget to Projected



Highlights of Changes in Staffing

- The increase in Classroom relates to an increase of 71.50 FTE in Elementary Teachers and an increase of 33.93 FTE Secondary Teachers, as well as, an increase of 3.75 FTE in LRT Special Education Teachers.
- An additional 1.0 FTE Early Childhood Educator was address needs in the classroom.
 - Non-Classroom staffing has increased by 3.0 FTE for Principals, 1.0 FTE for Vice-Principals to support remote learning, as well as, a decrease of 10.50 FTE in Instructional Coaches.
- to support remote learning, as well as, a decrease of 10.50 FTE in Instructional Coaches. These coaches have been moved back into the classroom to help support the demand for teachers.
- The increase in Support Staff relates to an increase of 1.0 FTE Central Early Childhood Educator and 37.6 FTE in Noon Hour Supervision to help address the needs of COVID-19.

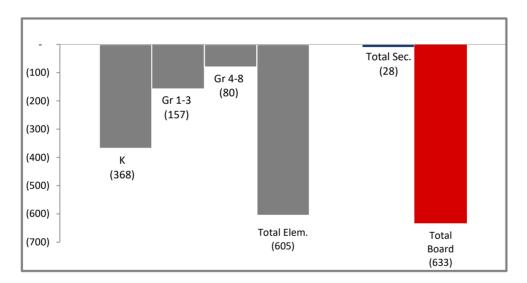
District School Board of Niagara 2020-21 Interim Financial Report - Enrolment For the Period Ending October 31, 2020

Summary of Enrolment

ADE	Budget	Projection	In-Year Change	
	#	#	#	%
Elementary				
Kindergarten	4,960	4,592	(368)	(7.4)
Grades 1-3	7,893	7,736	(157)	(2.0)
Grades 4-8	13,752	13,672	(80)	(0.6)
Total Elementary	26,605	26,000	(605)	(2.3)
Secondary				
Under 21	11,722	11,711	(11)	(0.1)
Over 20	153	136	(17)	(11.1)
Total Secondary	11,875	11,847	(28)	(0.2)
Total Enrolment	38,480	37,847	(633)	(1.6)

Note: Projection based on October 31, 2020 actuals and preliminary March 31, 2021.

Changes in Enrolment: Budget to Projection



District School Board of Niagara 2020-21 Interim Financial Report - Revenue For the Period Ending October 31, 2020 (in thousands)

	Budget				Actual		
	2020-21				Actual to Oct 31/20	Actual to Oct 31/19	
	Approved Budget	Projection	Chan	Increase (Decrease)	Projected Revenue	Actual Revenue	Year to Year Increase (Decrease)
REVENUE	\$	\$	(Decrease) \$	%	%	%	%
-	г		T		<u> </u>		
Operating Grants	244 240	240.455	(4.455)	(4.0)			
Pupil Foundation School Foundation	214,310 29,747	210,155 29,352	(4,155) (394)	(1.9)			
Special Education	57,614	57,163	(450)	(1.3)			
French as a Second Language	6,259	6,259	(430)	(0.8)			
English as a Second Language	3,555	3,555	_	_			
Rural and Northern Education Allocation	127	128	0	0.3			
Learning Opportunities	6,012	5,986	(26)	(0.4)			
Continuing Education	2,084	2,337	252	12.1			
Adult Education	545	484	(61)	(11.1)			
Teacher & ECE Q&E	48,532	43,377	(5,155)	(10.6)			
New Teacher Induction program	133	133	(0,100)	(10.0)			
Restraint Savings	(122)	(122)	-				
Transportation	20,840	20,501	(339)	(1.6)			
Admin and Governance	10,888	10,765	(123)	(1.0)			
Declining Enrolment	10,000	332	332	(1.1)			
Indigenous Education	1,116	1,108	(8)	(0.7)			
Mental Health & Well Being	1,133	1,121	(12)	(1.0)			
Community Use of Schools	511	511	(· = /	()			
Supports for Students Fund	3,743	3,743	_	_			
Program Leadership Grant	906	906	-	-			
Strike Savings	-		_	_			
Funding Stabilization Grant	-	9,431	9,431	-			
COVID-19 Outbreak	424	417	(7)	(1.8)			
TOTAL OPERATING GRANTS	408,358	407,643	(715)	(0.2)	18.8	18.4	0.4
Minor Tangible Capital Assets	(3,044)	(3,044)	_	_			0.0
Pupil Accommodation Grants	(0,0 1 1)	(0,013)	1				
School Renewal	_	-	_	_			
School Operations	38.478	37,890	(587)	(1.5)			
Amortization of Deferred Capital Contributions	30,800	30,014	(786)	(2.6)			
DCC Related to Loss on Disposal of Restricted Assets	-	-	(100)	(2.0)			
Debt Charges	5,034	4,678	(356)	(7.1)			
Temporary Accommodation	-	-,070	(000)	(7.1)			
TOTAL PUPIL ACCOMODATION GRANTS	74,312	72,582	(1,729)	(2.3)	19.2	18.6	0.7
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Prior Year Grant Adjustment	-	-	-	-			0.0
TOTAL GRANTS FOR STUDENT NEEDS	479,626	477,181	(2,445)	(0.5)	19.0	18.7	0.3
Other Revenue			1				
Other Provincial Grants	2,620	10,372	7,752	295.8			
Tuition Fees	1,484	1,484	1,132	233.0			
Community Education	1,228	1,724	496	40.3			
Community Use of Schools	805	805		-10.0			
Interest Income	1,250	1,050	(200)	(16.0)			
Miscellaneous Revenues	367	367	(200)	(10.0)			
TOTAL OTHER REVENUE	7,754	15,801	8,047	103.8	25.0	36.5	(11.5)
TOTAL GRANTS AND OTHER REVENUE	487,380	492,982	5,603	1.1	19.2	19.2	(0.1)
Use of Accumulated Surplus	,	,	1 2,220				. (0.1)
·	2 626	7.604	4.005	110.1			
General Operating	3,626	7,691	4,065	112.1			
Other TOTAL USE OF ACCUMULATED SURPLUS	807 4,433	863 8,554	57 4,122	7.0 93.0			
			<u> </u>				
TOTAL REVENUE	491,813	501,536	9,723	2.0	18.9	18.9	(0.1)

District School Board of Niagara 2020-21 Interim Financial Report - Expenditures For the Period Ending October 31, 2020 (in thousands)

	Budget			Actual			
	2020-21			Actual to Oct 31/20	Actual to Oct 31/19		
EXPENDITURES	Approved Budget \$	Projection \$	Cha Increase (Decrease) \$	Inge Increase (Decrease) %	Projected Spending %	Actual Spending %	Year to Year Increase (Decrease) %
EXPENDITURES							
Classroom							
Teachers	250,277	256,472	6,195	2.5	18.4	17.9	0.6
Supply Staff	9,001	9,001	-	-	12.1	9.5	2.6
Educational Assistants	23,390	23,390	-	-	13.0	10.9	2.2
Early Childhood Educators	9,517	9,551	33	0.3	14.2	11.3	2.9
Textbooks and Supplies	12,212	12,952	740	6.1	10.3	13.4	(3.1)
Classroom Computers	2,457	2,744	287	11.7	42	134	(91.8)
Professionals and Paraprofessionals	15,766	16,836	1,069	6.8	12.0	9.8	2.1
Library and Guidance	7,599	7,507	(92)	(1.2)	3.8	1.8	2.1
Staff Development	3,296	3,460	164	5.0	11.6	18.7	(7.0)
Department Heads	494	495	1	0.2	14.8	14.5	0.3
TOTAL CLASSROOM	334,009	342,408	8,399	2.5	16.9	17.0	(0.1)
Non-Classroom							
Principal and Vice-Principals	18,273	18,741	468	2.6	17.2	17.4	(0.3)
School Office	9,763	9,763	-	-	15.1	13.6	1.5
Instructional Support	12,873	12,033	(840)	(6.5)	13.9	13.6	0.3
Continuing Education	2,588	3,007	419	16.2	7.7	7.3	0.4
TOTAL NON-CLASSROOM	43,498	43,544	45	0.1	15.1	14.7	0.4
Administration							
Trustees	369	371	3	0.7	39.4	48.1	(8.7)
Director/Supervisory Officers	2,154	2,154	-	0.7	6.7	7.2	(0.7)
Board Administration	10,570	10,711	141	1.3	10.9	8.1	2.8
TOTAL ADMINISTRATION	13,093	13,236	143	1.1	11.0	9.0	2.0
	20,454	21,593	1,139	5.6	13.2	16.4	
Transportation	20,454	21,593	1,139	5.6	13.2	10.4	(3.2)
School Operations and Maintenance	44,143	45,163	1,020	2.3	10.2	9.8	0.4
Other							
School Renewal	-	-	-	-	-	26.5	(26.5)
Amortization of Tangible Capital Assets	31,606	30,937	(669)	(2.1)	-	-	-
Loss on disposal of TCA	-	-	-	-	-	-	-
Other	-	-	-		-	-	-
TOTAL OTHER	31,606	30,937	(669)	(2.1)	0.2	0.1	0.1
Debt Charges	5,009	4,655	(354)	(7.1)	0.6	2.6	(2.0)
TOTAL OPERATING & OTHER EXPENDITURES	491,813	501,536	9,723	2.0	14.7	14.7	(0.0)
Increase to Accumulated Surplus General Operating	-		-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL INCREASE TO ACCUMULATED SURPLUS	-	-	-	-	-	-	-
TOTAL EXPENDITURES	491,813	501,536	9,723	2.0	14.7	14.2	0.5

District School Board of Niagara 2020-21 Interim Financial Report - Other Special Initiative Provincial Grants For the Period Ending October 31, 2020

Other Special Initiative Provincial Grant	\$
COVID-19 Related Funding	
Optimizing Air Quality in Schools	1,019,300
Enhanced Cleaning & PPE for Drivers	397,267
Transportation Additional Funding for School Reopening	506,516
Funding to Support Additional Teachers	1,955,910
School Reopening Emerging Issues	1,795,470
Remote Learning Support	792,223
Federal Project Funds for Student Mental Health	208,360
Federal Project Funds for Spec Ed	306,712
Support for Enhanced Cleaning	73,239
Custodian - Staffing Support	938,174
Health & Safety Training	176,543
Less: COVID-19 Related Funding included in Budget	(1,505,024)
School to Work Initiative (NCAAT)	200,400
Specialist High Skills Major (SHSM)	826,600
Identity-Based Data Collection	60,000
Total	7,751,690