

HWDSB

Board Meeting

Monday, December 7, 2020

Trustee Board Room

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: Immediately following Initial Board (estimated start time is 6:30 pm)

1. Call to Order
2. O Canada
3. Approval of the Agenda
4. Declarations of Conflict of Interest
5. [Confirmation of the Minutes: November 23, 2020, November 26, 2020](#)

Reports from Trustee Special Committees:

6. [Finance & Facilities – November 19, 2020](#)

7. Report from Committee of the Whole (private) – December 7, 2020
8. Oral Reports from Liaison Committees:
 - A. City/School Board Liaison Committee
 - B. Hamilton-Wentworth Home & School Association
 - C. Hamilton Foundation for Student Success (HWDSB Foundation)
 - D. Ontario Public School Boards' Association (OPSBA)
9. Adjournment to Standing Committee

Meeting times and locations are subject to change. Please refer to our website for the latest information.
<http://www.hwdsb.on.ca/trustees/meetings/>

Trustees: Kathy Archer (electronically), Christine Bingham (electronically), Becky Buck, Dawn Danko, Penny Deathe (electronically), Cam Galindo, Alex Johnstone, Maria Felix Miller, Carole Paikin Miller(electronically), Ray Mulholland and Paul Tut(electronically). Student Trustees Ethan Hesler, Skylar Seggie and Fatima Zakar.

1. Call to Order

Alex Johnstone, Chair of the Board, called the meeting to order at 7:03 p.m.

2. Approval of the Agenda:

RESOLUTION #20-129: Trustee Tut, seconded by Trustee Paikin Miller, moved: **That the agenda be approved.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

RESOLUTION #20-130: Trustee Danko, seconded by Trustee Miller, moved: **That item #13 be moved up on the agenda and be numbered 6A. That the agenda be approved as amended.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

3. Declarations of Conflict of Interest

None.

4. Confirmation of the Minutes – November 9, 2020

The minutes were confirmed.

5. Correspondence: Equity Network Dundas re: Equity Audit

Trustee Tut, seconded by Trustee Miller, moved: That the correspondence be forwarded to the Human resources Committee for review at a future meeting in terms of hiring practices and that staff reach out through our Director's Office and Equity & Well-being division to further explore potential relationships or partnership with this Equity Network.

Trustee Galindo recommended a friendly amendment to move the correspondence to the Program Committee from the Human Resources Committee. The amendment was accepted.

RESOLUTION #20-131: Trustee Tut, seconded by Trustee Miller, moved: **That the correspondence be forwarded to the Program Committee for review at a future meeting in terms of hiring practices and that staff reach out through our Director's Office and Equity & Well-being division to further explore potential relationships or partnership with this Equity Network.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

Reports from Staff:

6. HWDSB Safe Schools: Bullying Prevention & Intervention Review – update

RESOLUTION #20-132: Trustee Danko, seconded by Trustee Buck, moved: **That the following decision of May 25, 2020 RESOLUTION #20-52: That the final report from the Bullying Prevention & Intervention Review Panel be submitted to the Director of Education and shared with the Board of Trustees no later than December 16, 2020 be reconsidered.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

RESOLUTION #20-133: Trustee Danko, seconded by Trustee Buck, moved: **That the final report from the Bullying Prevention & Intervention Review Panel be submitted to the Director of Education and shared with the Board of Trustees no later than January 25, 2021.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

Report from Trustee Special Committees:

7. Audit Committee – November 12, 2020

RESOLUTION #20-134: Trustee Danko, seconded by Trustee Deathe, moved: **That the 2019-20 Consolidated Financial Statements of the Hamilton-Wentworth District School Board for the Year Ended August 31, 2020 be forwarded to the Board of Trustees for approval.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

Reports from Legislated Committees:

8. Parent Involvement Committee – November 10, 2020

RESOLUTION #20-135: Trustee Buck, seconded by Trustee Deathe, moved: **That the Parent Involvement Committee Report – November 10, 2020 be received.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

9. Special Education Advisory Committee – October 28, 2020

RESOLUTION #20-136: Trustee Buck, seconded by Trustee Danko, moved: **That the Special Education Advisory Committee Report – October 28, 2020 be received.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

Reports from Community Advisory Committees:

10. French as a Second Language Advisory Committee – October 28, 2020

RESOLUTION #20-137: Trustee Tut, seconded by Trustee Archer, moved: **That the French as a Second Language Advisory Committee Report – October 28, 2020 be received.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

11. Human Rights & Equity Community Advisory Committee – November 12, 2020

RESOLUTION #20-138: Trustee Miller, seconded by Trustee Danko, moved: **That the Human Rights & Equity Community Advisory Committee Report – November 12, 2020 be received.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

Trustee Paikin Miller left the meeting at 7:59 p.m.

Reports from Staff:

12. Community Advisory Committee Memberships

RESOLUTION #20-139: Trustee Miller, seconded by Trustee Galindo, moved: **That the membership for the following Community Advisory Committees be approved:**

- Faith
- First Nation, Métis and Inuit
- French as a Second Language
- Human Rights and Equity
- Rural Schools

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

13. School Re-Opening Update #7

RESOLUTION #20-140: Trustee Danko, seconded by Trustee Buck, moved: **That the Board reaffirm our commitment to use up to \$9 million of our reserve funds to reduce in-person Kindergarten and Grades 4-8 classes to maintain one meter distancing, with a focus on supporting high priority schools and if these in-person classroom conditions are met that staff be authorized to use part of the remaining funds to minimize the impacts of the transition to remote learning that are creating class size pressures.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

RESOLUTION #20-141: Trustee Tut, seconded by Trustee Bingham, moved: **That the School Re-Opening Update #7 Report be approved.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

Trustee Mulholland left the meeting a 9:52 p.m.

RESOLUTION #20-142: Trustee Galindo, seconded by Trustee Buck, moved: **That the meeting be extended to 10:30 p.m.**

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

Reports from:

14. Standing Committee – November 9, 2020

RESOLUTION #20-143: Trustee Tut, seconded by Trustee Bingham, moved: **That the Standing Committee Report – November 9, 2020 be approved including:**

- That written delegations be received.
- That the new elementary school at the Memorial SC site be named South Meadow Elementary School.
- That the new elementary school at the Greenville site be named Greenville Elementary School.

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

15. Committee of the Whole (Private) – November 23, 2020

RESOLUTION #20-144: Trustee Danko, seconded by Trustee Miller, moved: That the report of the Committee of the Whole (private) – November 23, 2020 be approved including:

- That the Audit Committee report from November 12, 2020 be received;
- That the Governance Committee report from November 2, 2020 be approved.

CARRIED UNANIMOUSLY

Student Trustees Hesler, Seggie and Zakar voted in favour

16. Oral Reports from Liaison Committees:

A. Student Trustee Report – Local Activities & Ontario Student Trustees Association (OSTA) Report

- Student Senate met virtually on October 28, 2020 and November 11, 2020. The next meeting is scheduled for Wednesday, November 25, 2020.
- At the November 11, 2020 meeting Student Senate took part in a discussion with the Safe Schools Bullying Panel and had a focus on positive school environment and anti-bullying precautions.

B. Director's Report

The Director typically does a year-end review prior to the initial Board meeting. The Director shared his gratitude that he has for all staff of HWDSB who have overcome some really big obstacles this year including:

- Labour action from January until March
- The Ministerial Order
- The re-opening during the pandemic.

One thread maintained during this year is strategic priorities. There have been five new schools opened with three more to come January 2021. The Director spoke of the work with a number of partnerships virtually, the effective communications work, and working through the challenges of parent portal to create a one stop shop for parents. He shared the importance of the courageous work of positive culture and well-being and student learning and achievement. He thanked all staff for the work that they have done over the past year and spoke of the courageous journey ahead.

C. Chair's Report

The Chair shared that this is the last Board meeting that she will be chairing and that she will not be seeking re-election. She shared that it has been an honour and a privilege to be the Chair over the past two years. She highlighted some of the challenges that the Board has encountered over the past year including:

- budget cuts and Trustees stood up and defended education and our students and staff.
- The loss of Trustee Chris Parkinson and the welcoming of Trustee Maria Felix Miller.
- the tragedy and horror when one of our students was killed on our School site. She shared that HWDSB made a commitment to our community and vowed that this would never happen again and created a bully review panel.
- In the winter we faced strikes.
- On Friday, March 13th we entered the pandemic that has extended from one month to the end of summer. When the pandemic continued HWDSB was the 2nd in the province to use reserve money, have masks for all grades and delayed school opening.
- Cancelled the Police Liaison Community program. She spoke that the Board prides itself in listening to our community. It was a challenging conversation for this Board and a learning opportunity on how we hear each other and hear our Board.

- Student Trustees Mehdi brought serious concerns forward and the Chair shared that these are all of our concerns and we are responsible for each other.

She stated that the Board has navigated some very challenging issues and has much more work to do. We continue to commit to do what is right. What matters most is how we treat each other. Chair Johnstone thanked the mentors in her life and the people who have supported the work of the Board including the numerous staff who have provided trust and advice as well as fellow trustees.

The meeting adjourned at 10:36 p.m.

DRAFT

Trustees: All participating electronically - Kathy Archer, Christine Bingham, Becky Buck, Dawn Danko, Penny Deathe, Cam Galindo, Alex Johnstone, Maria Felix Miller, Carole Paikin Miller, Ray Mulholland, and Paul Tut.

1. Trustee Johnstone turned the Chair over to Trustee Danko

2. Call to Order

Dawn Danko, Vice-Chair of the Board, called the special board meeting to order at 6:01 p.m.

3. Resolution into Committee of the Whole (Private session)

RESOLUTION #20-145: Trustee Johnstone, seconded by Trustee Bingham, moved: **That the Board move into Committee of the Whole (Private session) as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian, this being done at 6:07 p.m.**

CARRIED UNANIMOUSLY

Trustee Mulholland was not present for the vote

Meeting Resumed in Public Session at 7:48 p.m. Trustee Mulholland did not return to the meeting.

4. Report from Committee of the Whole – November 26, 2020

RESOLUTION #20-149: Trustee Johnstone, seconded by Trustee Deathe, moved: **That the report of the Committee of the Whole (private) – November 26, 2020 be approved including: That Trustees met tonight to discuss the code of conduct complaint raised by Trustee Paikin-Miller against Trustees Tut, Miller and Galindo. Following an internal investigation, the Board of Trustees found that there was no breach of the Trustee Code of Conduct and no sanctions were required.**

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

COMMITTEE REPORT

Presented to: Board

Date of Meeting: December 7, 2020

From: Finance and Facilities Committee

Date of Meeting: November 19, 2020

The committee held a virtual meeting from 5:31 p.m. to 7:05 p.m. on November 19, 2020 with Trustee Dawn Danko presiding.

Members participating were: Trustees Becky Buck, Dawn Danko, Cam Galindo, Alex Johnstone and Paul Tut.

ACTION ITEMS:

A. 2020-2021 Revised Estimates

Staff presented the report. Revised Estimates are due to the Ministry on December 15, 2020. Board staff have prepared the 2020-21 Revised Estimates based on the best information available at this time. As a result of decreased enrolment from projections, the use of reserves to decrease class size, the increase in replacement costs as a result of COVID-19 and the use of reserves for other one-time costs, Board staff is projecting a deficit of \$18,695,000. This is approximately 3.2% of the Boards operating allocation which is greater than the 2% allowed by the Province and will require Ministry approval. The Board of Trustees have already approved \$9 million of this deficit. In addition, \$4 million has already been set aside for use in future years. This is an additional \$5.7 million use of reserves that had not previously been approved.

It is possible that more funding will be announced before the submission of the Revised Estimates. Board staff will update Trustees at the next Finance and Facilities Committee meeting, if necessary.

On the motion of Cam Galindo, the Finance and Facilities Committee **RECOMMENDS: That the submission of the 2020-21 Revised Estimates with an in-year deficit of \$ 18,695,000 be approved.**

CARRIED

B. Sir John A Macdonald Community Hub

At the September Finance and Facilities meeting, committee members asked staff to bring back an update on the Sir John A Macdonald (SJAM) Community Hub initiative. Board staff met with the community partners in October. At this time, the partners expressed a commitment to one more attempt to submit a business case to receive funding for the Hub. Board staff will continue to work with the partners to strengthen the business case and submit it at the next opportunity provided by the Ministry of Education for capital project submissions.

On the motion of Cam Galindo, the Finance and Facilities Committee **RECOMMENDS: That the Chair of the Board write a letter to the Ministry of Education highlighting the Sir John A Macdonald Community Hub, requesting funding to support improving the unique business case and requesting information regarding the timing of when we can next submit a business case for the project..**

The motion was **carried** on the following division of votes:

For:	Trustees Galindo, Johnstone and Tut
Opposed:	Trustees Buck and Danko

MONITORING ITEMS:**C. Average Class Size Report - Elementary**

Staff provided an update on HWDSBs submission to the Ministry of Education related to Average Class Size for elementary students as of September 30, 2020. HWDSB is in compliance with Ministry elementary average class size requirements in 2020-21 and the report has been filed with the Ministry.

D. Secondary Enrolment Update

Enrolment in the secondary panel is down approximately 74 students from the projections for the 2020-2021 budget. As a result of the decrease in enrolment, as in prior years, adjustments to staffing will be required in second semester. There is no significant impact expected on students.

E. COVID-19 Resilience Infrastructure Stream: Education Related Projects

Staff provided a verbal update on a Ministry B20 Memo that was issued on October 28, 2020 offering time limited funding under the Investing in Canada Infrastructure Program. This program would provide up to \$700 million in combined Federal and Provincial education related infrastructure projects. The deadline for submission was November 18, 2020 and staff submitted a proposal that included \$18.8 million in projects. Eligible projects are to promote occupant health and safety, improve FCI (optimize air quality), enhance physical distancing, or facilitate distance learning.

Respectfully submitted,
Dawn Danko, Chair of the Committee



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

DATE: November 19, 2020

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

PREPARED BY: Stacey Zucker, Associate Director, Support Services
Denise Dawson, Senior Manager, Business Services

RE: 2020-21 Revised Estimates

Action X

Monitoring

Recommended Action:

That the Board approve the submission of the 2020-21 Revised Estimates with an in-year deficit of \$ 18,695,000.

Background:

Under section 231 of the Education Act, when preparing and adopting budgets (estimates) for the fiscal year, boards are required to ensure that estimated expenditures do not exceed estimated revenues. In other words, Boards must submit a balanced budget.

On June 22, 2020, the Board approved a balanced budget for the 2020-21 fiscal year in accordance with the Act. This budget was based on enrolment projections of 50,647 ADE and average class sizes in line with the regulated average class sizes.

On August 14, 2020, as a result of COVID-19, in order to facilitate the safe re-opening of schools, the Ministry provided proposed a change in legislation that allowed District school boards and isolate board school authorities to incur an in-year deficit up to 2 per cent of their operating allocation, for 2020-21 only. For HWDSB, this was estimated at approximately \$11.9 million.

On August 24, 2020, the Board of Trustees approved the following motion "That staff be authorized to spend up to 9 million dollars of board reserves for the 2020-2021 school year to lower in-person class size averages in elementary with a focus on full day kindergarten and grades 4-8." On October 26, 2020, the Board approved an additional motion "That the Board reaffirm its commitment to use up to \$9 million reserve funds with a focus on safety (physical distancing) by ensuring lower class size averages in Kindergarten and grades 4-8 with a focus on addressing equity needs in High Priority Schools across all grades."

On November 12, 2020, the Audit Committee approved the 2019-20 Financial Statements. These draft statements show an Available for Compliance Accumulated Surplus of \$42.5 million. Of this amount, \$12 million is unappropriated, \$13.6 million has been internally allocated for specific purposes and \$16.9 million has been allocated for capital.

Staff Observations:

There are 4 main reasons for the 2020-21 in-year deficit:

1. The decrease in enrolment from projections to actuals
2. The increase in replacement costs projected for 2020-21 as a result of COVID
3. The Board motion to use \$9 million of reserves to reduce in person class sizes
4. The savings from previous years being used for expenses in the current year.

Decrease in Enrolment from Projections to Actual

Enrolment is a significant factor in the calculation of funding through the Grant for Student Needs (GSN). The average daily enrolment (ADE) is calculated as an average of the enrolment on October 31st and March 31st. As mentioned above, the 2020-21 Budget was approved based on projected enrolment of 50,647. Based on the actual October 31, 2020 enrolment, Board staff have recalculated the 2020-21 ADE at 48,859. This is a decrease of 1,714 elementary students and 74 secondary students or 1,788 in total.

The reduction in enrolment has decreased the GSN by approximately \$14.3 million. In addition, other revenue has been adjusted by \$200,000 to reflect a decrease in Community Use of School revenue and an increase as a result of an insurance refund received. Therefore, the total decrease in revenue from the 2020-21 projections is \$14.5 million.

Board staff reviewed all expenditures in order to make adjustments where possible. A number of adjustments were made:

- As a result of the decrease in enrolment, elementary classroom teacher numbers have decreased. As discussed below, Trustees passed a motion to mitigate this reduction but without this motion, elementary classroom teachers would have had to decrease by 97 FTE. As a result of the motion, the reduction in elementary teachers was reduced to 21 FTE. These 21 permanent positions were absorbed into long term teaching assignments so no permanent staff lost their jobs.
- Secondary classroom teachers will be reduced by 11 FTE in second semester to account for the decrease in enrolment. This is the same process followed in previous years and will not have a significant impact on schools. These positions will be absorbed by retirements or into long term assignments so no permanent staff will lose their jobs.
- Similarly, to elementary teachers, the number of DECEs has been impacted by the decrease in enrolment. Without the Board motion, the decrease would have been 25 FTE. The motion allowed for the reduction of only 7 FTE. These 7 permanent positions were absorbed into long term occasional assignments so no permanent staff lost their jobs.

- In previous years and in the original 2020-21 budget there was an allocation for transitional educational assistants. This budget has been removed to offset the decrease in special education funding.
- School budgets are allocated based on enrolment. As a result of the decrease in enrolment, there is a decrease in school budgets.
- Board Administration and Governance has had to be decreased by \$321,000 in order to offset the decrease in revenue. There is a regulation that says that Boards cannot spend more in this area than they are funded for.
- Staff have reviewed all the school operations expenses to find savings. Staff is estimated \$400,000 can be saved in this area.
- Staff have reviewed all other line items for in-year savings. Staff is estimating \$1.575 million can be saved in the remaining areas of the budget.

This resulted in a total savings in expenditures of \$6.5 million.

Increase in Replacement Costs

There is a projected increase in replacement costs for 2020-21 as a result of COVID-19. Staff have reviewed the data for the first 2 months of the year. Based on this data, it is projected that the total replacement costs due to absences will be approximately \$5.3 million higher than the original budget.

Board Motion

As a result of the Board motion, Board staff have increased the classroom teacher expenditure by \$9 million over the Revised Estimate calculation to decrease in person class sizes. To date, \$7.1 million of the reserve has been spent along with \$474,000 of PPF. This leaves \$1.9 million to allow the Board the flexibility of adding classes through the transition periods.

Savings From Previous Years Being Used in the Current Year

As mentioned above, the Board has an Accumulated Available for Compliance Surplus of \$42.5 million. \$13.6 million has been set aside for specific purposes. This means that the Board has been setting aside money in order to spend it on a one-time extraordinary expense (eg. technology purchase) or the Board has been carrying forward unspent money for a specific purpose (eg. the Board approved carrying forward school budgets from 2019-20 to 2020-21 as a result of the school closure at the end of 2019-20).

Although the Board has set aside the money for these expenses, the Board has to record the expenditure in the year in which the expense occurs.

For 2020-21, the Board is expecting to spend approximately \$4 million of the reserves that have been set aside and this \$4 million will contribute to an in-year deficit.

The \$4 million is made up of:

- \$2.5 million for school budgets
- \$0.5 million for technology leased for remote learning
- \$1 million for money set aside for transitions and moving to new schools

The total deficit as a result of the above is \$18,695,000. This is approximately 3.2% of the Board's operating revenue which is greater than 2% that the Ministry is allowing. The Board will require Ministry approval to file this deficit. Board staff will make this request and will keep the Board updated as to the status. Board staff is aware that many Boards are in the same position and that requests have been made to the Ministry to provide funding to Boards based on their projected enrolment. If additional funding is received, Board staff will update the Trustees as to the impact of this additional funding as soon as possible.

Conclusion:

Revised Estimates are due to the Ministry on December 15, 2020. Board staff have prepared the 2020-21 Revised Estimates based on the best information available at this time. As a result of decreased enrolment from projections, the use of reserves to decrease class size, the increase in replacement costs as a result of COVID-19 and the use of reserves for other one-time costs, Board staff is projecting a deficit of \$18,695,000. This is approximately 3.2% of the Boards operating allocation which is greater than the 2% allowed by the Province and will require Ministry approval. The Board of Trustees have already approved \$9 million of this deficit. In addition, \$4 million has already been set aside for use in future years. Therefore, this is an additional \$5.7 million use of reserves that had not previously been approved.