

AGENDA: 7:00 PM

1. Call to Order and Land Acknowledgement
2. O Canada
3. Meeting Roll Call
4. Approval of the Agenda
5. Declarations of Conflict of Interest
6. [Confirmation of the Minutes: May 29, 2023](#)

Reports from Trustee Special Committees:

7. [Audit Committee – June 5, 2023](#)
8. [Finance & Facilities – June 8, 2023](#)
9. [Governance – May 30, 2023](#)

Reports from Community Advisory Committees

10. [Rural Schools – May 17, 2023](#)
11. [Human Rights & Equity Advisory Committee – May 24, 2023](#)
12. [Special Education Advisory Committee – May 31, 2023](#)
13. Reports from Committee of the Whole (Private) – June 12, 2023
14. Adjournment

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), Becky Buck, Sabreina Dahab, Dawn Danko, Amanda Fehrman, Maria Felix Miller, Ray Mulholland, Graeme Noble, Paul Tut (electronically) and Todd White. Student Trustee Aisha Mahmoud.

Regrets: Trustee Elizabeth Wong and Student Trustee Li

1. Call to Order

Dawn Danko, Chair of the Board, called the meeting to order at 7:11 p.m.

2. Approval of the Agenda

RESOLUTION #23-71: Trustees Miller/Noble moved: **That the agenda be approved.**

CARRIED

Student Trustee Mahmoud voted in favour.
Trustee Archer was not present for the vote.

3. Declaration of Conflict of Interest

None.

4. Confirmation of the Minutes: May 8, 2023

The minutes of May 8, 2023 were confirmed.

Report from Trustee Special Committees

5. Program Committee – May 1, 2023

RESOLUTION #23-72: Trustees Noble/Buck moved: **That the Program Committee Report – May 1, 2023 be received including:**

- Secondary Program Pathways
- Partnerships

CARRIED

Student Trustee Mahmoud voted in favour.

6. Policy Committee – May 3, 2023

RESOLUTION #23-73: Trustees Miller/Fehrman moved: **That the Policy Committee Report – May 3, 2023 be approved including:**

- That staff move forward with a bi-monthly update to procedure changes.
- That the Occupational Health and Safety Policy be approved.
- That the Workplace Violence & Harassment Prevention Policy be approved.

CARRIED

Student Trustee Mahmoud voted in favour.

7. Finance & Facilities Committee – May 11, 2023, and May 18, 2023

RESOLUTION #23-74: Trustees Tut/Miller moved: **That the Finance & Facilities Committee Report – May 11, 2023, be received including:**

- 2023-24 Budget Update

CARRIED

Student Trustee Mahmoud voted in favour.
Trustee Buck was not present for the vote.

Finance & Facilities Committee – May 18, 2023

RESOLUTION #23-75: Trustees Tut/Miller moved: **That the Finance & Facilities Committee Report – May 18, 2023, be received including:**

- **Enrolment Summary – March 31, 2023**
- **2023-24 Budget Update**

CARRIED

Student Trustee Mahmoud voted in favour.

8. Governance Committee – May 1 and May 15, 2023

RESOLUTION #23-76: Trustees White/Buck moved: **That the Governance Committee Report – May 1, 2023, be received including:**

- **Strategic Directions Update**

CARRIED

Student Trustee Mahmoud voted in favour.

RESOLUTION #23-77: Trustees White/Miller moved: **That the Governance Committee Report – May 15, 2023, be approved including:**

- **That staff return to the Governance Committee in June 2023 with a draft plan for Trustee learning for the period of September to December of 2023.**
- **the DRAFT Board Meeting Dates for the 2023-24 school year be approved:**

September 18, 2023

October 2, 16 and 30, 2023

November 6 and 27, 2023 (November 27th, 2023, Initial Board)

December 4 and 18, 2023

January 15 and 29, 2023

February 12 and 26, 2023

March 4 and 25, 2023

April 8 and 29, 2023

May 13 and 27, 2023

June 10, 17 and 24, 2023

RESOLUTION #23-78: Trustees White/Fehrman requested an amendment to the motion:

That Initial Board be adjusted to November 20th, 2023, and the dates from January to June be adjusted from 2023 to 2024.

CARRIED

Student Trustee Mahmoud voted in favour.

To the main motion as amended:

- **That staff return to the Governance Committee in June 2023 with a draft plan for Trustee learning for the period of September to December of 2023.**
- **the DRAFT Board Meeting Dates for the 2023-24 school year be approved as amended:**

September 18, 2023

October 2, 16 and 30, 2023

November 6 and 20, 2023 (November 20th, 2023, Initial Board)

December 4 and 18, 2023

January 15 and 29, 2024
February 12 and 26, 2024
March 4 and 25, 2024
April 8 and 29, 2024
May 13 and 27, 2024
June 10, 17 and 24, 2024

CARRIED

Student Trustee Mahmoud voted in favour.

Report from Legislated Committees

9. Special Education Advisory Committee – April 26, 2023

RESOLUTION #23-79: Trustees Dahab/Mulholland moved: **That the Special Education Advisory Committee Report – April 26, 2023, be received.**

CARRIED

Student Trustee Mahmoud voted in favour.

10. Parent Involvement Committee – May 9, 2023

RESOLUTION #23-80: Trustees Buck/Miller moved: **That the Parent Involvement Committee Report – May 9, 2023 be received.**

CARRIED

Student Trustee Mahmoud voted in favour.

Reports from:

11. Committee of the Whole (private) – May 29, 2023

RESOLUTION #23-81: Trustees Miller/Tut moved: **That the Committee of the Whole Report – May 29, 2023 be approved including:**

- **That the Finance & Facilities Committee report from May 11, 2023, be received.**
- **That the Finance & Facilities Committee report from May 18, 2023, be received.**

CARRIED

Student Trustee Mahmoud voted in favour.

12. Oral Reports from:

A. City/School Board Liaison Committee

The Chair shared that they are looking forward to meeting in the near future.

B. Hamilton-Wentworth Home & School Association

The Chair shared:

- that the Home & School Association had their Ontario Federation of Home and School Associations Annual General meeting on April 29, 2023.
- The Association held their elections of executive.
- The Association shared their concerns around safety.

C. Hamilton Foundation for Student Success (HFSS) (HWDSB Foundation)

Trustee Buck shared the following:

- There has been no meeting since the last meeting.
- There is a social for the Board of Directors coming up.

Ontario Public School Board Association (OPSBA)

- The AGM will be held on June 8-10, 2023 in Collingwood at Blue Mountain. OPSBA will be celebrating 35 years at the AGM.
- Trustee Buck shared that MPP's have been participating in bring your MPP to school day.

Trustees shared the visits that they have had with the MPP's for bring your MPP to school.

The meeting was adjourned at 8:15 p.m.

The recording of the Board meeting can be found here:

[Board Meeting-20230529 191142-Meeting Recording.mp4 \(sharepoint.com\)](#)

COMMITTEE REPORT

Presented to: Board

Date of Meeting: June 12, 2023

From: Audit Committee

Date of Meeting: June 5, 2023

The committee held a virtual meeting from 6:03pm to 6:14pm on June 5, 2023 with Trustee Paul Tut presiding.

Members participating were: Trustees Dawn Danko, Paul Tut and Todd White

External members participating were: Angela Zehr

Regrets received from: Divya Iyengar

MONITORING ITEMS:

A. Regional Internal Audit Team (RIAT) Update

Andrea Eltherington, Regional Internal Audit Manager, advised the committee that within the GSN announcement on April 17, 2023, *“The West of Central Regional Internal Audit Team (RIAT), previously administered by Waterloo Region DSB, will now be administered by Hamilton-Wentworth DSB.”*

Andrea Eltherington also presented the Annual Independence Assertion in compliance with S1110 of the International Standards for the Professional Practice of Internal Auditing.

B. Update on School Board Sector Issues

Matthew Gerard, Associate Director provided an update on school board sector issues including highlights found within the GSN announcement relating to Indigenous Education funding and changes to the Transportation funding model.

Matthew Gerard also provided an update on the Board’s Strategic Plan and timeline. Implementation is planned for fall 2023.

C. Other Business

Staff are working on meeting dates for 2023-2024 that will likely result in a new day of the week for Audit Committee meetings.

Respectfully submitted,
Trustee Paul Tut, Chair

COMMITTEE REPORT

Presented to: Board

Date of Meeting: June 12, 2023

From: Finance and Facilities Committee

Date of Meeting: June 8, 2023

The committee held a hybrid meeting from 6:41pm to 10:37pm on June 8, 2023 with Trustee Paul Tut presiding.

Members participating were: Trustees Dawn Danko, Maria Felix Miller, Paul Tut, Todd White and Elizabeth Wong.

A. Delegations

The following delegations has an opportunity to share their views on 2023-2024 Child Care License Rates.

- Don Jaffry
- Judith Bishop

ACTION ITEMS:**B. 2023-2024 Community Use of Schools Rental Rates**

HWDSB has a cost recovery model for its Community Use of Schools Rental Rates. Rates have been increasing by Consumer Price Index (CPI) since May 2018. CPI for 2022 was reported as 6.8%. This would represent a significant increase in rental rates. Capping the increase recognizes the increased costs to the Board while allowing our community use of schools grant to continue to provide subsidies to youth groups. A full review of rental rates through the cost recovery model is planned prior to the next rental rate increase.

On the motion of Todd White, the Finance and Facilities Committee **RECOMMENDS:**

That the Board approves capping the 2023-2024 rental rate increase at 5%.

Hourly Space Rates for 2023 - 2024				
5.0% increase to base rate on spaces for 2023-2024				
	Non-profit with no subsidy	Non-profit adult group with subsidy (50%)	Non-Profit youth group with subsidy (75%)	Business Enterprise / Commercial (150%)
Gym Class 4 (less than 2800 sq ft)	\$ 24.44	\$ 12.22	\$ 6.11	\$ 36.67
Gym Class 3 (2801-4500 sq ft)	\$ 34.29	\$ 17.15	\$ 8.57	\$ 51.44
Gym Class 2 (4501-7400 sq ft)	\$ 71.87	\$ 35.94	\$ 17.97	\$ 107.81
Gym Class 1 (7401-9500+ sq ft)	\$ 85.28	\$ 42.64	\$ 21.32	\$ 127.92
Classroom	\$ 11.36	\$ 5.68	\$ 2.84	\$ 17.04
Library	\$ 35.93	\$ 17.97	\$ 8.98	\$ 53.90
Cafeteria	\$ 41.93	\$ 20.96	\$ 10.48	\$ 62.89
Auditorium Class 1 (Westdale/Sir Allan MacNab)	\$ 113.81	\$ 85.35	\$ 56.90	\$ 28.45
Auditorium Class 2 N/A	\$ 79.65	\$ 59.73	\$ 39.83	\$ 19.91
Auditorium Class 3 (Westmount)	\$ 53.92	\$ 40.44	\$ 26.96	\$ 13.48
Auditorium Class 4 (Dalewood/WH Ballard/Viscount Montgomery/Memorial)	\$ 35.93	\$ 26.94	\$ 17.97	\$ 8.98

CARRIED

C. 2023-2024 Child Care License Rates

HWDSB has not raised its per square foot childcare license fee cost since 2015-16 and needs to set a cost recovery model. Recommended change is based on Board Policy No 2.6 Use of Board Facilities, Community Use of Schools Memorandum 2006:B13 and Community Planning and Partnership Guideline (March 2015). By aligning the cost per square foot with the annual benchmark for school operating costs both Board Policy and MOE direction are met. There are no fees charged to childcare providers for use of shared space outside of their licensed areas such as washrooms, corridors, vestibules etc. There are also no additional fees for required renewal and capital work which includes replacement of windows, doors, roof, HVAC etc. Aligning the per square foot fee with the benchmark for school operating costs allows for modest annual increases moving forward which allows operators to better plan while providing the board with funds to cover the increasing costs related to licensing these spaces. The proposed fee calculation for Early Learning and Childcare (ELCC) is \$8.86 per square foot for 365 days. The proposed fee calculation for Before and After School Programs (BASP) is \$8.86 per square foot for the days in operations for the hours of operations, less any applicable subsidy. The non-instructional daily rental rate proposed fee change would commence January 1, 2024 and would offer 50% reduction in fees for winter break, March break and summer programming. Summer camps will be located within schools with ELCC programming wherever possible and small camps that are not located in schools with ELCC programming, with less than 4 rooms, will be reviewed with operators to minimize costs.

The original motion was that the Finance and Facilities Committee RECOMMENDS:

That the Board approve the updated Early Learning and Child Care (ELCC) license rate calculation, Before and After School Programming (BASP) license rate calculation and Child Care rental rates. Updates include:

1. That the per square foot license rate for ELCC, BASP and Child Care type uses (e.g. EarlyON, preschool) be set at the rate of the benchmark for school operating costs updated annually by the Ministry of Education through the Grant for Student Needs.
2. That the license rates for dedicated licensed ELCC spaces be converted to 365-day agreements from the current 260-day full year agreements.
3. That the 25% of Community Use of Schools grant that is allocated for Before and After School Programs be equally allotted across all sites by space which includes removing Priority School subsidy. In addition, Professional Activity Days to be included in the BASP license.
4. That the non-licensed use of HWDSB space by Child Care operators be set at ½ of the cost recovery rental rate.
5. 2022-2023 license agreements be extended until December 31, 2023.
6. Recommendations 1 to 4 above come into effect on January 1, 2024. To assist with implementation of the new rates, the benchmark for school operating costs for the license agreements from January 2024-August 2024 follow the 2022-2023 benchmark. License agreements continue to follow a school calendar. Agreements commencing in September 2024 will follow the benchmark for school operating costs as per recommendation 1.

Original motion was not supported by Trustees.

On the alternate motion of Todd White, the Finance and Facilities Committee **RECOMMENDS:**

That the Board maintain the existing childcare license rental rates for 2023-2024 and conduct a review of Board Policy No. 2.6 Use of Board Facilities.

CARRIED

D. 2023-2024 Budget Estimates

The fiscal year for all School Boards in Ontario runs from September 1 to August 31. The basic legislated financial requirements of a School Board are to develop and maintain a balanced budget and be in compliance with the Ministry of Education basic enveloping requirements. The 2023-2024 Budget Estimates meets these requirements.

The key objectives of the Budget Development Process are to align the allocation of resources with the Board Priorities, Indigenous Education Circle Strategic Action Plan, Equity Action Plan, identify school based staffing requirements; identify budget challenges and opportunities, and the development of key messages to be included in the communication plan.

Staff will share the allocation of the remaining Indigenous Education Funding in the fall 2023.

On the motion of Dawn Danko, the Finance and Facilities Committee **RECOMMENDS:**

That the Board approve the 2023-2024 Operating Budget expenditures in the amount of \$650,851,929 and that the Associate Director Support Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix C dated June 8, 2023.

CARRIED

On the motion of Dawn Danko, the Finance and Facilities Committee **RECOMMENDS:**

That the Board approve the 2023-2024 Capital Budget expenditures in the amount of \$106,629,382 and that the Associate Director Support Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix D dated June 8, 2023. The Associate Director, Support Services and Treasurer is further authorized to secure short-term financing for project expenditures until such time as permanent funding is secured, if required.

CARRIED

The following Appendices provide information regarding the 2023-2024 Budget:

- Appendix I - 2023-2024 Budget Estimate Report

MONITORING ITEMS:**E. Interim Financial Report – April 30, 2022**

The interim financial status report presented was based on information available and assumptions as of April 30, 2023. Budget to actual trends are reviewed in order to forecast the Board's August 31, 2023 year-end position from a financial, staffing and enrolment perspective. The forecast for spending as of August 31, 2023 based on expenditures and revenue as of April 30, 2023 is balanced and no surplus or deficit is projected. At this point, \$200,000 of the contingency is projected to be required to maintain a balanced budget position at the end of the year. As new information is received or as assumptions change, the Interim Financial Report will be updated accordingly.

F. 2023-2024 Elementary Facility Benchmark Strategy

Staff provided an update on the Elementary Benchmark Strategy. Based on a review of all benchmarks presented, the new capital plan will include:

- LED lighting and ceiling improvements
- Main entrances and lobby space
- Washrooms
- Modified existing benchmarks (gym revitalization, play space)
- Accessibility / Equity improvements

Based on the annual allocation and guiding principles, Staff will allocate projects on an annual basis associated with the Elementary Benchmark Strategy within the third year of the strategy.

G. 2023-2024 Secondary Benchmark Strategy Update

Staff provided an update on the Secondary Benchmark Strategy. Based on a review of all benchmarks presented, the new capital plan will include:

- Cafeterias
- Change Rooms
- Main entrances and lobby space
- Corridor painting and locker replacement
- Washrooms
- Accessibility / Equity improvements

Based on the annual allocation and guiding principles, Staff will allocate projects on an annual basis associated with the Secondary Benchmark Strategy within the third year of the strategy.

H. School Renewal Report (Strategic Direction Report)

Staff presented the report which included a review of the 2021-2022 implementation of the HWDSB annual plan, School Renewal and the current implementation of the 2022-2023 HWDSB annual plan, School Renewal.

Staff are on track to meet the target to have at least 25 per cent fewer school in poor condition by 2024.

Staff reviewed the strategies that had been identified to achieve this target. 2021-2022 was Year One of the revised Capital Plan. The Board is in Year Two of the Capital Plan.

I. Long-Term Facilities Master Plan – Annual Update 2023

This items was deferred to September 2023.

J. Capital Projects Update

Staff provided an updated summary of all the capital projects in process. The summary is categorized by each project's source of funding and project initiative. The project status updates are current as of May 25, 2023. Staff continue to deliver a number of Capital projects, which include school renewal work, Elementary and Secondary Facility Benchmark Strategy, Elementary and Secondary Program Strategy and new school construction projects. Staff will continue to update on a regular basis.

Respectfully submitted,
Paul Tut, Chair of the Committee



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: June 8, 2023

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

RE: **2023-2024 Budget Estimates**

Action X

Monitoring

Recommended Actions:

1. That the Board approve the 2023-2024 Operating Budget expenditures in the amount of \$650,851,929 and that the Associate Director Support Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix C dated June 8, 2023
2. That the Board approve the 2023-2024 Capital Budget expenditures in the amount of \$106,629,382 and that the Associate Director Support Services and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix D dated June 8, 2023. The Associate Director, Support Services and Treasurer is further authorized to secure short-term financing for project expenditures until such time as permanent funding is secured, if required.

The following appendices provide information regarding the 2022-2023 Budget:

Appendix A	2023-2024 Enrolment Projections
Appendix B	2023-2024 Summary of Revenues and Expenditures
Appendix C	2023-2024 Summary of Expenditures by Economic Classification
Appendix D	2023-2024 Capital Budget
Appendix E	2023-2024 Summary of Staffing

Rationale:

The Hamilton-Wentworth District School Board (HWDSB) is financially responsible with a clear focus on providing the system with the resources and supports necessary to support our Board Priorities. The budget presented for the 2023-2024 school year reflects this approach.

Our Board Strategic Directions include:

- Positive Culture and Well-Being
- Student Learning and Achievement
- Effective Communication
- School Renewal
- Partnerships

By aligning our resources through this budget in support of our priorities, we do believe that we can empower all students to learn and grow to their full potential in a diverse world.

Highlights:

- Alignment of resources with the Board's approved Priorities has been achieved;
- Compliance with all Ministry class size and other regulatory requirements has been achieved. (i.e. the 2023-2024 Preliminary Operating Budget is balanced);
- The Board has incorporated staff changes related to projected increase in enrolment in both panels;
- 60.4 Full-time equivalent (FTE) positions will be supported by the Support for Student Funds;
- To support Specialized Services, the Board will be adding 9.00 FTE Child and Youth Care Practitioners, 2.0 FTE Language Acquisition Supports and a 1.0 FTE Communications Navigator Specialist;
- Support is provided to secondary students in Special Education classes through 4 additional classes and through 18 Specialist High School Major (SHSM) Expansion lines that are now included in the Grants for Student Needs (GSN);
- An additional 3.0 FTE Educational Assistants, 1.0 FTE Social Worker and 1.0 FTE Caretaking Staff were added to the budget using GSN funding to support Safe and Clean Schools;
- To support the Board's Equity Action Plan, the Board will continue to support the 5.0 FTE Graduation Coaches and the 1.0 FTE Employment Equity Officer some of which were funded in 2022-2023 through COVID Learning Recovery money that has been eliminated from the Ministry of Education allocation;
- To support Math Recovery, the Board will appoint a Supervisory Officer as a Math Lead and add approximately 12.0 FTE additional Math Facilitators to support students in grades 3, 6 and 9 with the Math Recovery Priorities and Partnerships Funding (PPF);
- To provide support for students in kindergarten to grade 3 in Reading, 15.60 FTE additional teaching supports will be added to the budget through the Reading Intervention PPF;
- To continue to support students as they transition from grade 7 and 8 to a de-streamed grade 9 program in high school, 23.0 FTE additional teachers will be added to our schools through a PPF provided for this purpose; and
- The plan for school revitalization and maintenance is incorporated into the 2023-2024 Capital Budget.

Background

Overall

The fiscal year for all School Boards in Ontario runs from September 1 to August 31. The basic legislated financial requirements of a School Board are to develop and maintain a balanced budget that complies with the Ministry of Education's basic enveloping requirements. The 2023-2024 HWDSB Budget Estimates meets these requirements.

Process

HWDSB's Finance and Facilities Committee has been working towards bringing forward a balanced budget which meets the requirements of the Ministry as well as aligns with the strategic directions of the Board. The Finance and Facilities Committee meets monthly throughout the school year but more frequently from mid March to June to review all aspects of the 2023-2024 Budget Estimates. As part of this process, the following reports were brought forward to the Board for approval:

- January 30, 2023- Approval of Key Parameters/Assumptions to Guide 2023-2024 Budget Development
- April 3, 2023 – Approval of 2023-2024 School Based Staffing

In addition, the preliminary Special Education budget for 2023-2024 was shared with the Special Education Advisory Committee on May 31, 2023.

The key objective of the Budget Development Process is to align the allocation of resources with the Board Priorities, Indigenous Education Circle Strategic Action Plan, Equity Action Plan, identify school-based staffing

requirements; identify budget challenges and opportunities, and the development of key messages to be included in the communication plan.

Enrolment (Appendix A)

The Ministry of Education allocates funding to School Boards using a model that is based primarily on enrolment and the needs of students in each board. Enrolment is based on FTE as determined by the October 31st and March 31st enrolment count dates. These two fixed-in-time enrolment values are combined to produce the annualized Average Daily Enrolment (ADE). HWDSB enrolment projections are based on historical enrolment trends and student retention rates on a school-by-school basis. These enrolments are reviewed by the school administration and adjustments are made if required.

An estimated ADE of 37,309 elementary students has been used to develop the 2023-2024 Budget Estimates which is an increase of 300 ADE or 0.8% from the 2022-2023 Revised Budget Estimates. This growth is projected due to an increase in new students in our schools as families move into the community. An ADE of 14,246 has been estimated for secondary students, an increase of 48.50 ADE or 0.34% from the 2022-2023 Revised Budget Estimates. The overall projected ADE is 51,555 which represents an increase of approximately 348.50 ADE or 0.7% increase from the 2022-2023 Revised Budget Estimates.

Operating Revenue Projections (Appendix B)

The Ministry of Education released its funding announcement on April 17, 2023 including the necessary technical paper and Electronic Financial Information System (EFIS) forms to calculate the GSN. In addition, allocations for PPF were also released. Staff have used this information to calculate revenue included in the preliminary 2023-2024 Budget. Approximately 96.4% of the total operating revenue comes from the Province through the GSN. The 2023-2024 GSN is estimated to be \$627.2 million which is an increase of approximately \$14.86 million or 2.4% from the 2022-2023 Revised Budget Estimates.

The increase in GSN funding for school board is due to:

- an increase in enrolment for both elementary and secondary schools,
- an increase in salary and benefit benchmarks for unionized workers to be set aside in a labour provision or future negotiated central labour agreements (\$11.2 m),
- continuation of the Support for Student Funding (\$5.3 m) for all union group staffing despite all unions not having ratified central agreements,
- elimination of the one-time 2022-2023 Learning Recovery fund for additional staffing (-\$7.1 m),
- funding for Safe and Clean Schools Supplement (\$0.38 m),
- realignment of Indigenous Education Funding (\$2.1 m) to better support Indigenous Education,
- implementation of a new Transportation Funding model (\$2.8 m) based on needs derived from provincially set common reference standard criteria to improve consistency and equitable access to transportation,
- PPF Grants moving into GSN; SHSM Expansion Grant (\$0.39m); Early Math Intervention for Special Needs (\$0.12 m),
- the continuation of stabilization funding for English as a Second Language/English Literacy Development (ESL/ELD) of \$0.535 million to offset the reduction in this grant due to reduced immigration.

The remaining \$23.6 million in operating revenue comes from other Ministry and Federal grants and miscellaneous board generated revenue. This amount is approximately \$400,000 greater than the 2022-2023 Revised Budget Estimates due increased international student education revenue. In the 2023-2024 Budget PPF revenue of \$14 million includes School Mental Health Ontario, and an investment in Math Recovery, Reading Supports and Support for De-streaming and Transition to High School.

Operating Expenditure Projections (Appendix B and C)

The operating expenditures are projected to be \$650.85 million, an increase of approximately \$15.3 million or 2.4% from the 2022-2023 Revised Budget Estimates. Operating expenditures include a salary component (approximately 87.1%) and a non-salary component (approximately 12.9%).

The operating expenditures budget has increased for several reasons including:

- Changes in staffing due to the following reasons:
 - increase in enrolment,
 - additional staffing provided from PPFs including Math Recovery Plan, Reading Support and Support for de-streaming and Transition to High School,
 - budget reductions/additions to meet student needs,
 - additional staffing provided by new grants and former PPF funding included in the GSN,
 - reduction in staffing due to elimination of the COVID Learning Recovery Fund.
- Salary increases based on ratified central agreements for CUPE and OCEW (COPE) have been built into the salary budget;
- There are no increases to salaries for other unionized employees (ETFO and OSSTF including education workers) as central labour negotiations are still underway. However, the salary benchmarks included as an increase in salaries have been set aside as a contingency for future labour negotiations;
- Changes in statutory and employee trust benefit costs; and
- Increase in costs for contractual commitments based on inflation.

Capital Budget (Appendix D)

Each year, the Board prepares a capital budget based on the capital projects expected to be completed during the year. These projects are either funded by the Ministry of Education through various capital grants or by the Board through proceeds of disposition of surplus properties. In 2023-2024, the Board is projected to spend approximately \$48.5 million on capital related projects.

In addition, the Board will pay interest on debentures for previous capital projects in the amount of \$4.6 million. This amount is fully supported by the Ministry of Education through the GSN.

Conclusion

The Budget Estimates reflect the projected funding and proposed expenditures for 2023-2024.

As information on actual enrolments becomes available or any other Provincial operating or PPF grants are announced by the Ministry, it is likely that additional budget revisions will be required. The Ministry of Education requires the submission of Revised Estimates, in December 2023, based on actual October enrolment and other adjustments impacting the 2023-2024 Budget. Once submitted, funding from the Government of Ontario will be adjusted to reflect any changes.

Hamilton-Wentworth District School Board

2023-2024 Budget Estimates

2023-2024 Enrolment Projections

	2022-2023 Revised Budget Estimate	2023-2024 Budget Estimates	Increase (Decrease) ADE	Increase (Decrease) %
Elementary				
Full Day Kindergarten	7,165.00	7,092.00	(73.00)	
Primary	11,072.00	11,220.00	148.00	
Grades 4 -8	18,772.00	18,997.00	225.00	
Total Elementary Enrolment	37,009.00	37,309.00	300.00	0.81%
Total Secondary Enrolment	14,197.50	14,246.00	48.50	0.34%
Total Enrolment	51,206.50	51,555.00	348.50	0.68%

Average Daily Enrolment (ADE)

Average Daily Enrolment is calculated based on the existing two count dates (October 31 and March 31) within the board's fiscal year. The full-time equivalent of pupils enrolled will be weighted at 0.5 for each of the count dates,.

Hamilton-Wentworth District School Board

2023-2024 Budget Estimates

Summary of Operating Revenues and Expenditures

	2023-2024 Budget Estimates	2022-2023 Revised Budget	Increase (Decrease) Over 2022-2023 Revised Budget	
	\$	\$	\$	%
Revenues:				
Grants for Student Needs	627,229,659	612,372,094	14,857,565	
Other Ministry Grants	16,607,689	15,850,037	757,652	
Miscellaneous	7,014,581	7,339,842	(325,261)	
Total Revenues:	650,851,929	635,561,973	15,289,956	2.41%
Expenditures:				
Program Instruction:				
Classroom Teachers	366,066,848	364,854,300	1,212,548	
System Principals, Consultants & Support	6,961,826	6,847,727	114,099	
Supply Staff	14,005,244	14,181,678	(176,434)	
Educational Assistants	41,580,609	39,480,639	2,099,970	
Early Childhood Educators	16,143,306	16,319,707	(176,401)	
Professional & Para-Professionals	26,265,187	26,080,800	184,387	
Class Texts, Instructional Supplies	19,152,793	18,177,808	974,985	
Instructional Computers	5,895,615	5,932,094	(36,479)	
Instructional Staff Development	2,560,839	2,924,835	(363,996)	
School Administration	37,323,380	36,886,051	437,329	
Continuing Education	7,914,438	8,183,669	(269,231)	
	543,870,085	539,869,308	4,000,777	0.74%
Program Support:				
Board Administration & Governance	16,424,859	15,273,683	1,151,176	
School Operations	56,460,293	55,123,052	1,337,241	
Transportation	20,370,870	19,595,930	774,940	
	93,256,022	89,992,665	3,263,357	3.63%
Contingency:				
Unallocated Indigenous Education Funding	1,532,630	-	1,532,630	
Labour Increment - 2022-2023	5,173,561	4,700,000	473,561	
Labour Increment - 2023-2024	6,019,631	-	6,019,631	
Unallocated	1,000,000	1,000,000	-	
	13,725,822	5,700,000	8,025,822	140.80%
Total Expenditures:	650,851,929	635,561,973	15,289,956	2.41%

Hamilton-Wentworth District School Board

2023-2024 Budget Estimates

Summary of Expenditures by Economic Classification

	2023-2024	2022-2023	Increase (Decrease)	
	Budget	Revised	Over 2022-2023	
	Estimates	Budget	Revised Budget	
	\$	\$	\$	%
Remuneration				
Salaries & Wages	450,864,500	447,083,932	3,780,568	
Employee Benefits	87,442,441	86,760,160	682,281	
Supply Staff	17,298,763	17,298,763	-	
	<u>555,605,704</u>	<u>551,142,855</u>	<u>4,462,849</u>	<u>0.81%</u>
Consumables				
Professional Development	2,737,974	3,019,130	(281,156)	
Textbooks & Supplies	26,698,056	23,738,973	2,959,083	
Energy	10,758,200	10,525,000	233,200	
Repairs & Minor Renovations	3,788,210	3,270,000	518,210	
Computing Equipment	1,325,858	1,393,768	(67,910)	
Rentals	1,263,425	2,251,413	(987,988)	
Fees & Contractual Services	14,465,150	14,709,258	(244,108)	
Other Expense	948,792	1,072,878	(124,086)	
	<u>61,985,665</u>	<u>59,980,420</u>	<u>2,005,245</u>	<u>3.34%</u>
Transportation	19,534,739	18,738,698	796,041	4.25%
Unallocated Indigenous Education Funding	1,532,630	-	1,532,630	100.00%
Contingency for Labour Increment - 2022-2023	5,173,560	4,700,000	473,560	10.08%
Contingency for Labour Increment - 2023-2024	6,019,631	-	6,019,631	100.00%
Contingency	1,000,000	1,000,000	-	
Total Expenditures	<u>650,851,929</u>	<u>635,561,973</u>	<u>15,289,956</u>	<u>2.41%</u>

Hamilton-Wentworth District School Board

2023-2024 Capital Budget

Summary of Funding Sources and Expenditures

	2023-2024	2022-2023	Increase (Decrease)	
	Budget	Budget	Over 2022-2023	
	Estimates	Estimates	Budget Estimates	
	\$	\$	\$	%
Funding Sources:				
Ministry Capital Allocation	48,000,000	42,850,000	5,150,000	12.0%
Estimated Proceeds of Disposition	500,000	4,598,000	(4,098,000)	(89.13%)
Ministry Capital Debt (Interest) Support Payment	4,585,253 *	4,875,190 *	(289,937)	(5.95%)
Temporary Accommodation	669,740	900,014	(230,274)	(25.59%)
Amortization	52,874,389	46,076,100	6,798,289	14.8%
Total Funding Sources	\$ 106,629,382	\$ 99,299,304	\$ 7,330,078	7.4%
Expenditures:				
Construction in Progress	48,500,000 +	47,448,000	1,052,000	2.2%
Capital Debt Interest	4,585,253 *	4,875,190 *	(289,937)	(5.95%)
Temporary Accommodations	669,740	900,014	(230,274)	(25.59%)
Amortization	52,874,389	46,076,100	6,798,289	14.8%
Total Expenditures	\$ 106,629,382 ^	\$ 99,299,304 ^	\$ 7,330,078	7.4%

NOTES

- + Appendix D-1 shows a breakdown of the 2023-2024 Construction in Progress projects.
- * The Ministry fully funds the payment of debentures related to previously approved capital projects. These are corresponding revenues and expenses related to the interest payments for these amounts.
- ^ Each year, the Board prepares its capital budget based on the expected projects to be completed during the year. Sometimes, due to unforeseen circumstances, not all of the work gets completed.

**Hamilton-Wentworth District School Board
2023-2024 Budget Estimates
Capital Budget**

Construction in Progress

	Expenditures	Funding Source						
	Total Estimated Capital Budget	Capital Priorities	Full Day Kindergarten	Childcare Capital	SRA and SCI	EDC	Proceeds of Disposition	Total Funding
New Binbrook II Elementary School	\$ 500,000	\$ 500,000						\$ 500,000
New Nash Elementary School	\$ 15,800,000	\$ 12,600,000		\$ 1,700,000		\$ 1,500,000		\$ 15,800,000
Sherwood Secondary School	\$ 2,200,000				\$ 1,700,000		\$ 500,000	\$ 2,200,000
Secondary Facility Benchmark Strategy	\$ 4,500,000				\$ 4,500,000			\$ 4,500,000
Elementary Facility Benchmark Strategy ¹	\$ 10,000,000				\$ 10,000,000			\$ 10,000,000
Secondary Facility Program Strategy	\$ 1,250,000				\$ 1,250,000			\$ 1,250,000
Elementary Facility Program Strategy	\$ 250,000				\$ 250,000			\$ 250,000
School Renewal Projects	\$ 14,000,000				\$ 14,000,000			\$ 14,000,000
Total	\$ 48,500,000	\$ 13,100,000	\$ -	\$ 1,700,000	\$ 31,700,000	\$ 1,500,000	\$ 500,000	\$ 48,500,000

Notes:

¹ Elementary Facility Benchmark Strategy estimated budget may be impacted by the outcome of the Capital Priorities submission.

Hamilton-Wentworth District School Board

2023-2024 Budget Estimates

Summary of Staffing

	2023-2024 Budget Estimates	2022-2023 Revised Budget	Inc (Dec) over 2022-23 Rev. Budget	Notes
Program Instruction				
Classroom Teachers				
Elementary	2,292.90	2,299.10	(6.20)	2,3,4,5
Secondary	1,021.83	1,008.67	13.16	2,3,4,5
Total Classroom Teachers	3,314.73	3,307.77	6.96	
Educational Assistants/CYCP	693.50	695.00	(1.50)	3,4,5
Early Childhood Educators	283.00	291.00	(8.00)	2,5
Professionals & Para-Professionals	198.90	197.90	1.00	4,5
School Administration				
Principals	92.00	92.00	0.00	
Vice Principals	65.00	64.00	1.00	4,5
School Office Administration	199.50	200.00	(0.50)	3,5
Total School Administration	356.50	356.00	0.50	
System Principals, Consultants & Support				
System Principals, Consultants	50.00	49.00	1.00	4
Administrative Support Staff	4.00	4.00	0.00	
Total System Principals, Consultants & Support	54.00	53.00	1.00	
Continuing Education	16.75	16.75	0.00	
Total Program Instruction	4,917.38	4,917.42	(0.04)	
Program Support				
Board Administration & Governance	134.50	132.50	2.00	3,4,5
School Operations	425.25	429.25	(4.00)	4,5
Transportation	6.00	6.00	0.00	
Total Program Support	565.75	567.75	(2.00)	
Capital				
School Renewal	7.00	7.00	0.00	
Total Staff	5,490.13	5,492.17	(2.04)	

- 1 2023-2024 Budget staffing represents impact of enrolment projections, legislative and collective agreements, class size compliance
- 2 Reflects impact of change in enrolment
- 3 PPF position changes reflected
- 4 Budget additions(reductions) to meet system/student needs
- 5 Budget reductions due to Covid Learning Recovery Funding no longer allocated by Ministry

FTE = Full Time Equivalent

COMMITTEE REPORT (Public)

Presented to: Board

Date of Meeting: June 12, 2023

From: Governance Committee

Date of Meeting: May 30, 2023

The committee held a meeting from 6:03 p.m. to 7:08 p.m. on May 30, 2023, at 20 Education Court, Hamilton, ON, in person and through MS Teams, with Trustee Amanda Fehrman presiding until Trustee Todd White arrived at 6:05 PM.

Members of the committee consented to approval of the agenda with the amendment to adjourn into private session immediately following the public meeting.

Members present were: Trustees Becky Buck, Todd White, Amanda Fehrman, Dawn Danko and Maria Felix Miller.

MONITORING ITEMS:

I. Strategic Directions Update

Ruth Silver from Groundswell and Casey Hinton from Saffy joined the committee to provide an update on Strategic Directions Planning.

a) Learning Workshop Feedback and Reflections

The committee shared their reflections on the May 27, 2023, Strategic Directions retreat and expressed a desire to move forward in the Strategic Directions planning from abstract themes to more actual themes relevant to their mandate.

b) Update From Consultants

Ruth Silver from Groundswell provided an update including a suggestion to simplify the plan to include Vision, Mission, Values, Strategic Directions and Tactics. Advisory group data has been received by Groundswell and public consultation is ongoing.

Casey Hinton from Saffy provided an overview of Community Engagement to date including the Civic Lottery, Co-Design Workshop, Public Survey, the upcoming Community and Youth Pop-Ups, the Virtual Public Meeting, and the Community Engagement Summary. Casey Hinton also shared emerging themes from the community including Centering People: Including and Belonging, Equitable Experience: Anti-Oppression and Diversity, Circle of Care: Safety and Well Being, Building Community: Connected and Supported, and Making Change: Transparency and Transformation.

Ruth Silver shared that a summary report will be shared with the Board of Trustees after the Public Meeting on June 17, 2023.

c) Next Steps

The committee discussed future dates and timelines and looks forward to a further Strategic Directions update on June 15, 2023, at the Special Board meeting.

The recorded meeting can be accessed here: [Public Governance Meeting-20230530 180201-Meeting Recording.mp4](#)

Respectfully submitted,
Todd White, Chair of the Committee

COMMITTEE REPORT

Presented to: Board

Date of Meeting: June 12, 2023

From: Rural Schools Community Advisory Committee

Date of Meeting: Wednesday, May 17, 2023

The Rural Schools Advisory Committee held a meeting from 6:36 p.m. – 7:47 p.m. on Wednesday, May 31, 2023, virtually via MS Teams.

Members Present: **Balaclava:** Jacky Small; **Bellmoore:** Raman Rakkar; **Greenville:** Katherine Hamstra; **Michaëlle Jean:** Paul Hatala; **Mount Hope:** Heidi Oglesby; **Rockton:** Tanya Brouwer; **Tapleystown:** Carrie Meyer.

Also present: **Balaclava:** Denise Minardi, Acting Principal; **Michaëlle Jean:** Sandra Constable, Principal; **Millgrove:** Priscilla Mochrie, Principal; **Tapleystown:** Brandon Berketa, Principal; Amanda Fehrman, Trustee, Wards 11 and 12; Felix Gyimah, Budget Analyst – HWDSB; Jane Macpherson, Superintendent of Student Achievement; Vanessa Aguirre, Executive Assistant.

Regrets: Paul Tut, Trustee, Ward 13; **Bellmoore:** Suzana Milinovich, Principal; **Flamborough:** Nancy Kucic, Principal; **Flamborough:** Leah Young; **Greenville:** Jennifer Miscas, Principal; **Millgrove:** Laura Zonta; **Mount Hope:** Nancy Radojevic, Principal; **Rockton:** Kelly Rizzo, Acting Principal

INFORMATION ITEMS:

A. Implementation of Rural School Reporting Page on HWDSB’s public website

Superintendent Macpherson informed the Committee that her office and the Budget and Corporate Communications departments have created the public website page and will start to report publicly as required by the Ministry of Education.

The [Rural Schools](#) public reporting page went live on Tuesday, May 23, 2023 and will be updated twice yearly, once in the Fall and once in the Spring.

B. Rural Schools Funding Information

Felix Gyimah from the Budget Department presented the Committee with the Rural Schools Budget Report and further explained the Ministry requirement for publicly reporting allocation of and expenditure of funds.

The funding for Rural Schools is received through the Northern Education Fund as an enhancement to the grant for student needs. The funding is dedicated for school boards to further improve education for students from rural communities.

The funding is used based on local needs and the expenditures will be reported publicly. The fund is used to support schools in the rural areas where it's more difficult to access some of the supports, services, and resources.

C. Rural Schools Funding Totals

Felix Gyimah presented the report provided by the Budget Department noting the following:

- 2022-2023: Budget Amount \$ 33,341; 2021-2022: Carried forward amount \$ 33,632
- Total Funding for 2022-2023: \$ 66,973
- Funds held centrally for 2022-2023: \$ 4,172
- Current Expenses YTD \$ 30,640 (46% of 2022-2023 Budget – including rounding)
- Final Budget Available as of meeting date \$ 33,473 (including rounding)

F. Gyimah encouraged schools to spend their available funds as per Ministry and Board expenditure guidelines. The recommendation from the Budget department is to spend funds as Ministry has the option to take funds back.

F. Gyimah presented the individual budget allocated to each school and their expenses and budget available to date.

D. Updates – Facilities; Health & Safety; Water; and Transportation

The following staff reports were shared with the committee:

Facilities:

Balaclava:

- HVAC Upgrades –Final deficiencies on-going with no impact to the school.

Bellmoore:

- No Updates. No current or new projects scheduled.

Flamborough:

- No Updates. No current or new projects scheduled.

Greenville:

- No Updates. No current or new projects scheduled.

Michaëlle Jean:

- Project to replacement of the corridor ceilings including new LED lighting, renovations to gym (new flooring, and gym mats (lighting and painting were previously completed)), renovations to the existing washrooms (new fixtures, ceilings, partitions, painting) and window replacement was tendered and awarded to STF Construction. Construction scheduled to start for July 2023.

Millgrove:

- No Updates. No current or new projects scheduled.

Mount Hope:

- Proposing future benchmark projects to be confirmed for 2023/24 year. Specifics will be provided after June 2023 Finance & Facilities

Rockton:

- Proposing future benchmark projects to be confirmed for 2023/24 year. Specifics will be provided after June 2023 Finance & Facilities

Taplestown:

- New Nash School in for Site Plan Approval with the City. Design is progressing with preparation for BP submission in June 2023, pending City of Hamilton SPA. Tentative tendering scheduled for Summer 2023, pending building permit.

Water:

- Facilities Management is preparing for annual lead testing that will begin in June. There was a big testing push starting 2017 to 2020 where all drinking water fixtures (fountains and food prep sinks) were tested.
- We are not back to regular testing cadence where 1-2 water fixtures are being tested at each school yearly.
- Adverse results are shared publicly for every lead exceedance at the school level, should there be any.

Transportation:

Superintendent Macpherson shared with the Committee the resignation of Rick Koren (General Manager, Hamilton-Wentworth Student Transportation Services) as he has pursued another employment opportunity.

Superintendent Macpherson also shared that Transportation will start planning and preparing the next school year's route development. Communication to families will occur by mid/late August.

OTHER BUSINESS

Strategic Planning 2023:

Superintendent Macpherson sought engagement of the Committee in the Multi-Year Strategic Plan 2023 process.

The multi-year strategic plan and the phases of engagement currently being rolled out were shared: Generate, Validate, Elevate, and Celebrate.

Superintendent Macpherson facilitated the completion of the Strategic survey from responses by the members of the Committee. The survey was completed on-line via Executive Assistant V. Aguirre at the time of the meeting.

Superintendent Macpherson on behalf of the Board encourages parents to participate and complete the survey they would have received from the Board.

Respectively submitted,
Heidi Oglesby, Chair
Rural Schools Community Advisory Committee

Committee Report

Presented to: Board

Meeting date: June 12, 2023

From: Human Rights & Equity Community Advisory
Committee

Meeting date: May 24, 2023

The committee held a meeting on May 24, 2023, from 4:30 – 6:00 p.m. via MS Teams with Co-Chair Tehreem Zafar presiding. Part of the meeting was dedicated to HWDSB’s Multi-Year Strategic Planning Consultation and was not recorded.

Members present were: Tehreem Zafar, Christopher Daoud, Haniyyah Ali, Jordan Fudge, Mimi Alghoul, Tarek Al. Ajak, Kylie Fraser, Mona Siyad

Trustee: Sabreina Dahab

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MONITORING ITEMS:

A. Members Update

Member Tehreem Zafar shared information about the upcoming (June 14) YWCA event “Walk A Mile in Their Shoes” and invited members to participate.

B. Trustee Update

Trustee Dahab shared that a motion passed at the last board meeting to ask staff to draft the consultation process on what it would look like to consult community and other stakeholders and potentially redrafting future calendars to consider holy days and days of observances for different faith groups and communities.

Meeting recording concluded at 4:42 pm.

Respectfully submitted,
Tehreem Zafar, Co-Chair

12-1
Committee Report

Presented to: Board

Meeting Date: June 12, 2023

From: Special Education Advisory Committee (SEAC)

Meeting Date: May 31, 2023

The Committee held a meeting on Wednesday, May 31, 2023, in room 308 at the Education Centre, beginning at 5:32 pm ending at 7:28 pm, with Chair Judy Colantino presiding.

Present

Dawn Danko, HWDSB Chair, Trustee, Ward 7, Judy Colantino, Down Syndrome Association of Hamilton, SEAC Chair, Melanie Roberts, The Association for Bright Children of Ontario, Cecile Santos-Ayrault, The Association for Bright Children of Ontario (Alternate), Nancy Silva Khan, Autism Ontario (Central West Chapter), Susi Owen, CNIB Hamilton and Niagara, Sarah Johnson, Community Living Hamilton (Alternate), Julie Armstrong, Centre for Diverse Learners

Regrets

Jessica Malcew, VOICE for Hearing Impaired Children, Lindsay Bray, McMaster Children's Hospital Developmental Pediatrics and Rehabilitation Portfolio, SEAC Vice Chair, Lynn Vanderbrug, Lynwood Charlton Centre, Mark Courtepatte, FASD Parent & Caregiver Support Group, Sabreina Dahab, Trustee, Ward 2, Tracy Sherriff, Community Living Hamilton

INFORMATION ITEMS

Project SEARCH – Intern Voice

Trish Woehrle, Specialized Services Learning Consultant, Carly Robinson, Project SEARCH Instructor

- An overview of Project SEARCH was presented.
- ProjectSEARCH Intern shared their experience as an intern, which has helped them secure full time employment

GSN Update

Denise Dawson, Senior Manager of Business Services

- An update on the preliminary 23-24 budget was provided.

MEMBERS' UPDATE

a) Trustees Update

Dawn Danko, HWDSB Chair, Trustee, Ward 7

- HWDSB commencements have started.
- We're finalizing budget next week at Finance & Facilities meeting, then to Board of Trustees June 12th for approval
- Waiting on survey results for the strategic direction planning, should have a draft by the end of the month.

b) Local Association Update

Julie Armstrong, Centre for Diverse Learners

- We're pleased to work with HWDSB providing students with summer sessions.

c) Superintendent's Update

Peggy Blair, Superintendent of Specialized Services

- Access Athletics was held at Nora F. Henderson for elementary students on May 29th and secondary students on May 30th – 536 elementary and 250 secondary students attended.
- Celebrating Inclusion was held at Sir A. MacNab on May 9th with Michael Jacques as keynote.

Respectfully submitted by Judy Colantino, SEAC Chair