

**Virtual Meeting Norms:**

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

**REVISED AGENDA: 5:30-8:30**

1. Call to Order/Roll Call
2. Approval of the Agenda
3. School Budget Carry-Forward
4. 2020-2021 School Based Staffing
5. 2020-2021 Budget Development (no copy)
6. Adjournment from public session and Resolution into Committee of the Whole (Private Session) as per the Education Act, Section 207.2 (b) the disclosure of intimate, personnel or financial information in respect of a member of the board or committee



## EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

**TO:** FINANCE AND FACILITIES COMMITTEE

**FROM:** Manny Figueiredo, Director of Education

**DATE:** April 9, 2020

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

**RE:** School Budget Carry-Forward

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### Action X      Monitoring

#### **Recommended Actions:**

That the Board approve the carry-forward of all school budgets that are left over from 2019-20 to 2020-21.

#### **Background:**

In the past, the Board has automatically carried forward all school budgets up to 10% of their budget. Any carry-forward greater than 10% required Board approval. There were very few requests in the past few years and they were for very specific circumstances. This approval was usually requested in June of the school year.

#### **Staff Observation:**

As a result of the Ministerial Order closing schools, school staff have not been able to spend their school budgets or are looking for ways to spend it and get goods delivered. Staff do not want to encourage the purchase of goods that have to be delivered and stored. Staff does not want goods sent to employee's homes. Nor do staff want to have deliveries turned away or to have a central delivery spot which will create difficulty and expense in getting the goods to the individual schools after the fact.

The allowing of schools to carry-forward their budgets automatically will ensure that schools are only ordering what is required at this time. It will also allow schools to be able to order some of the goods that they were planning on ordering (ie. Textbooks, supplies, technology) once schools are opened and can be delivered.

Staff is asking for this direction now in order to ensure schools that they can wait to order these goods until they are back in schools.

#### **Conclusion:**

Staff recommends allowing schools to carry-forward all school budgets that are left over from 2019-20 to 2020-21.



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**FROM:** Manny Figueiredo, Director of Education

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**PREPARED BY:** Stacey Zucker, Associate Director, Support Services and Treasurer  
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**RE:** 2020-21 School Based Staffing

### Action X      Monitoring

**Recommended Actions:**

That the Board approve the preliminary allocation of the following full-time equivalent positions for the purpose of 2020-21 school based staffing:

Elementary Teachers	2,107.40
Secondary Teachers	890.50
Early Childhood Educators	270.00
Educational Assistants	632.50
Principals/Vice Principals	160.00
School Office Administration	195.50
School Custodial	361.75

**Background:**

The staffing approved in the foregoing recommended action total 4,617.65 FTE positions, provides for the smooth start up to the 2020-21 school year and enables the staffing process to ensure collective agreement compliance and effective school based staffing decisions.

Appendix A provide a summary of the preliminary school based staffing recommended for the 2020-21 school year, with comparative information from the 2019-20 Budget.

**Staff Observation:**

Staffing for elementary and secondary teachers, school administration, early childhood educators, educational assistants and school custodians for 2020-21 represents adjustments in staffing levels due to changes in enrolment, school opening and closing, revised Ministry class size regulations, and budget adjustments and/or programming needs. For School Custodial, the Ministry's Investment in System Priorities staffing has also been included with the ratification of this collective agreement.

At the end of April 2020, the Ministry is expected to provide information regarding 2020-21 education funding through the Grants for Student Needs (GSN). The impact of this funding announcement will be calculated once the Funding Model Technical Paper and Grant Estimate forms are available from the Ministry. Consequently, as the budget development exercise continues, it may be necessary to increase or decrease staffing levels suggested in the above recommended actions. Any changes will be discussed prior to final Budget approval in June 2020.

## Appendix A

## School Based Staffing

	2020-21 School Based Staffing	2019-20 School Based Staffing	Increase (Decrease)	Notes
Elementary Teachers	2,107.40	2,070.50	36.90	1,3
Secondary Teachers	890.50	892.66	(2.16)	1,2,3
Early Childhood Educators	270.00	266.00	4.00	1
Educational Assistants	632.50	632.00	0.50	3
Principals	95.00	95.00	0.00	
Vice-Principals	65.00	65.00	0.00	4,6
School Office Administration	195.50	199.00	(3.50)	4,6
School Custodial	<u>361.75</u>	<u>352.75</u>	<u>9.00</u>	3,5
	<u><u>4,617.65</u></u>	<u><u>4,572.91</u></u>	<u><u>44.74</u></u>	

1. Change in Staffing due to Enrolment adjustment
2. Change in Staffing due to Class Size Change
3. Specialized Services Changes
4. School Opening/School Closure
5. Investment in System Priorities
6. Budget Adjustments