

Virtual Meeting Norms:

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

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

AGENDA: 5:30-8:30

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Elementary Enrolment Update (M)
4. Facility Benchmark Strategy Update (M)
5. 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: October 21, 2021

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

RE: Elementary Enrolment Update

Action Monitoring x

Background:

Grant for Student Needs (GSN) funding is based on two enrolment count dates: October 31 and March 31. Expenditures and revenues in the 2021-2022 budget were calculated based on projected Average Daily Enrolment (ADE) which is calculated based on October 31, 2021 and March 31, 2022 projected enrolment.

The preliminary elementary school staffing is also calculated based on projected 2021-22 enrolment. In September, once actual enrolment is determined, staffing re-organization is completed based on class size and Collective Agreement requirements. In addition, the Board of Trustees passed a motion in May 2021, requesting that staff use COVID funding and up to 1% of our operational savings in reserves to reduce elementary class size to promote distancing and learning recovery.

This report provides an update to compare September elementary enrolment projections to original budget projections and the subsequent impact on staffing.

	2021-22 Budget Estimate	2021-22 September Estimate	Increase (Decrease) ADE	Increase (Decrease) %
Full Day Kindergarten	6,345.00	6,862.00	517.00	
Primary	10,922.00	10,896.00	(26.00)	
Grades 4 -8	18,235.00	18,320.00	85.00	
Special Education (note1)	298.00	224.00	(74.00)	
Total Elementary Enrolment	<u>35,800.00</u>	<u>36,302.00</u>	<u>502.00</u>	<u>1.4%</u>

Note 1 - This enrolment is special education students that are placed in self-contained classes.

Staff Observations:

As part of the 2021-22 Budget process, enrolment was projected using the best information available and was used to determine staffing in accordance with Ministry prescribed average class size, collective agreements and calculated GSN revenue. Revised projections for 2021-22 based on September actual enrolment and input from Elementary Administrators has been finalized and is reported above.

Overall, elementary enrolment is 502.00 FTE higher than projected, for a number of reasons:

1. Increase in Full Day Kindergarten Enrolment over projections as students return to in-person classes.
2. As in prior years, our enrolment projections are conservative to help mitigate the 2021-2022 Budget and staffing from changes in student enrolment.

As a result of the increase in enrolment, 23 additional classes, primarily in Full Day Kindergarten, were added. In addition, as a result of the Board motion above, an additional 67 classes were added to the elementary schools to reduce elementary in-person class size to promote distancing and learning recovery.

Conclusion:

September 2021 elementary enrolment is 502.00 FTE more than projected. The increased enrolment and implementation of the Board motion has impacted staffing with a total of 90.00 additional classrooms, or 108 additional teachers and 49 additional Designation Early Childhood Educator were added to the system over the approved budget. These changes will be reflected in the revised 2021-22 Budget.



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

DATE: October 21, 2021

PREPARED BY: Stacey Zucker, Associate Director, Support Services & Treasurer
David Anderson, Senior Manager, Facilities Management
Nadeen Shehaiber, Manager, Capital Projects

RE: Facility Benchmark Strategy Update

Action ☐ Monitoring ☒

Background:

Annual Capital Plan

At the April 25, 2016 Board meeting, Trustees approved the Annual Capital Plan and associated budget. The plan now spans 8 years (5 for Secondary and 8 for Elementary) and totals \$190 million in capital budget and \$17.5 million in operating budget. It outlined a 5 or 8-year framework of project scale and budget allocation for elementary and secondary schools. Capital planning with the multi-year strategy includes elementary and secondary school facility benchmarks which prioritizes facility components to ensure that all facilities have equal and appropriate learning environments. The elementary and secondary school facility benchmarks are derived from HWDSB's Elementary and Secondary Program Strategies. The school benchmarks were approved to ensure that HWDSB provides facilities which assist in delivering a balanced curriculum (literacy, numeracy, the Arts (music, dance, and drama), science and technology, geography, history, health and physical education, and social skill development) with access to the technology and digital tools to accelerate learning.

Approved Annual Allocation of Funding:

Component	Amount
Secondary School Facility Benchmark	\$11 million
Elementary School Facility Benchmark	\$10 million
Secondary Program Strategy	\$2 million
Elementary Program Strategy	\$1 million
Annual School Renewal	\$8 million
Other	Varies depending on approved projects
Total	\$32 million

Funding for the Overall Capital Plan

There are 3 main funding sources for the Multi-Year Capital Plan:

1. School Renewal Allocation (SRA)

SRA is an annual amount that is provided through the Ministry funded Grant for Student Needs (GSN). This grant is available to address the costs associated with repairs and renovations to schools. This value has historically been in the range of \$8 million per year.

2. School Condition Improvement (SCI)

SCI is intended to address the renewal backlog from the data collected to date through the Ministry's five-year Condition Assessment Program. 70 per cent of SCI funding must be directed to key building components (foundations, roof, windows and HVAC / plumbing systems). The remaining 30 per cent may be directed to the costs to improve any locally identified renewal needs that are listed in TCPS. This value has historically been in the range of \$18 million per year.

3. Proceeds of Disposition

Proceeds of Disposition result from the sale surplus properties. Ontario Regulation 193/10 states that Proceeds of Disposition (POD) must be used for the repair or replacement of components within a school. Board staff had estimated approximately \$65 million in proceeds of disposition (PODs) available for school renewal purposes. These estimates were later reviewed when the elementary strategy was increased to 8 years and the estimate increased to \$75 million in 2018. In 2021, estimates are being updated to reflect current appraisals and land valuation.

Guiding Principles of the Overall Capital Plan

The guiding principles adopted by the Overall Capital Plan are provided below:

1. Schools identified as being in 'Poor' condition as defined in the Long-Term Facilities Master Plan will be given priority both in terms of schedule and budget;
2. Partnership opportunities that align with the Board's Strategic Priorities, that have a cost savings associated with them and that are time sensitive will be given priority both in terms of schedule and budget;
3. The scope of work proposed for each school will adhere to the Board design standards;
4. The Overall Capital Plan will be reviewed and updated on an annual basis, as part of the Board's Long-Term Facilities Master Plan update, to reflect any changes in scope, schedule or available funds.

Elementary School Facility Benchmarks

At the February 27, 2017 Board Meeting Trustees approved the Elementary Program Facility Benchmark and directed staff to bring forward the schedule on an annual basis to indicate the projects that will go forward in the following school year. The Elementary Facility Benchmark Strategy includes the following spaces:

1. Gymnasiums,
2. Science rooms,
3. Art rooms,
4. Learning commons, and
5. Playfields

All projects approved to date under the elementary strategy have been completed or are in progress.

The Elementary Benchmark Strategy has been impacted over the years by two factors; the gymnasium expansions have not received an approval to proceed from the Ministry, and the pause on Pupil Accommodation Reviews has limited the number of schools available to improve.

In light of the Ministry's decision not to support the gymnasium additions, Board staff have submitted 3 gymnasium expansion projects under the Capital Priorities Submission to the Ministry and await the results of those submissions for Rosedale, Queensdale and Billy Green elementary schools. The remaining inventory of gyms may benefit from a revitalization strategy, as presented to Finance and Facilities Committee March 11, 2021.

Secondary School Facility Benchmarks

At the April 28, 2016 Finance and Facilities Committee meeting, staff presented the implementation plan for the Secondary Facility Benchmark Strategy. The strategy identifies the following areas:

1. Science labs,
2. Playing fields,
3. Learning commons, and
4. Gym floors

The Secondary Facility Benchmark Strategy is generally complete with the exception of Bernie Custis sports field, which is tied to the City of Hamilton redevelopment project at the previous Dominion Glass site, and Sherwood that is part of the Capital Priorities submission in the spring of 2021.

Staff Observations:

Renewed Capital Plan

Proposed new benchmarks can assist the Board with achieving the Strategic Directions and associated goal by improving the facility condition index (FCI) as well as aligning to the new facility assessment criteria of:

1. FCI (50%)
2. Equity and Accessibility (25%)
3. Alignment to Benchmark Strategies (15%)
4. Consultation (10%)

The intent is the new proposed benchmarks will further assist in the goal of at least 25 per cent fewer schools will be identified as being in poor condition in 2024.

The expectation is that the proposed benchmarks will not only help staff meet the renewal target, but also assist in meeting the student achievement and positive culture and wellbeing targets while factoring in equity and stakeholder input.

Proposed Benchmarks

Staff are suggesting that the following benchmarks be considered as part of the next 5-year plan. Staff will need to assess the overall budget impacts of the benchmarks and locations where work would be required for the selected benchmarks as a next step for the following potential benchmarks:

Elementary Facility Benchmarks:

1. LED lighting and ceiling improvements
2. Main entrances and lobby space
3. Washrooms
4. Modify existing benchmarks (gym revitalization, play space)

Secondary Facility Benchmarks:

1. Cafeterias
2. Change Rooms
3. Main entrances and lobby space
4. Corridor painting and locker replacement
5. Washrooms

Furthermore, it is proposed that accessibility form part of both Elementary and Secondary strategies to further provide accessible facilities for the entire school community and may include items such as barrier free entrances, washrooms and elevators / lifts, where possible.

Next Steps

Based on the fact that the Board has reached the end of the 5-year Secondary Benchmark Strategy and that the Board has not been approved for a number of gym expansions, which was a significant part of the Elementary Benchmark Strategy, staff is suggesting that the Multi-Year Capital Plan and its categories be reviewed and reconsidered to reevaluate priorities and categories for the next 5 years.

Conclusion:

The strategies, as part of the Capital Plan, have been a significant factor in the Board meeting its School Renewal Strategic Direction target. As a result of the gym expansions not being approved by the Ministry, staff is recommending new benchmark priorities that will improve elementary and secondary schools and contribute to ensuring equity across the system.