



Finance Committee Meeting

Monday, April 17, 2023

6:30 p.m.

Education Centre Boardroom

AGENDA

A - 1 **Opening
Call to Order**

(a) Roll Call

(b) Declaration of Conflict of Interest

(c) Welcome/Land Acknowledgement

The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Métis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn and play, and commit to working together in the spirit of Reconciliation.

B - 1 **Approval of the Agenda**

"THAT the Finance Committee agenda be approved."

C - 1 **Approval of the Minutes**

* *"THAT the Minutes of the Finance Committee, dated February 13, 2023, be approved."*

D - 1 **Business Arising from Minutes and/or Previous Meetings**

E - 1 **New Business**

* (a) Quarterly Budget Report (R. Wyszynski) (I)

* (b) Budget Process Update 2023-24 (R. Wyszynski) (I)

* (c) Delhi District Secondary School - Gymnasium Fundraising Update (R. Wyszynski) (I)

* (d) Elgin Avenue Public School Renovation (R. Wyszynski)

Recommended Motion:

"THAT the project scope for Elgin Avenue Public School be forwarded to the April 24, 2023, Regular Board meeting for approval."

F - 1 **Other Business**

G - 1 **Adjournment**

"THAT the Finance Committee meeting be adjourned."

H - 1 **Next Meeting Date: June 12, 2023, at 6:30 p.m.**



Finance Committee Meeting

Monday, February 13, 2023

Education Centre Boardroom

MINUTES

Present: Committee Chair: B. Doyle, Trustees: S. Gibson, C.A. Sloat, E. Thomas, T. Waldschmidt

Administration: Director: J. Roberto, Superintendents: W. Baker, K. Graham (MS Teams) L. Munro (MS Teams) L. Thompson (MS Teams), J. Tozer (MS Teams), J. White (MS Teams) R. Wyszynski, C. Dero, Executive Assistant (MS Teams) Recording Secretary: K. Ireland-Aitken

Visitors: General Legal Counsel J. Bell (MS Teams), J. Ammendollia, Watson & Associates (MS Teams)

Absent: Trustee L. Passmore

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Chair B. Doyle.

(b) **Declaration of Conflict of Interest** - Nil

(c) **Welcome to Open Session/Land Acknowledgment Statement**

Committee Chair B. Doyle called the meeting to order at 6:30 p.m. and read the Land Acknowledgement Statement.

B - 1 **Approval of the Agenda**

Moved by: T. Waldschmidt

Seconded by: S. Gibson

THAT the Finance Committee agenda be approved.

Carried

C - 1 **Approval of Minutes**

(a) **December 5, 2022**

Presented as printed.

Moved by: E. Thomas

Seconded by: T. Waldschmidt

THAT the Minutes of the Finance Committee dated December 5, 2022, be approved.

Carried

D - 1 **Business Arising from Minutes/Previous Meetings**

E - 1 **New Business**

(a) **Boundary Review – Waterford Area**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: E. Thomas



Finance Committee Meeting

Monday, February 13, 2023

Education Centre Boardroom

MINUTES

THAT the amended school boundaries for Waterford Public School, Boston Public School, and Bloomsburg Public School, as outlined in Figure 2, effective September 1, 2023, the new Grade configurations for Waterford Public School (K- 6), and the relocation of Grade 7-8 students from Waterford Public School to the Waterford District High School building effective September 1, 2024, be forwarded to the February 27, 2023, Regular Board meeting for approval.

Carried

J. Ammendollia of Watson & Associates joined the meeting by MS Teams at 6:40 p.m. to provide a detailed overview of all three boundary reports.

In response to a question, it was noted that construction and renovations will be required to allow for Grade 7 and 8 students to begin attending Waterford District High School in September 2024.

It was confirmed that any current Grade 6 and 7 students from Waterford Public School impacted by the proposed boundary changes would have the option to remain at Waterford Public School.

(b) **Boundary Review – Brantford East**

Presented as printed.

Moved by: S. Gibson

Seconded by: C.A. Sloat

THAT the amended school boundaries for Branlyn Community School, Woodman-Cainsville Public School, Central Public School, King George School, and Major Ballachey Public School, as outlined in Figure 2, effective September 1, 2023 be forwarded to the February 27, 2023 Regular Board meeting for approval.

Carried

(c) **Boundary Review – Paris Area**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: E. Thomas

THAT the amended school boundaries for Burford District Elementary School, Cobblestone Elementary School, Glen Morris Central Public School, North Ward School, Paris Central Public School, and St. George-German Public School, as outlined in Figure 2, as well as French Immersion program changes for Burford District Elementary School and Paris Central Public School, effective September 1, 2023 be forwarded to the February 27, 2023 Regular Board meeting for approval.

Carried

In response to a question regarding holding zones, it was confirmed that the holding zones will be assigned at a later date based on pace of development and school enrolments.



Finance Committee Meeting

Monday, February 13, 2023

Education Centre Boardroom

MINUTES

J. Ammendollia of Watson & Associates left the meeting at 7:15 p.m.

(d) **Budget Reserve Plan**

Presented as printed.

Moved by: S. Gibson

Seconded by: E. Thomas

THAT the following draws, from Accumulated Surplus, be forwarded to the February 27, 2023 Regular meeting for approval:

- Up to \$300,000 from the Finance Software Surplus
- Up to \$380,000 from the IT Reserve Surplus

Carried

In response to a question regarding access points (networking devices that allow wireless capabilities) the broadband modernization process is a high priority for learning commons within schools. The draw from the Accumulated Surplus will not affect any other preplanned items.

(e) **Budget Process 2023-24**

Presented as printed.

The following items were requested for consideration:

- new website portal
- money for graduation (for schools that rent space)
- mileage
- additional funding for compensatory schools
- School Cash Online (can the board absorb the cost of the credit card fee)
- Sports Coordinator for elementary schools (CAGE)

(f) **Enrolment vs Capacity by School Report**

Presented as printed.

(g) **Quarterly Budget Report (Q1)**

Presented as printed.

F - 1 **Other Business** – Nil

G - 1 **Adjournment**

Moved by: T. Waldschmidt

Seconded by: E. Thomas

THAT the Finance Committee meeting be adjourned at 7:43 p.m.

Carried

H - 1 **Next Meeting Date:** April 17, 2023, at 6:30 p.m.



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Quarterly Budget Report**
DATE: April 17, 2023

Background

Consistent with Budget Development Process Policy (BU-02), the 2022-23 2nd Quarter Forecast dashboard for the six months ended February 28, 2023, is attached.

Additional Information

Business Services has reviewed the financial activity for the period September 2022 to February 2023, collected information from budget-holders, made spending assumptions for the next six months and compared forecasted expenditures against the Revised Estimates Budget. Some of the highlights are summarized below:

- Revenues are expected to modestly increase due to an increase in student enrolment in both the elementary and secondary panels. It is anticipated that an approximate 100 student increase will generate an additional \$988,000 in funding through the Grants for Student Needs. There are no other significant variances noted in the board's revenues.
- Facility operating costs are anticipated to increase by over \$700,000 due to the rising energy costs as well as increases to the cost of skilled labour and materials. Energy costs are expected to increase due to several factors, including greater consumption due to extended operation of HVAC systems, the price of commodities and the impact of carbon tax on energy bills.

The 2022-23 Revised Estimates were filed with a balanced budget. Although we remain conservative in our spending projections, the information summarized above and, in the dashboard, indicates that the board is trending towards a slight surplus of \$115,000. The finance team will continue to rigorously monitor spending over the remainder of the school year and address any costs pressures with this small surplus. Risks associated with the forecast presented are connected to uncertainties regarding staff absenteeism as well as any required investments associated with enrolment growth.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Grand Erie District School Board
2022-23 2nd Quarter Forecast
For the period ended August 31, 2023

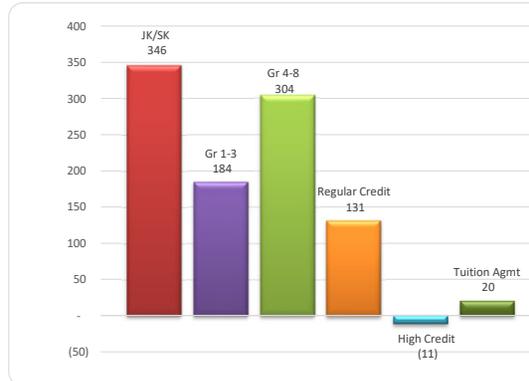
Summary Comparison of 2022-23 Q2 Forecast versus the Estimates and Revised Budgets

(\$ Figures in Thousands)	2022-23		2022-23 Q2 Forecast	Variance	
	Estimates	Revised		\$	%
Revenue					
Provincial Grants (GSN)	314,958	325,203	326,190	988	0.3%
Grants for Capital Purposes	4,741	3,405	3,405	-	0.0%
Other Non-GSN Grants	7,102	9,135	9,135	-	0.0%
Other Non-Grant Revenues	8,458	9,334	9,406	71	0.8%
Amortization of DCC	19,621	19,049	19,049	-	0.0%
Total Revenue	354,880	366,126	367,185	1,059	0.3%
Expenditures					
Classroom Instruction	242,616	251,538	251,169	(368)	-0.1%
Non-Classroom	29,611	30,533	30,810	277	0.9%
Administration	8,115	8,994	9,093	99	1.1%
Transportation	15,451	15,546	15,513	(34)	-0.2%
Pupil Accommodation	53,185	53,091	53,816	725	1.3%
Contingency & Non-Operating	5,902	6,424	6,668	244	3.7%
Total Expenditures	354,880	366,126	367,069	944	0.3%
In-Year Surplus (Deficit)	-	-	115	115	100.0%
Prior Year Accumulated Surplus	4,809	9,487	9,487	-	0.0%
Accumulated Surplus (Deficit)	4,809	9,487	9,602	115	1.2%

Summary of Enrolment

ADE	2022-23		2022-23		Variance	
	Estimates	Revised	#	%	#	%
Elementary						
JK/SK	3,276	3,622	346	10.6%		
Gr 1-3	5,642	5,826	184	3.3%		
Gr 4-8	9,442	9,746	304	3.2%		
Total Elementary	18,360	19,194	834	4.5%		
Secondary <21						
Regular Credit	7,050	7,181	131	1.9%		
High Credit	40	29	(11)	-27.8%		
Tuition & Visa	410	430	20	4.9%		
Total Secondary	7,500	7,640	140	1.9%		
Total Board	25,860	26,834	974	3.8%		

Changes in Enrolment: Budget v Forecast



Summary of Staffing

FTE	2022-23		2022-23		Variance	
	Estimates	Revised	#	%	#	%
Classroom						
Teachers	1,673.1	1,707.3	34.2	2.0%		
Early Childhood Educators	122.0	126.0	4.0	3.3%		
Educational Assistants	349.0	368.5	19.5	5.6%		
Total Classroom	2,144.1	2,201.8	57.7	2.7%		
School Administration	229.3	229.3	-	0.0%		
Board Administration	68.0	72.0	4.0	5.9%		
Facility Services	219.6	221.1	1.5	0.7%		
Coordinators & Consultants	41.0	42.0	1.0	2.4%		
Paraprofessionals	55.5	57.0	1.5	2.7%		
Child & Youth Workers	21.0	25.0	4.0	19.0%		
IT Staff	32.0	35.0	3.0	9.4%		
Library	12.8	12.8	-	0.0%		
Transportation	6.0	6.0	-	0.0%		
Other Support	6.0	6.0	-	0.0%		
Continuing Ed	8.1	8.1	-	0.0%		
Trustees	14.0	14.0	-	0.0%		
Non-Classroom	713.3	728.3	15.0	2.1%		
Total	2,857.4	2,930.1	72.7	2.5%		

Grand Erie District School Board
2022-23 2nd Quarter Forecast
Revenues
For the period ended August 31, 2023

(\$ Figures in Thousands)

	Budget Assessment					Material Variance Note
	22-23 Estimates	22-23 Revised	22-23 Q2 Forecast	Change		
				\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues						
Pupil Foundation	145,293	150,992	151,747	755	0.5%	a.
School Foundation	21,404	21,709	21,742	33	0.2%	
Special Education	39,911	41,753	41,816	63	0.2%	
Language Allocation	4,608	4,725	4,732	7	0.2%	
Supported School Allocation	29	28	28	-	0.0%	
Rural and Northern Education Funding	1,628	2,182	2,182	-	0.0%	
Learning Opportunities	4,690	5,709	5,717	9	0.2%	
Continuing and Adult Education	1,626	1,586	1,586	-	0.0%	
Teacher Q&E	30,784	30,020	30,065	45	0.1%	
ECE Q&E	1,842	1,986	1,986	-	0.0%	
New Teacher Induction Program	138	138	138	-	0.0%	
Restraint Savings	(80)	(80)	(80)	-	0.0%	
Transportation	13,921	14,502	14,524	22	0.2%	
Administration and Governance	7,952	8,128	8,140	12	0.2%	
School Operations	27,679	28,493	28,536	43	0.2%	
Community Use of Schools	366	366	366	-	0.0%	
Declining Enrolment	493	-	-	-	0.0%	
Indigenous Education	3,069	3,215	3,215	-	0.0%	
Support for Students Fund	2,875	2,934	2,934	-	0.0%	
Mental Health & Well-Being	1,052	1,128	1,128	-	0.0%	
Safe Schools Supplement	515	533	533	-	0.0%	
Program Leadership	1,000	993	993	-	0.0%	
Permanent Financing - NPF	262	262	262	-	0.0%	
Learning Recovery Fund	3,898	3,898	3,898	-	0.0%	
Total Operating Grants	314,958	325,203	326,190	988	0.3%	
Grants for Capital Purposes						
School Renewal	2,937	2,937	2,937	-	0.0%	
Temporary Accommodation	346	-	-	-	0.0%	
Short-term Interest	250	250	250	-	0.0%	
Debt Funding for Capital	2,763	2,763	2,763	-	0.0%	
Minor Tangible Capital Assets (mTCA)	(1,555)	(2,545)	(2,545)	-	0.0%	
Total Capital Purposes Grants	4,741	3,405	3,405	-	0.0%	
Other Non-GSN Grants						
Priority & Partnership Fund (PPF)	3,045	4,596	4,596	-	0.0%	
Other Federal & Provincial Grants	4,058	4,538	4,538	-	0.0%	
Total Non-GSN Grants	7,102	9,135	9,135	-	0.0%	
Other Non-Grant Revenues						
Education Service Agreements - Six Nations	5,874	6,348	6,383	35	0.6%	
Education Service Agreements - MCFN	514	511	521	10	1.9%	
Other Fees	96	129	135	6	6.3%	
Other Boards	210	210	210	-	0.0%	
Community Use & Rentals	833	677	697	20	2.4%	
Miscellaneous Revenues	932	1,459	1,459	-	0.0%	
Non Grant Revenue	8,458	9,334	9,406	71	0.8%	
Deferred Revenues						
Amortization of DCC	19,621	19,049	19,049	-	0.0%	
Total Deferred Revenue	19,621	19,049	19,049	-	0.0%	
TOTAL REVENUES	354,880	366,126	367,185	1,059	0.3%	

Explanations of Material Grant Variances

a. Increase in revenue as a result of higher than anticipated enrolment.

Notes:

1. 2022-2023 Estimates Budget as approved by the Board in June 2022

Grand Erie District School Board
2022-23 2nd Quarter Forecast
Expenses
For the period ended August 31, 2023

(\$ Figures in Thousands)

	Budget Assessment						Material Variance Note
	22-23 Estimates	22-23 Revised	22-23 Q2 Forecast	Percentage of Total Expenses	Change		
					\$ Increase (Decrease)	% Increase (Decrease)	
Classroom Instruction							
Teachers	179,203	181,460	180,885	49.3%	(575)	(0.3%)	a.
Supply Teachers	7,057	8,557	8,557	2.3%	-	0.0%	
Educational Assistants	18,879	19,435	19,460	5.3%	25	0.1%	
Early Childhood Educators	6,920	7,120	7,198	2.0%	78	1.1%	
Classroom Computers	4,744	5,530	5,859	1.6%	329	5.9%	b.
Textbooks and Supplies	7,896	10,601	10,484	2.9%	(118)	(1.1%)	
Professionals and Paraprofessionals	10,827	11,715	11,634	3.2%	(80)	(0.7%)	
Library and Guidance	5,496	5,445	5,423	1.5%	(22)	(0.4%)	
Staff Development	1,200	1,281	1,276	0.3%	(6)	(0.4%)	
Department Heads	394	394	394	0.1%	-	0.0%	
Total Instruction	242,616	251,538	251,169	68.4%	(368)	(0.1%)	
Non-Classroom							
Principal and Vice-Principals	15,104	15,442	15,962	4.3%	520	3.4%	c.
School Office	7,347	7,246	6,942	1.9%	(304)	(4.2%)	d.
Coordinators & Consultants	5,730	5,772	5,852	1.6%	81	1.4%	
Continuing Education	1,430	2,072	2,053	0.6%	(19)	(0.9%)	
Total Non-Classroom	29,611	30,533	30,810	8.4%	277	0.9%	
Administration							
Trustees	373	373	370	0.1%	(3)	(0.9%)	
Director/Supervisory Officers	1,516	1,464	1,505	0.4%	42	2.8%	
Board Administration	6,226	7,157	7,218	2.0%	61	0.8%	
Total Administration	8,115	8,994	9,093	2.5%	99	1.1%	
Transportation	15,451	15,546	15,513	4.2%	(34)	(0.2%)	
Pupil Accommodation							
School Operations and Maintenance	26,770	27,156	27,881	7.6%	725	2.7%	e.
School Renewal	2,937	2,937	2,937	0.8%	-	0.0%	
Other Pupil Accommodation	3,325	3,365	3,365	0.9%	-	0.0%	
Amortization & Write-downs	20,152	19,633	19,633	5.3%	-	0.0%	
Total Pupil Accommodation	53,185	53,091	53,816	14.7%	725	1.4%	
Non-Operating	2,320	2,311	2,311	0.6%	-	0.0%	
Provision for Contingencies	3,581	4,113	4,357	1.2%	244	5.9%	
TOTAL EXPENDITURES	354,880	366,126	367,069	100.0%	944	0.3%	

Explanations of Material Grant Variances

- a. Decrease due to lower than anticipated WSIB costs as well as lower than projected cost of replacement teachers
- b. Increase due to enhancements to Cyber Security as well as additional costs of the distribution and implementation classroom and teacher devices.
- c. Increase due to the additional support for administrators.
- d. Decrease due to lower than anticipated uptake of additional clerical hours.
Increase due to higher energy costs, custodial overtime, and higher than budgeted costs for minor repairs due to rise in contracted skilled trades and materials.
- e.

Notes:

1. 2022-2023 Estimates Budget as approved by the Board in June 2022



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary to the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Budget Process Update 2023-24**
DATE: April 17, 2023

Background

Providing updates during the development of the budget is a critical aspect of the budget process. This involves a comprehensive review of various factors that impact Grand Erie's finances. These factors include, but are not limited to, student enrolment projections, Grants for Student Needs (GSN) allocation, staffing requirements, feedback from budget surveys, assumptions guiding expenses, and additional input collected from stakeholders. The following provides an update since the budget plan was shared in February.

Important Budget Updates

- Enrolment**

A draft overview of enrolment indicates growth in the elementary and secondary panels as follows:

	2022-23		2023-24	
Summary of Enrolment	Estimates	Estimates	Change	Change (%)
Elementary ADE	18,360	19,200	840	4.6%
Secondary ADE	7,500	7,790	290	3.9%
Total ADE	25,860	26,990	1,130	4.4%

Note: ADE represents Average Daily Enrolment

The proposed enrolment represents a significant increase from the 2022-23 Estimates Budget. Migration to the district's municipalities is one the largest drivers of enrolment to Grand Erie schools. The Planning Department will continue to monitor registrations for the 2023-24 school year to ensure that both temporary accommodations and staffing levels are adequate and ready for the first day of school.

Appendix A provides a graphical representation of the board's recent enrolment history.

- GSN**

The Ministry of Education has yet to release the annual GSN. This has a major influence on the expense and revenue determinations for a school board. Once the GSN has been released, Senior Administration will analyze and determine the impact of the changes in the GSN. It is crucial to note that in both the 2021-22 and 2022-23 fiscal years, there were funding streams that were categorized as limited one-time investments. As a result, it will be necessary to confirm the availability of these allocations before prioritizing costs. This will provide clarity as to the level of resources that will be available for the upcoming fiscal year. This information can then ensure that resources are allocated in a way that best supports Grand Erie's goals and objectives.

- **Staffing**

Based on the proposed enrolment projections above, elementary teaching staff would increase by 46 full-time positions, three (3) Learning Resource Teachers and five (5) Early Childhood Educators. Secondary teaching is expected to increase by 23 full-time positions. These increases are compared against the staffing allocation that was provided in the approved 2022-23 Estimates Budget.

Furthermore, the benchmarks and ratios provided by the Ministry of Education's Technical Paper will need to be reviewed before staffing levels are confirmed in both panels.

- **Budget Survey**

The budget survey was distributed on April 5, 2023 and it will remain open until April 21, 2023. Senior Administration will review the input and allocate resources, where possible, to areas of need in the system.

- **Expenses**

Budget information has been collected by the Finance department from all budget-holders. Proposals from each department will be reviewed by Senior Administration.

- **Additional Input**

Budget items submitted for consideration in next year include:

- Additional funds for secondary graduations
- Budget set aside for the board's website
- Children's Safety Village of Brant
- Compensatory school funds
- Elementary Athletic Coordinator
- Instructional Coaches and Social Workers
- Mileage Rate
- School banking fees
- Transportation for Paris Central School
- Trustee stipend for Committees

- **Outlook**

The delay in the release of the GSNs has resulted in a pause in the budget preparation process. The GSN is required in order for Senior Administration to assess the funding.

In addition, the following budget challenges and risks will need to be navigated towards the target of submitting a balanced budget to the Ministry of Education by June 30, 2023:

- Transportation – Initial estimates indicate a cost pressure of an additional \$1 million for 2023-24. This is assuming that the Transportation allocation remains status quo.
- Absenteeism – Costs continue to outpace funding. This is an annual area of concern for the budget as absenteeism rises.
- Short-term funding – Recent temporary funding such as the Learning Recovery Program and Tutoring Supports were initially designed to help school boards shift to a post-pandemic model. These funds support a number of important resources for Grand Erie and strategies will need to be developed should the funding be reduced, eliminated or transformed into part of the GSN.
- Inflation – The cost of many goods and services could be subject to price increases due to inflation. If benchmark funding does not increase at the same rate, budget adjustments, such as reductions or reprioritization, may need to occur.

With the challenges above, Senior Administration is confident that a balanced budget can be achieved with continued diligence and adaptability. Grand Erie is well-positioned to navigate financial obstacles that may arise and will continue to strive to provide the best possible education and resources for students in the coming year.

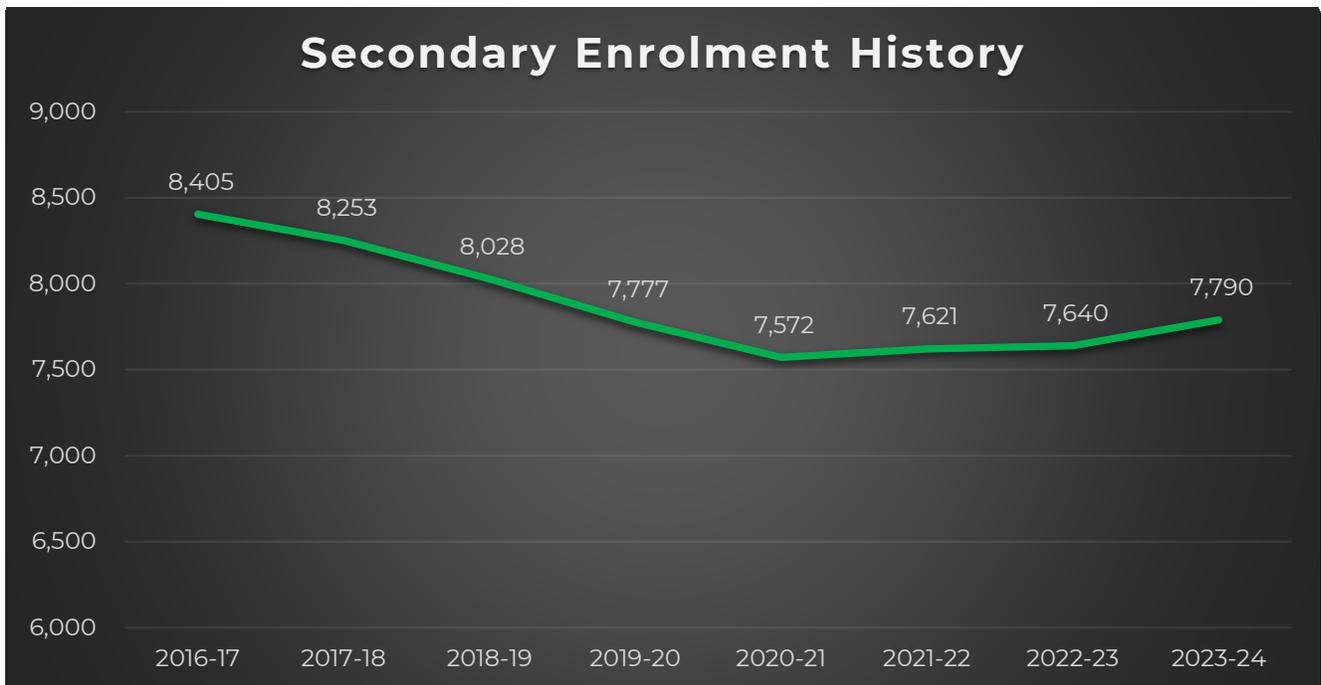
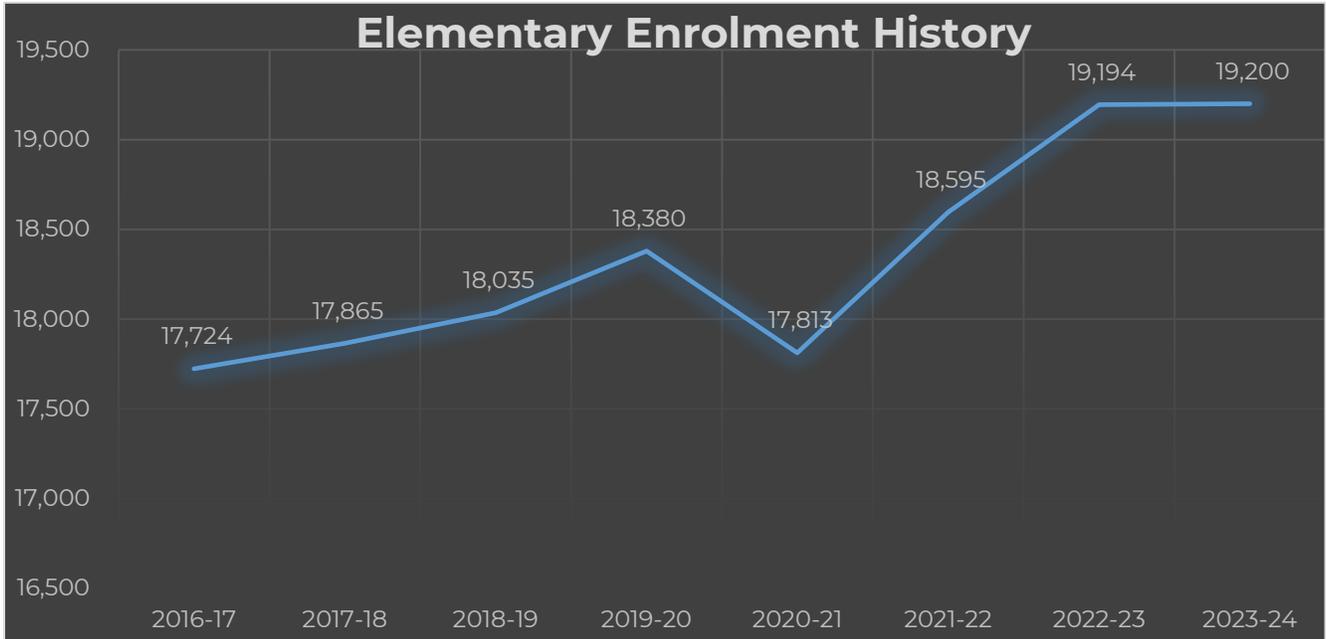
Grand Erie Multi-Year Plan

This report supports the Multi-Year Strategic Plan and all the indicators of Learn Lead Inspire.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Appendix A





Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Delhi District Secondary School – Gymnasium Fundraising Update**
DATE: April 17, 2023

Background

Following the [May 2020 Committee of the Whole meeting](#), Trustees approved a draft \$2.5 million fundraising plan to construct an additional 9,000 square foot, double-sized gymnasium at Delhi District Secondary School (DDSS). Updates were provided to the Board in March 2021 and 2022 summarizing the fundraising strategies, the partnership opportunities, and the unforeseen delays as a result of the COVID-19 pandemic.

Additional Information

Over the past 12 months, the working group has developed a detailed fundraising campaign for the new gymnasium. The plan includes:

- a revised \$5 million fundraising campaign that takes into consideration future prices of materials and construction as well as sufficient space for additional features/upgrades; and
- a spring 2024 campaign launch with a revised target fundraising deadline of December 2024.

Next Steps

The working group will continue to meet on a regular basis and develop fundraising materials for review and distribution during the 2023-24 school year. An update will be shared with the Finance Committee in April 2024. Senior Administration will maintain ongoing discussions with the Ministry of Education to ensure sufficient approvals are obtained.

Grand Erie Multi-Year Plan

This report supports the Belonging indicator of Learn Lead Inspire and the following statement: we build a culture of belonging to support an equitable, inclusive and responsive environment for each learner.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer



Grand Erie District School Board

TO: JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Elgin Avenue Public School Renovation**
DATE: April 17, 2023

Recommended Motion: Moved by _____ Seconded by _____
 THAT the project scope for Elgin Avenue Public School be forwarded to the April 24, 2023, Regular Board meeting for approval.

Background

In 2016, the Grand Erie District School Board (Grand Erie) conducted an accommodation review which concluded with a proposed solution that would close West Lynn Public School and partially demolish Elgin Avenue Public School in order to construct a four-classroom addition onto the school. The original proposed solution included a new, more appropriately sized gym, two kindergarten classrooms and two regular classrooms onto the school while addressing accessibility and facility conditions.

At the October 24, 2016 Regular Board meeting, the Board approved the redevelopment of Elgin Avenue Public School to include additional classroom space and approved the closure of West Lynn Public School which would become surplus pending capital approval.

In 2017, Grand Erie received an allocation from the Ministry of Education for \$6,180,145 towards this project.

Funding Allocation					
Project	Capital Priorities	Full Day Kindergarten	Child Care	Child & Family Program	Total
Elgin Ave Consolidation	\$3,558,461	\$524,337	\$1,573,010	\$524,337	\$ 6,180,145

Further to this, the 2017-18 Board Capital Plan provided an additional commitment of \$2,500,000 to create an anticipated project budget of \$8,680,145.

Between February 2019 and December 2021, Grand Erie put forth different proposals to the Ministry of Education for Elgin Avenue Public School. This included a request for funding for a new replacement school and a proposal to move the addition to West Lynn Public School, while closing Elgin Avenue Public School. These Capital Priorities submissions were unsuccessful, and the Ministry of Education advised Grand Erie to re-focus its scope on the original funding provided to address the board's consolidation request.

Additional Information

Over the past year, Grand Erie's facilities team, in collaboration with the project's architect, have met and prepared a revised scope based on the original request to the Ministry of Education. The revised scope focuses primarily on a four-classroom kindergarten addition to the northeast section of the building including a new accessible entrance and elevator. This

addition will be constructed adjacent to the newly proposed four-room childcare. Please refer to Appendix A for an illustration of the initial proposed site plan.

Additionally, the project focuses on renovating portions of the existing building. This scope includes:

- Electrical updates including servicing, lighting, and system upgrades such as fire alarm system and PA system.
- Mechanical HVAC overhaul
- New finishes on existing walls, ceilings, and floors
- New millwork and cabinets
- Outdoor site work
- Paving including asphalt parking and expanded play area
- Refurbishment of interior doors
- Updates to fire protection (sprinklers) and building controls
- Updates to plumbing, including washrooms

The cost of the addition, which includes construction and design/material allowances totals approximately \$6 million. This is significantly higher than the \$4.2 million provided in the 2017 Ministry of Education funding awarded to Grand Erie.

The cost of the renovation, which includes construction, demolition, asbestos abatement, and all site work totals approximately \$5.4 million. This also represents a significant variance from the \$4.5 million budget, which was comprised of \$2 million from the Ministry of Education and \$2.5 million of internally earmarked funding. These estimates do not include the following provisional costs:

- Architect fees
- Construction phasing/premium time
- Furniture
- Inflation
- Soft costs (winter construction, permits, legal fees, professional fees)
- Temporary relocation fees

The above estimate totals \$11.4 million. When incorporating a contingency for the above provisions, including \$375,000 for architect fees and \$1.5 million for additional costs related to construction, the cost estimate is closer to \$13.3 million versus the initial budget threshold of \$8.7 million for this project.

In addition to this scope, Senior Administration will consider temporary accommodations for students at Elgin Avenue Public School that may involve West Lynn Public School, Lynndale Heights Public School, and the use of portables. Based on the current timelines for approvals and permits, the tentative 14-month construction schedule is slated to begin July 2024 and conclude August 2025. A report summarizing the temporary accommodation plan will be presented to the Board and communicated to students, families, and staff prior to March 1, 2024.

Next Steps

Pending Board approval, Senior Administration will schedule a meeting with the Ministry of Education's Capital Branch to determine what, if any, Ministry of Education funding is available to address the disparity between the funding benchmarks from 2017 and the current market cost estimates for new construction. The cost for the addition surpasses the allocated funding by \$1.8 million and does not account for any portion of the provisional items.

The next item to address would be the cost variance on the renovation. Originally there was \$4.5 million earmarked for the renovation component of the project. Grand Erie will need to

allocate additional funding from its School Condition Improvement reserve to ensure the renovation components, and any share of the provisional item, are addressed.

	Addition	Renovation	Other	Total
Funding	4,161,307	4,518,838	0	8,680,145
Cost Estimate	6,000,000	5,400,000	1,925,000	13,325,000
Variance	- 1,838,693	- 881,162	- 1,925,000	- 4,644,855

Pending discussions with the Ministry of Education, a report will be brought to the Finance Committee to provide a funding update.

Grand Erie Multi-Year Plan

This report supports the Belonging indicator of Learn Lead Inspire and the following statement: We build a culture of belonging to support an equitable, inclusive, and responsive environment for each learner.

Respectfully submitted,

Rafal Wyszynski
 Superintendent of Business & Treasurer

Appendix A

