



Finance Committee Meeting

Monday, September 11, 2023

6:30 p.m.

Education Centre/ MS Teams Virtual Meeting

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 Meeting agenda be approved."

C - 1 **Approval of the Minutes**

* *"THAT the Minutes of the Finance Committee dated June 12, 2023, be approved."*

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

E - 1 **New Business**

* (a) [Long Term Accommodation Plan](#) (LTAP) (R. Wyszynski) (I)

* (b) Caledonia Centennial Public School Enrolment Registration (R. Wyszynski)

Recommended Motion:

"THAT effective September 26, 2023 new K-8 registrations at Caledonia Centennial Public School be directed to J.L. Mitchener Public School, and that it be forwarded to the September 25, 2023 Regular Board meeting for approval."

* (c) Trustee Honoraria Policy (BU-04) (R. Wyszynski)

Recommended Motion:

"THAT the Trustee Honoraria Policy (BU-04) be forwarded to the October 30, 2023 Regular Board meeting for approval."

* (d) Trustee Honoraria (R. Wyszynski)

Recommended Motion:

"THAT the Trustee Honoraria for the period November 15, 2023 to November 14, 2024 be forwarded to the October 30, 2023 Regular Board meeting for approval."

F - 1 **Other Business** - Nil

G - 1 **Adjournment**

"THAT the Finance Committee meeting be adjourned."

H - 1 **Next Meeting Date:** November 13, 2023



Finance Committee

Monday, June 12, 2023

6:30 p.m.

Education Centre Boardroom

MINUTES

Present: Committee Chair: B. Doyle, Trustees: S. Gibson, L. Passmore (MS Teams), E. Thomas, T. Waldschmidt, C. VanEvery-Albert

Administration: Director: J. Roberto, Superintendents: K. Edgar, K. Graham (MS Teams), L. Munro (MS Teams), L. Thompson (MS Teams), J. Tozer, J. White, R. Wyszynski, Budget and Grants Supervisor: A. Van Doorn (MS Teams), Recording Secretary: K. Ireland-Aitken

Visiting Trustee: R. Collver

A - 1 **Opening**

(a) **Roll Call**

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

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

(c) **Welcome/Land Acknowledgment**

Committee Chair B. Doyle read the Land Acknowledgement Statement.

B - 1 **Approval of the Agenda**

Moved by: C. VanEvery-Albert

Seconded by: T. Waldschmidt

THAT the Finance Committee meeting agenda be approved.

Carried

C - 1 **Approval of Minutes**

(a) **April 17, 2023**

Moved by: T. Waldschmidt

Seconded by: E. Thomas

THAT the Minutes of the Finance Committee meeting dated April 17, 2023, be approved.

Carried

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

E - 1 **New Business**

(a) **Budget Development 2023-24**

Presented as printed.

Moved by: T. Waldschmidt

Seconded by: S. Gibson

THAT the 2023-24 Operating budget of \$368,716,752 be forwarded to the June 26, 2023 Regular Board meeting for approval.

Carried

Moved by: C. VanEvery-Albert

Seconded by: S. Gibson

THAT the 2023-24 Capital budget of \$26,530,000 be forwarded to the June 26, 2023 Regular Board meeting for approval.

Carried



Finance Committee

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Education Centre Boardroom

MINUTES

In response to a question regarding non-staffing investments, it was noted that a consulting firm has been hired to undertake job evaluations.

In addition, answers to questions of clarification included:

- transportation will be a continuing pressure due to inflation
- there is no additional revenue to address the deficit for portables
- the decrease in Continuing Education is based on fluctuating enrolment
- the Permit Application Fee is \$25 to a maximum of \$100
- service fees for credit card transactions on School Cash Online is 4%

Responding to a question regarding Trustee expenses, if approved, the stipend for trustee meetings would be reflected in the Governance By-law.

F - 1 **Other Business** – Nil

G - 1 **Adjournment**

Moved by: T. Waldschmidt

Seconded by: E. Thomas

THAT the Finance Committee meeting be adjourned at 7:36 p.m.

Carried

H - 1 **Next Meeting Date:** September 11, 2023



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: **Long-Term Accommodation Plan (LTAP)**
DATE: September 11, 2023

During the 2022-23 school year, Grand Erie District School Board's (Grand Erie's) Planning Department began its work, in collaboration with L&C Planning Consultants, to develop long-term projections for the board and a guide for future accommodation planning for the district.

The objective of the [Long-Term Accommodation Plan \(LTAP\)](#) is to provide an update on enrolment, housing and population, demographic trends, and future accommodation activities including new schools, boundary reviews, school closures, additions, renovations, and the rightsizing of buildings. The LTAP also identifies the current and projected use of temporary accommodations (portables), the current facility condition, and identifies areas where improved accessibility is required. Events which are subject to the Ministry of Education's approval are identified as such, with the desired timelines attached. It is recognized that actions that are dependent on the Ministry of Education approvals and funding may not always occur in the year(s) proposed and may be subject to re-evaluation based on funding, approvals, or both.

Over the course of the next decade, it is anticipated that there will be a significant rise in enrolment within both the elementary and secondary panels. As enrolment grows, it becomes imperative to devise effective strategies to accommodate these increases in enrolment. One primary approach to address this challenge involves the utilization of portable classrooms. These portable structures, often equipped with the necessary amenities, serve as temporary solutions to house additional students within the existing school grounds. Alternatively, additions and new schools provide a more permanent solution to accommodate the growing student population. Such endeavors involve meticulous planning and construction to create conducive learning spaces equipped with state-of-the-art facilities. Therefore, the LTAP includes recommendations that focus on:

- Land acquisitions
- New school locations and proposed size
- Boundary reviews
- Programming reviews
- Accommodation pressure strategies
- Childcare additions/renovations
- School additions
- Potential and future accommodation reviews (school closures)

Capital Priorities, land acquisitions, and other activities proposed by this LTAP are reliant on approval and/or funding from both the Board of Trustees and the Ministry of Education.

In closing, the presentation of the 2023 LTAP will guide our planning with respect to our facilities, our enrolment, and our building utilization. This forward looking, and public facing guide is critical as the action items described within will require comprehensive and consultative processes involving various stakeholders, including employees,

parent(s)/caregiver(s), community members, students and Board of Trustees, to ensure that the plan aligns with the educational needs and goals embedded in Grand Erie's Multi-Year Strategic Plan. As we embark on this journey, it is important that we use the information contained within to guide our actions and recommendations for each of our planning review areas.

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 to the Board
FROM: Rafal Wyszynski, Superintendent of Business & Treasurer
RE: **Caledonia Centennial Public School Enrolment Registration**
DATE: September 11, 2023

Recommended Motion: Moved by _____ Seconded by _____
 THAT effective September 26, 2023 new K-8 registrations at Caledonia Centennial Public School be directed to J.L. Mitchener Public School, and that it be forwarded to the September 25, 2023 Regular Board meeting for approval.

Background

In the Fall of 2021, the Ministry of Education announced approval and funding for the construction of a new joint-use elementary school, along with a three-room childcare centre in Caledonia. This new facility is intended to service the community which has seen significant enrolment growth from new residential development over the past few years (See Table 1). The new school facility is scheduled to open in September 2025.

Table 1: Historic and projected enrolment (for October 31 count-dates).

School	Capacity	2017	2018	2019	2020	2021	2022	2023	2024	2025
CCPS	366	334	426	425	437	446	561	623	653	679
RHES	668	531	541	608	579	599	623	601	593	576
Total	1034	865	967	1033	1016	1045	1184	1224	1245	1255

Caledonia is currently served by Caledonia-Centennial Public School (CCPS) and River Heights Elementary School (RHES) (See Appendix A). CCPS accommodates students residing north of the Grand River, with RHES accommodating those south of the Grand River. The schools also provide French Immersion programming with CCPS supporting K-3, while RHES supports Grades 4-8. Most of the ongoing and planned new residential development in town is occurring north of the Grand River within the CCPS boundary.

In order to address the enrolment pressures at CCPS resulting from development, there are 12 portables on site until the new school opens.

Moving forward, to support the growing community, it is being recommended that enrolment/registrations at CCPS be capped and all new K-8 registrations be directed to J.L. Mitchener Public School (JLMPS) in Cayuga, effective immediately, until the new school in Caledonia opens and new attendance boundaries are established. JLMPS is located approximately 18 km away (See Appendix B). An increase in transportation costs of approximately \$55,000 is anticipated but will be managed through the submission of the 2023-24 Revised Estimates Budget.

JLMPS currently has surplus capacity to accommodate additional students (See Table 2). As well, the school site is quite large (9.9 acres) allowing for the placement of portables if required.

Table 2: Historic and projected enrolment at J.L. Mitchener Public School.

School	Capacity	2017	2018	2019	2020	2021	2022	2023	2024	2025
JLMPS	420	302	317	333	346	354	346	345	332	336

Additional Information

Senior Administration has proposed the following strategy to be implemented effective September 26, 2023.

1. New K-8 registrations within CCPS' boundary would be directed to J.L. Mitchener Public School. New K-8 registrations within CCPS' boundary whose siblings currently attend CCPS will be permitted to register at CCPS.

Students who live in the CCPS boundary and are enrolled at JLMPS would continue to attend JLMPS until new attendance area boundaries are implemented via a boundary review process.

Next Steps

The recommendation to cap enrolment at CPPS needs to be made effective September 26, 2023, in order prevent further enrolment pressure. Grand Erie's Communication Team and the Family of Schools Superintendent will work with School Administrators to lead the efforts to communicate this information to families. The Planning Department will update the boundaries on the website effective September 26, 2023.

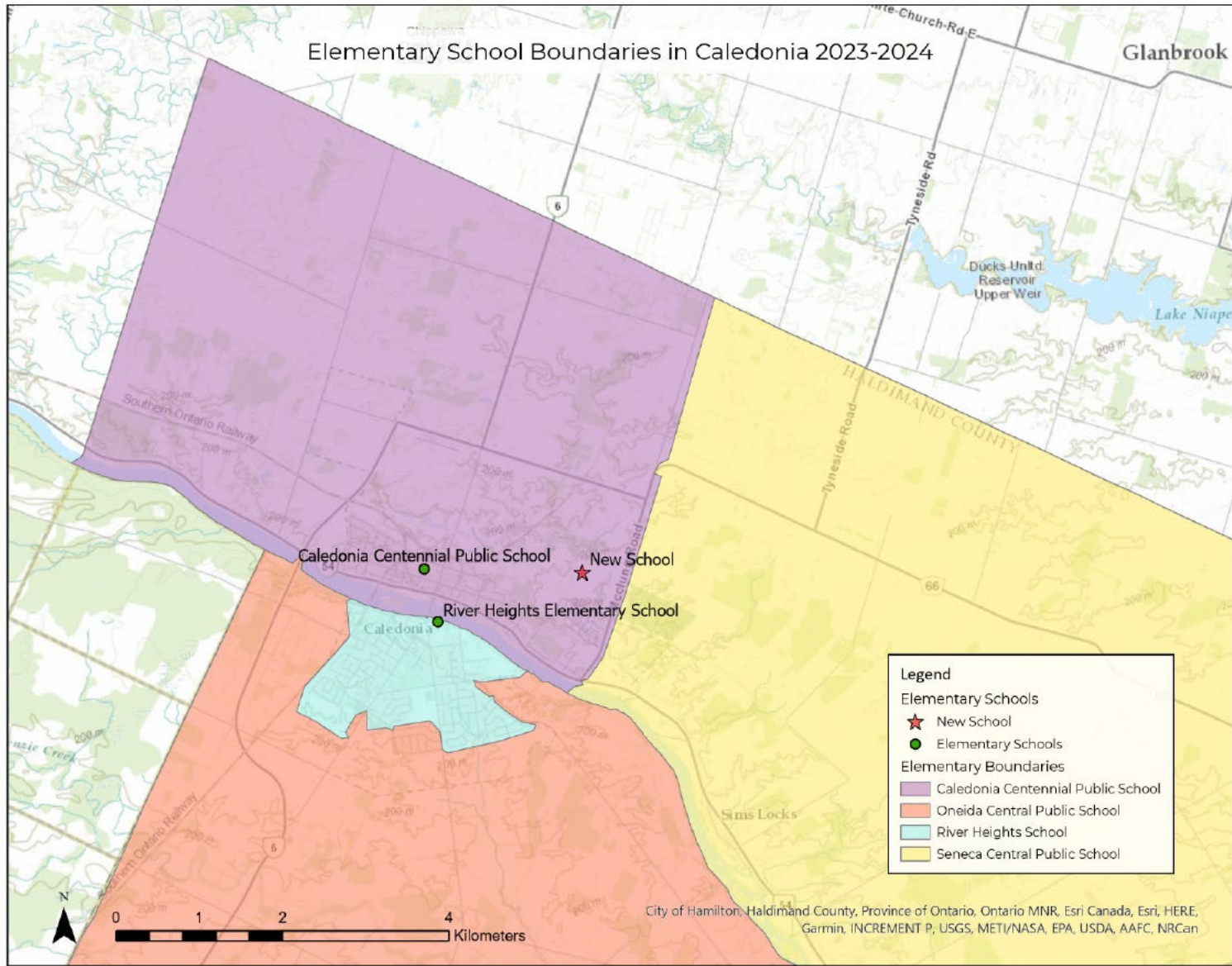
Grand Erie Multi-Year Plan

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 leach learner.

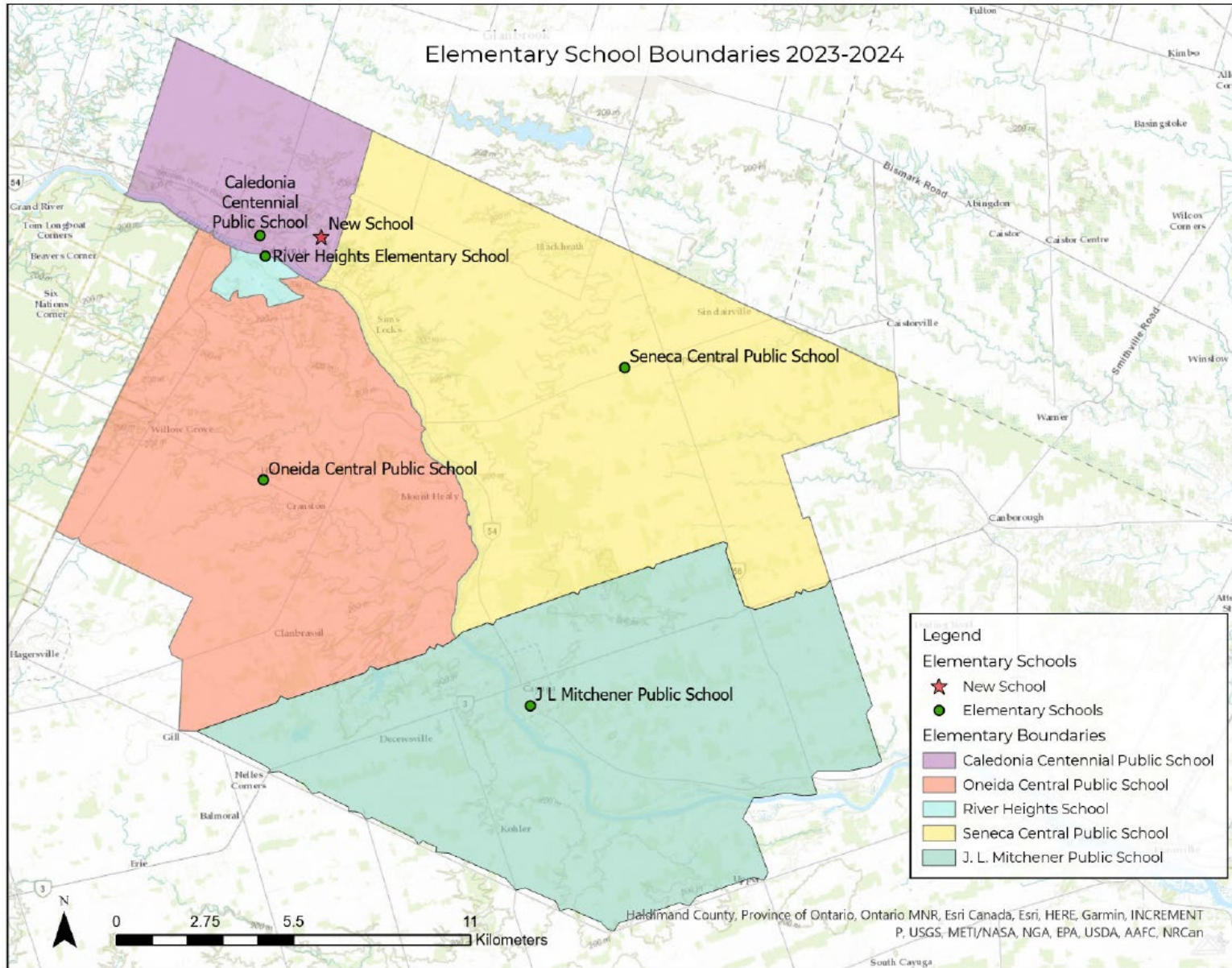
Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Appendix A



Appendix B





POLICY

BU-04

TRUSTEE HONORARIA

Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2008/04/28
Last Updated: 2023/03/27	Next Review Date: 2023/09/15

Objective:

To provide the calculation methodology for Honoraria for Grand Erie District School Board (Grand Erie) Trustees in accordance with the *Education Act*.

Policy Statement:

Grand Erie is committed to providing, in a transparent, public way, fair levels of honoraria for Board of Trustees in accordance with *Ministry Regulation 357/06*. Board of Trustee Honoraria calculations shall be updated annually prior to November 1st and by October 15th in an election year.

Trustee Honoraria Components

- 1.0 The Honorarium for Board of Trustees, excluding student trustees, for any year of their term of office shall consist of the following components:
- a. 100% of the maximum base amount for the year
 - b. 100% of the enrolment amount for the year
 - c. 100% of the maximum allowable attendance amount
 - d. 0% of the distance amount for the year.

Reference(s):

- Ontario Regulation 357/06: Honoraria for Board Members



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: **Trustee Honoraria**
DATE: September 11, 2023

Recommended Motion: Moved by _____ Seconded by _____
THAT the Trustee Honoraria for the period November 15, 2023 to November 14, 2024 be forwarded to the October 30, 2023 Regular Board meeting for approval.

Background

Ontario Regulation 357/06 sets out the method for calculating the limits on honoraria and Grand Erie Trustee Honoraria Policy (BU-04) was established after community consultation to set out procedures for the annual calculation of honoraria. In addition, the General Governance Policy, section 5, describes the components that formulate the annual Trustee Honoraria calculation.

Additional Information

- Trustee Honoraria currently consists of three components: a base amount, an enrolment amount, and Chair/Vice-Chair allowances. The base amount of \$5,900 per trustee is established per regulation.
- The enrolment amount is adjusted annually based on the actual enrolment from the previous school year.
- The Honoraria shall be paid on a semi-monthly basis.
- During the approval of the 2023-24 Estimates Budget, the Board of Trustees approved additional funding to support an attendance amount. As per regulation:
 - the attendance amount is an amount that does not exceed the attendance amount limit of \$50, and
 - the attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act. The following committees would fulfill this criterion:
 - Special Education Advisory Committee
 - Supervised Alternative Learning Committee
 - Suspension Appeal Committee
 - Expulsion Hearing Committee
 - Audit Committee
 - Parent Involvement Committee

Proposed Trustee Honoraria for the year from November 15, 2023, to November 14, 2024, are illustrated in the table below. Honoraria approved effective November 15, 2022 are shown for comparison.

Detailed calculations for the proposed honoraria effective November 15, 2023 are shown on Appendix A.

	Current	Proposed (Effective Nov 15, 2023)	Change
Base Amount	5,900.00	5,900.00	-
Board Chair Allowance	5,000.00	5,000.00	-
Board Vice Chair Allowance	2,500.00	2,500.00	-
<u>Enrolment Amounts</u>			
All Trustees	4,518.50	4,720.28	201.78
Board Chair	1,291.00	1,348.65	57.65
Board Vice Chair	645.50	674.33	28.83
<u>Total Remuneration</u>			
Trustee	10,418.50	10,620.28	201.78
Board Chair	16,709.50	16,968.93	259.43
Board Vice Chair	13,564.00	13,794.61	230.61
<u>Attendance Amount</u>			
All Eligible Trustees*	-	50.00	50.00
<i>*Subject to attendance at eligible committee meetings</i>			

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Appendix A

Trustee Remuneration Calculations			
Effective	November 15, 2023		
Ending	November 14, 2024		
Average Daily Enrolment as per Sched 13, Line 3.9, 2023-24 Estimates Budget	26,973	Prior Yr	Change
Enrolment Amounts			
Trustee	26973 x 1.75 / 10 =	\$ 4,720.28	\$ 4,518.50 \$ 201.78
Board Chair	26973 x 0.05 =	\$ 1,348.65	\$ 1,291.00 \$ 57.65
Vice Chairperson	26973 x 0.025 =	\$ 674.33	\$ 645.50 \$ 28.83
Trustee			
Base Amount		\$ 5,900.00	
Enrolment Amount		\$ 4,720.28	
Total Annual Trustee Remuneration		\$ 10,620.28	\$ 10,418.50 \$ 201.78
Semi-monthly pay amount (1/24)		\$ 442.51	\$ 434.10 \$ 8.41
Board Chair			
Base Amount		\$ 5,900.00	
Enrolment Amount		\$ 4,720.28	
Board Chair Allowance		\$ 5,000.00	
Board Chair Enrolment Amount		\$ 1,348.65	
Total Annual Board Chair Remuneration		\$ 16,968.93	\$ 16,709.50 \$ 259.43
Semi-monthly pay amount (1/24)		\$ 707.04	\$ 696.23 \$ 10.81
Board Vice Chair			
Base Amount		\$ 5,900.00	
Enrolment Amount		\$ 4,720.28	
Board Vice Chair Allowance		\$ 2,500.00	
Board Vice Chair Enrolment Amount		\$ 674.33	
Total Annual Board Vice Chair Remuneration		\$ 13,794.61	\$ 13,564.00 \$ 230.61
Semi-monthly pay amount (1/24)		\$ 574.78	\$ 565.17 \$ 9.61
Trustee Attendance Amount (Per meeting)		\$ 50.00	\$ - \$ 50.00
Committees eligible for attendance amount:			
Special Education Advisory Committee			
Supervised Alternative Learning Committee			
Suspension Appeal Committee			
Expulsion Hearing Committee			
Audit Committee			
Parent Involvement Committee			
Attendance amounts would be issued quarterly (Dec, Mar, June, and Sept)			