



Finance Committee Meeting

Monday, April 8, 2024

6:30 p.m.

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 February 12, 2024 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 2024-25 (R. Wyszynski) (I)

F - 1 **Other Business** - Nil

G - 1 **Adjournment**

"THAT the Finance Committee meeting be adjourned."

H - 1 **Next Meeting Date:** June 10, 2024



Finance Committee Meeting

Monday, February 12, 2024

6:30 p.m.

Education Centre Boardroom

MINUTES

Present: Committee Chair: B. Doyle, Trustees: G. Anderson, J. Bradford, S. Gibson, L. Passmore, E. Thomas, T. Waldschmidt

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

Guests: Planning Supervisor, Nathan Hercanuck (MS Teams)

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order by Committee Chair B. Doyle at 7:30 p.m. and roll call was confirmed.

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

(c) **Welcome/Land Acknowledgment Statement**

Committee Chair B. Doyle read the Land Acknowledgement Statement.

B - 1 **Approval of the Agenda**

Moved by: S. Gibson

Seconded by: T. Waldschmidt

THAT the Finance Committee agenda be approved.

Carried

C - 1 **Approval of Minutes**

(a) **December 4, 2023**

Moved by: J. Bradford

Seconded by: E. Thomas

THAT the Minutes of the Finance Committee dated December 4, 2023, be approved.

Carried

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

E - 1 **New Business**

(a) **French Immersion Review Update**

Presented as printed.

Moved by: G. Anderson

Seconded by: T. Waldschmidt

THAT a working committee is established to review the K-3 program offering and consolidation of French Immersion to River Heights Public School effective September 2024, and that a recommendation is forwarded to a Regular Board meeting for approval no later than March 2024.

Carried

(b) **Boundary Review: Graham Bell-Victoria Public School and Grandview Public School**

Presented as printed.



Finance Committee Meeting

Monday, February 12, 2024

6:30 p.m.

Education Centre Boardroom

MINUTES

Moved by: J. Bradford
Seconded by: T. Waldschmidt

THAT the amended Grade 7-8 school boundaries for Graham Bell-Victoria Public School, and Grandview Public School, as outlined in Figure 1, effective September 1, 2024 be forwarded to the February 26, 2024 Regular Board meeting for approval.

Carried

(c) **Elgin Avenue Public School Renovation**

Presented as printed.

Moved by: G. Anderson

Seconded by: E. Thomas

THAT the Elgin Avenue Public School renovation scope and related tender documents be forwarded to the February 26, 2024 Regular Board meeting for approval.

Carried

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

Presented as printed.

It was noted that Agnes Hodge Public School is a holding school. Bellview is the current holding school for the new Shellard Lane school.

In response to a question, it was noted that the Communications Department and the Transition Committee continue their work to promote Grand Erie schools to ensure they remain competitive.

(e) **Paris District High School Track Fundraising Update**

The goal to raise \$2,000,000 by June 2024 has been deferred to the summer of 2025.

(f) **Pride of Place and Community Partnership Incentive Program Report**

Presented as printed.

It was noted that when communities invest in their schools, they feel a stronger sense of belonging.

(g) **Budget Process 2024-25**

Presented as printed.

F - 1 **Other Business** – Nil

G - 1 **Adjournment**

Moved by: S. Gibson

Seconded by: E. Thomas

THAT the Finance Committee meeting be adjourned.

Carried

The meeting adjourned at 8:55 p.m.

H - 1 **Next Meeting Date:** April 8, 2024



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 8, 2024

Background

Consistent with Budget Development Process Policy (BU-02), the Quarterly Budget Report for the six months ended February 29, 2024, is attached.

Additional Information

Business Services has reviewed the financial activity for the period September 2023 to February 2024, 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 increase due to growth in student enrolment in the elementary panel. However, this will be slightly offset by a decrease in students enrolled in secondary. It is anticipated that the approximate 60-student increase will generate an additional \$732,000 in funding. There are no other significant variances noted in the board's revenues.
- Although spending on Educational Assistants is up over revised estimates, it is offset by revenue generated by Jordan's Principle, an external funding source dedicated to providing financial support for these costs.
- Facility Renewal costs are anticipated to increase by over \$1.7 million due to increases to the cost of skilled labour and materials as well as the volume of projects underway. Grand Erie's facilities team has provided enhanced support to repair, renovate, and refurbish our buildings, this enhancement has led to a substantial increase in costs.

The 2023-24 Revised Estimates was filed with a balanced budget. The forecast as of the second quarter still assumes many conservative cost projections to avoid a deficit position, however the team will continue to monitor the behavior of costs in the second half of the fiscal year. Risks associated with the forecast presented are connected to uncertainties regarding staff absenteeism, inflation, as well as any required spending associated with enrolment growth such as portables, additional staff and/or additional furniture and equipment.

The quarterly forecast for the period ending February 29, 2024, displays a balanced financial position.

Respectfully submitted,

Rafal Wyszynski
Superintendent of Business & Treasurer

Grand Erie District School Board
2023-24 Q2 Forecast Dashboard
For the period ended August 31, 2024

Summary Comparison of 2023-24 Revised Estimates Budget versus 2023-24 Q2 Forecast

(\$ Figures in Thousands)				Variance	
	23-24	23-24	23-24		
	Estimates	Revised	Q2 Forecast	\$	%
Revenue					
Provincial Grants (GSN)	326,719	337,219	338,335	1,116	0.3%
Grants for Capital Purposes	5,673	4,429	4,220	(209)	-4.7%
Other Non-GSN Grants	7,411	7,621	7,887	266	3.5%
Other Non-Grant Revenues	8,868	9,600	9,904	304	3.2%
Amortization of DCC	20,045	20,356	20,356	-	0.0%
Total Revenue	368,717	379,225	380,702	1,477	0.4%
Expenditures					
Classroom Instruction	247,391	254,282	253,867	(415)	-0.2%
Non-Classroom	30,987	31,539	31,774	235	0.7%
Administration	8,628	8,895	9,152	257	2.9%
Transportation	17,728	18,038	17,848	(190)	-1.1%
Pupil Accommodation	56,494	58,363	59,957	1,594	2.7%
Contingency & Non-Operating	7,489	8,109	8,105	(3)	0.0%
Total Expenditures	368,717	379,225	380,702	1,477	0.4%
In-Year Surplus (Deficit)	-	-	-	-	-
Prior Year Accumulated Surplus for compliance	9,487	11,111	11,111	-	0.0%
Accumulated Surplus (Deficit) for compliance	9,487	11,111	11,111	-	0.0%

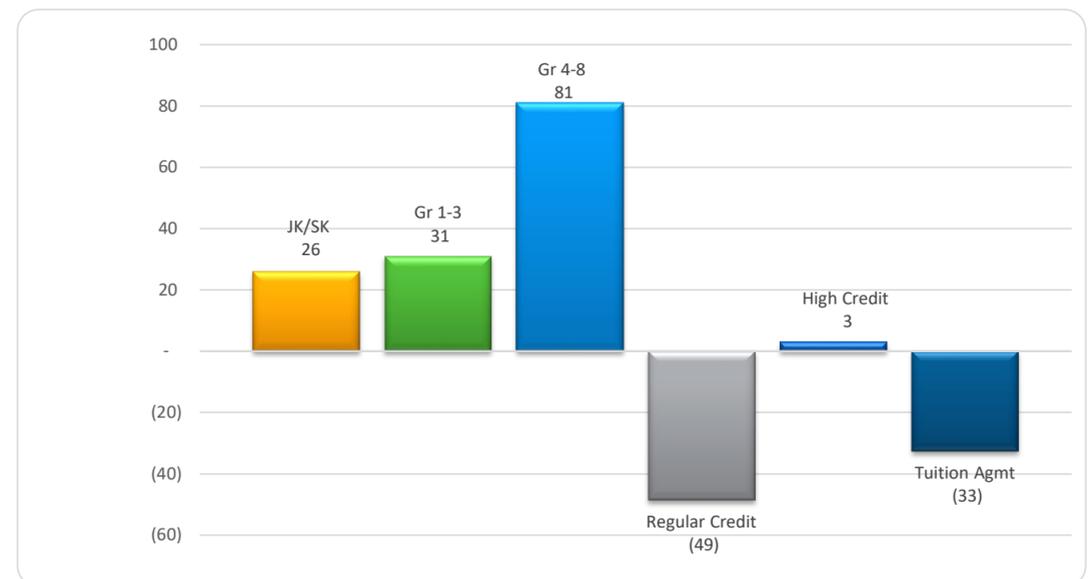
Summary of Staffing

FTE	23-24		Variance	
	Estimates	Revised	#	%
Classroom				
Teachers	1,719.3	1,756.0	36.7	2.1%
Early Childhood Educators	122.0	136.0	14.0	11.5%
Educational Assistants	353.0	368.0	15.0	4.2%
Total Classroom	2,194.3	2,260.0	65.7	3.0%
School Administration	232.8	234.1	1.3	0.6%
Board Administration	71.0	75.0	4.0	5.6%
Facility Services	222.1	232.0	9.9	4.5%
Coordinators & Consultants	43.0	43.0	-	0.0%
Paraprofessionals	57.0	58.0	1.0	1.8%
Child & Youth Workers	30.0	30.0	-	0.0%
IT Staff	35.0	34.0	(1.0)	-2.9%
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	15.0	15.0	-	0.0%
Non-Classroom	738.8	754.0	15.2	2.1%
Total	2,933.1	3,014.0	80.9	2.8%

Summary of Enrolment

ADE				Variance	
	23-24	23-24	23-24		
	Estimates	Revised	Q2 Forecast	#	%
Elementary					
JK/SK	3,563	3,774	3,800	26	0.7%
Gr 1-3	5,880	6,029	6,060	31	0.5%
Gr 4-8	9,757	9,972	10,053	81	0.8%
Total Elementary	19,200	19,775	19,913	138	0.7%
Secondary <21					
Regular Credit	7,337	7,587	7,538	(49)	-0.6%
High Credit	29	29	32	3	10.7%
Tuition & Visa	435	441	408	(33)	-7.4%
Total Secondary	7,800	8,056	7,978	(78)	-1.0%
Total Board	27,000	27,831	27,891	60	0.2%

Changes in Enrolment: Budget v Forecast



Grand Erie District School Board
2023-24 Q2 Forecast Dashboard
Revenues
For the period ended August 31, 2024

(\$ Figures in Thousands)

	23-24 Estimates	23-24 Revised Estimates	23-24 Q2 Forecast	Change		Material Variance Note
				\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues						
Pupil Foundation	154,350	159,288	160,144	856	0.5%	a.
School Foundation	22,229	22,623	22,748	125	0.6%	
Special Education	41,855	43,278	43,278	-	0.0%	
Language Allocation	4,781	5,463	5,503	40	0.7%	
Supported School Allocation	28	28	28	-	0.0%	
Rural and Northern Education Funding	1,157	2,219	2,219	-	0.0%	
Learning Opportunities	5,252	5,667	5,685	18	0.3%	
Continuing and Adult Education	1,589	2,355	2,355	-	0.0%	
Teacher Q&E	30,238	29,010	29,010	-	0.0%	
ECE Q&E	1,948	2,004	2,004	-	0.0%	
New Teacher Induction Program	124	124	124	-	0.0%	
Restraint Savings	(80)	(80)	(80)	-	0.0%	
Transportation	16,574	16,699	16,724	25	0.1%	
Administration and Governance	8,335	8,540	8,560	20	0.2%	
School Operations	30,006	30,926	30,958	32	0.1%	
Community Use of Schools	376	376	376	-	0.0%	
Declining Enrolment	-	-	-	-	0.0%	
Indigenous Education	2,120	2,791	2,791	-	0.0%	
Support for Students Fund	2,968	2,968	2,968	-	0.0%	
Mental Health & Well-Being	1,055	1,098	1,098	-	0.0%	
Safe Schools Supplement	559	576	576	-	0.0%	
Program Leadership	993	1,005	1,005	-	0.0%	
Permanent Financing - NPF	262	262	262	-	0.0%	
Total Operating Grants	326,719	337,219	338,335	1,116	0.3%	
Grants for Capital Purposes						
School Renewal	2,937	2,937	2,937	-	0.0%	
Temporary Accommodation	322	-	-	-	0.0%	
Short-term Interest	1,535	468	259	(209)	(44.6%)	b.
Debt Funding for Capital	2,584	2,584	2,584	-	0.0%	
Minor Tangible Capital Assets (mTCA)	(1,705)	(1,560)	(1,560)	-	0.0%	
Total Capital Purposes Grants	5,673	4,429	4,220	(209)	(4.7%)	
Other Non-GSN Grants						
Priority & Partnership Fund (PPF)	4,382	5,282	5,548	266	5.0%	c.
Other Federal & Provincial Grants	3,029	2,339	2,339	-	0.0%	
Total Non-GSN Grants	7,411	7,621	7,887	266	3.5%	
Other Non-Grant Revenues						
Education Service Agreements - Six Nations	5,829	5,821	5,425	(396)	(6.8%)	d.
Education Service Agreements - MCFN	606	614	614	-	0.0%	
Other Fees	166	110	110	-	0.0%	
Other Boards	210	210	210	-	0.0%	
Community Use & Rentals	815	798	798	-	0.0%	
Miscellaneous Revenues	1,241	2,046	2,746	700	34.2%	e.
Non Grant Revenue	8,868	9,600	9,904	304	3.2%	
Deferred Revenues						
Amortization of DCC	20,045	20,356	20,356	-	0.0%	
Total Deferred Revenue	20,045	20,356	20,356	-	0.0%	
TOTAL REVENUES	368,717	379,225	380,702	1,476	0.4%	

Explanations of Material Grant Variances

- a. Increase in revenue as a result of higher enrolment.
- b. Decrease as a result in a change in the anticipated timing of projects.
- c. Increase as a result of additional PPFs announced by the Ministry for targeted initiatives.
- d. Decrease as a result of lower than anticipated enrolment.
- e. Increase as a result of revenue generated though Jordan's Principle.

Notes:

1. 2023-24 Estimates Budget as approved by the Board in June 2023

**Grand Erie District School Board
2023-24 Q2 Forecast Dashboard
Expenses
For the period ended August 31, 2024**

(\$ Figures in Thousands)

	23-24 Estimates	23-24 Revised Estimates	23-24 Q2 Forecast	Percentage of Total Expenses	Change		Material Variance Note
					\$ Increase (Decrease)	% Increase (Decrease)	
Classroom Instruction							
Teachers	180,862	182,809	182,227	47.9%	(583)	(0.3%)	
Supply Teachers	7,513	7,813	7,878	2.1%	66	0.8%	
Educational Assistants	20,396	20,765	21,792	5.7%	1,028	4.9%	a.
Early Childhood Educators	6,917	7,615	7,315	1.9%	(300)	(3.9%)	
Classroom Computers	4,832	5,289	5,438	1.4%	149	2.8%	
Textbooks and Supplies	8,251	9,998	9,340	2.5%	(658)	(6.6%)	b.
Professionals and Paraprofessionals	12,008	12,882	12,786	3.4%	(96)	(0.7%)	
Library and Guidance	5,525	5,373	5,342	1.4%	(31)	(0.6%)	
Staff Development	694	1,344	1,355	0.4%	12	0.9%	
Department Heads	394	394	394	0.1%	(0)	(0.1%)	
Total Instruction	247,391	254,282	253,867	66.7%	(415)	(0.2%)	
Non-Classroom							
Principal and Vice-Principals	15,525	15,765	16,231	4.3%	466	3.0%	c.
School Office	7,901	7,890	8,245	2.2%	355	4.5%	
Coordinators & Consultants	6,163	6,172	5,704	1.5%	(468)	(7.6%)	d.
Continuing Education	1,398	1,711	1,594	0.4%	(117)	(6.9%)	
Total Non-Classroom	30,987	31,539	31,774	8.3%	235	0.7%	
Administration							
Trustees	376	391	519	0.1%	128	32.7%	
Director/Supervisory Officers	1,565	1,675	1,593	0.4%	(82)	(4.9%)	
Board Administration	6,686	6,828	7,039	1.8%	211	3.1%	e.
Total Administration	8,628	8,895	9,152	2.4%	257	2.9%	
Transportation	17,728	18,038	17,848	4.7%	(190)	(1.1%)	
Pupil Accommodation							
School Operations and Maintenance	28,644	29,206	29,056	7.6%	(150)	(0.5%)	
School Renewal	2,937	3,737	5,535	1.5%	1,798	48.1%	f.
Other Pupil Accommodation	4,328	4,382	4,328	1.1%	(54)	(1.2%)	
Amortization & Write-downs	20,585	21,038	21,038	5.5%	0	0.0%	
Total Pupil Accommodation	56,494	58,363	59,957	15.7%	1,594	2.7%	
Non-Operating	2,310	2,408	2,405	0.6%	(3)	(0.1%)	
Provision for Contingencies	5,179	5,701	5,701	1.5%	-	0.0%	
TOTAL EXPENDITURES	368,717	379,225	380,702	100.0%	1,477	0.4%	

Explanations of Material Expense Variances

- a. Increase as a result of additional EAs funded through Jordan's Principle.
- b. Underspend forecasted expected for school based accounts.
- c. Increase due to the additional support for administrators.
- d. Decrease due to the timing of filling vacancies.
- e. Increase as a result of implementation costs associated with the new Financial Software; can be offset by use of earmarked reserves.
- f. Increase due to higher than anticipated costs to enhance repairs and maintenance service levels in buildings.

Notes:

- 1. 2023-2024 Estimates Budget as approved by the Board in June 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: **Budget Process Update 2024-25**
DATE: April 8, 2024

Background

Providing updates during the development of the budget is a critical phase within the budget process. This involves a comprehensive review of various factors that impact the Grand Erie District School Board's (Grand Erie) finances. These factors include, but are not limited to, student enrolment projections, Grants for Student Needs (GSN) allocations, staffing requirements, feedback from budget surveys, assumptions guiding expenses, Ministry initiatives and additional input collected from stakeholders. This update provides additional information since the 2024-25 budget plan was shared in February.

Important Budget Updates

- Enrolment**

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

	2023-24	2023-24	2024-25	YoY	YoY
Summary of Enrolment	Estimates	Revised	Estimates	Change	Change (%)
Elementary ADE	19,200	19,775	19,900	700	3.6%
Secondary ADE	7,790	8,056	8,000	210	2.7%
Total ADE	26,990	27,831	27,900	910	3.4%

Note: ADE represents Average Daily Enrolment. Year-over-Year (YOY) changes are compared against the 2023-24 Estimates Budget.

The proposed enrolment represents a considerable increase from the 2023-24 Estimates Budget. Although housing stats in Grand Erie's municipalities have slowed down from 2022 to 2023, migration to our municipalities continues at a consistent rate. This migration often includes families with school-aged students, thus leading to a positive impact on enrolment.

Appendix A provides a graphical representation of the board's enrolment history from 2016-17 through to the projection for 2024-25.

- GSN**

The Ministry of Education has not yet released its annual GSN. This has a major influence on the expense and revenue determinations for Grand Erie. Once the GSN is released, Senior Administration will analyze and determine the impact of the changes and how they will affect resource allocations. Although it is expected that class size ratios and staffing benchmarks will remain consistent with prior years, the impact on non-salary benchmarks, new funding streams and announcements of the Priority and Partnerships Fund (PPFs) are critical in establishing projected revenues. There are instances where formula changes have made significant impacts to Grand Erie budgets in prior years (i.e., FNMI Allocation reductions in 2023-24).

With the announcement of the provincial budget in late March, Grand Erie is optimistic that the GSNs will be released shortly.

- **Staffing**

Based on the proposed enrolment projections above, elementary teaching staff would increase by 39 full-time positions and potentially 12 Early Childhood Educators from the 2023-24 budget approved in June 2023.

Secondary teaching is expected to increase by 12 full-time positions. Of importance, the benchmarks and ratios provided by the Ministry's Technical Paper, released in conjunction with the GSN, will need to be reviewed before staffing levels are confirmed in both panels.

- **Budget Survey**

The budget survey will be distributed this week and it will remain open until April 19, 2024. 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 by departments will be reviewed by Senior Administration.

- **Outlook**

The delay in the release of the GSNs will result in Grand Erie's finance team shifting its work towards analysis of the known variables, however the GSN is required in order for Senior Administration to assess the funding and its impact.

In addition, the following budget challenges and risks that will need to be navigated towards the objective of submission of a balanced budget to the Ministry by June 30, 2024:

- Transportation – initial estimates indicate a cost pressure of an additional \$500,000 for 2024-25. This is, again, assuming that the Transportation Allocation formula remains status quo.
- Temporary Accommodation – as our system continues to grow while the construction of new schools' advances, the requirement for portables far exceeds the funding provided. For instance, in 2023-24, the funding provided for two (2) portables, yet Grand Erie was required to purchase 10.
- 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. Average Consumer Price Index (CPI) for 2023 rose 3.9%.
- Technology – aging infrastructure, cyber security and requests for additional technology continue to be a regular occurrence during budget prioritization discussions. Again, funding lags in these areas.
- Absenteeism – these costs continue to be difficult to predict and it is expected that the gap between funding and actual expenses will be considerable.

With the challenges above, Senior Administration is confident that a balanced budget can be achieved with continued financial austerity and adaptability. However, Ministry funding will need to keep pace with actual expense projections, many of which are difficult to control as they are not discretionary (i.e., transportation, utilities, software fees, devices, materials, and resources). Nonetheless, Senior Administration will be providing the Board of Trustees with updates as the GSNs are released and more information is revealed.

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

