

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

RESOURCE COMMITTEE MEETING

Wednesday, June 3, 2020 at 7:00 p.m.
Roy H. Wilfong Boardroom
Education Centre
1994 Fisher Drive, Peterborough, Ontario

A G E N D A

- ITEM 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT
- ITEM 2. ADOPTION OF AGENDA
- ITEM 3. DECLARATIONS OF CONFLICTS OF INTEREST
- ITEM 4. ADOPTION OF MINUTES OF COMMITTEE MEETING OF MAY 6, 2020
- ITEM 5. PRESENTATIONS / DELEGATIONS
- ITEM 6. BUSINESS ARISING FROM THE MINUTES
- ITEM 7. INFORMATION ITEMS
 - 7.1 2019-2020 Third Quarter Financial Variance Report
 - 7.2 2018-2019 Occupational Health and Safety/Workplace Safety and Insurance Board (WSIB) Report
- ITEM 8. DECISION ITEMS
 - 8.1 Review of Board Policies BA-6.4, Security and BA-6.7, Vandalism – Acts Against Board Property
- ITEM 9. CORRESPONDENCE
- ITEM 10. BOARD MEMBER ADDITIONS
- ITEM 11. FUTURE COMMITTEE MEETING DATES

Wednesdays at 7:00 p.m. in the Boardroom, unless noted otherwise

September 16, 2020
October 7, 2020
November 4, 2020

January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021
June 2, 2021

ITEM 12. ADJOURNMENT

Note: If unable to attend, please advise Stacey Foss, at stacey_foss@kprdsb.ca

SUBJECT TO COMMITTEE APPROVAL

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

DRAFT RESOURCE COMMITTEE MEETING MINUTES

Held May 6, 2020 at 7:00 p.m.

Roy H. Wilfong Boardroom, 1994 Fisher Drive, Peterborough, Ontario

Present: Trustees Angela Lloyd (Committee Chairperson), Terry Brown, Rose Kitney, Jaine Klassen Jeninga and Emilio Ojeda.

Also Present: Trustees Diane Lloyd (Chairperson of the Board), Sarah Bobka (Vice-chairperson of the Board), Cathy Abraham, Cyndi Dickson and Steve Russell; C. Arnew, S. Girardi and S. Foss.

Due to the current health advisory and public health measures in place provincially, the meeting was held virtually using WebEx.

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Committee Chairperson A. Lloyd called the meeting to order at 7:04 p.m. and recognized and acknowledged that the committee was meeting on the traditional territory of the Mississauga First Nations.

ADOPTION OF AGENDA

It was,

Moved by: Trustee D. Lloyd
Seconded by: Trustee Kitney

That the agenda be adopted as printed.

CARRIED

ADOPTION OF MINUTES

It was,

Moved by: Trustee Brown
Seconded by: Trustee Bobka

That the minutes of the Resource Committee meeting of February 5, 2020 be adopted as recorded.

CARRIED

INFORMATION ITEMS

2019-2020 Second Quarter Financial Variance Report

April Foster, Senior Manager, Financial Systems, Reporting and Payroll Services, reviewed the 2019-2020 Second Quarter Financial Variance Report which is based on final October 31, 2019 enrolment, projected March 31, 2020 enrolment, and six months' financial activity, ending February 29, 2020. Total enrolment is 140.80 ADE higher than budget, and is comprised of 127 ADE favourable elementary, and 13.80 ADE favourable secondary. The projected 2019-2020 Capital spending is forecasted to be \$3.0 million more than budget. Revenue has decreased by \$3,077,000; Expenses have increased by \$803,000, resulting in a projected decrease in surplus of \$3,881,000. The change is comprised primarily of the following:

- \$2,066,000 increase in grant allocations due to higher enrolment
- \$1,600,000 increase in special education grant allocation for SIP funding (projection)
- \$857,000 increase in transportation grant allocation for Transportation Stabilization Amount
- (\$4,880,000) increase in educational assistants to support increased needs in the system
- (\$600,000) increase in CUPE salaries as a result of a 1% salary increase from ratifying the collective agreement
- (\$3,100,000) based on the 2018-2019 year-end results and a revised forecast reflecting a likelihood of increased costs related to absenteeism.

The projected 2019-2020 Capital spending is forecasted to be \$3.0 million more than budget.

A. Foster noted that the report was completed as of February 29, 2020, prior to the COVID-19 public health measures, therefore does not reflect any financial impact as a result of the measures. While it is anticipated that there will be some cost savings, there have also been increased expenditures such as new technology purchases, lost revenue from child care centres, and extensions on tax levies provided to municipalities. The third quarter report will provide a more accurate projection of financial position.

Administration responded to trustee questions of clarification. A trustee noted that a very thorough examination of the third quarter report will be required.

It was,

Moved by: Trustee Klassen Jeninga
Seconded by: Trustee Kitney

That the 2019-2020 Second Quarter Financial Variance Report be received for information.

CARRIED

DECISION ITEMS

Long Term Accommodation Plan 2020-2025

Superintendent Arnew reported that administration is responsible for developing a comprehensive long term plan on a five-year cycle and that the Long Term Accommodation Plan (LTAP) 2020-2025 is intended to be a living document that will be updated annually to reflect changes within all family of school communities. Superintendent Arnew thanked trustees, Director Leclerc, the senior administrative team, and the many others whose input and assistance contributed to the final result. The LTAP is a high level road map for use over the next five years, is a good news story of steady growth and stability and provides the public with information on looming and imminent accommodation pressures that require timely solutions.

In response to trustee questions, Superintendent Arnew reviewed the description of on-the-ground capacity (OTG) and facility condition index (FCI), and Superintendent Girardi noted that an accommodation review process is considered when a school falls below 80% capacity or rises above 120% capacity.

Superintendent Arnew drew attention to the Bowmanville High School (HS) Family of Schools page, noted the close proximity of Bowmanville High School, Duke of Cambridge Public School (PS) and Vincent Massey PS and the resulting traffic issues and parking complaints, the accommodation pressures at Duke of Cambridge PS and the request to the Ministry for a new school at the Board's Northglen property. Superintendent Girardi noted the process of working with the Ministry to build a case for a new school.

Administration responded to trustee questions of clarification.

Growth and accommodation issues for the Clarington Central Secondary School (SS) Family of Schools were discussed, particularly the forecast that Clarington Central SS will be overcapacity by 2025, how the new Northglen school could house the Clarington Central Intermediate School students, and a boundary review could see Brookhill area students currently bused to Hampton Junior PS and M.J. Hobbs Senior PS accommodated in the new Northglen school, allowing Hampton Junior and M.J. Hobbs Senior Public Schools to consolidate into one school location.

Issues facing the Clarke High School Family of Schools were discussed and included under utilization and location of Clarke HS and The Pines Senior PS, Newcastle PS French Immersion programming, and the success of consolidating Kirby Centennial PS and Orono PS into the Orono PS location.

Administration responded to trustee questions of clarification concerning the decreasing enrolment at Clark HS and The Pines Senior PS.

Superintendent Arnew noted that the accommodation pressure within the Courtice Secondary School Family of Schools was not as imminent, however challenges concerning capacity issues at Dr. G.J. MacGillivray PS would need to be addressed.

Campbellford District HS Family of Schools should remain status quo as there is no imminent pressure, although it was noted that the numbers for the Extended French program in Campbellford District HS were quite low.

Superintendent Arnew reported that in the Cobourg Collegiate Institute Family of Schools there were no significant concerns although the enrolment numbers at Merwin Greer Public School should be closely monitored. Discussion regarding the new subdivisions in the Terry Fox PS and Grafton PS areas took place and administration responded to questions of clarification.

It was,

Moved by: Trustee Brown
Seconded by: Trustee Klassen Jeninga

That the Resource Committee meeting be extended (9:05 p.m.).

CARRIED

The committee recessed at 9:05 p.m.

The committee reconvened at 9:10 p.m.

Superintendent Arnew drew attention to the East Northumberland SS Family of Schools noted that development in the Murray Centennial PS area needed to be monitored and informed the committee that the area did not meet the criteria for an Education Development Charge at this time.

Trustee Abraham left the meeting at this time (9:22 p.m.).

Superintendent Arnew reviewed the Port Hope HS Family of Schools with the committee. Administration is working with the municipality to obtain permission to add another portable on the Ganaraska Trail PS property should one be required, however there is no concern for the coming year. It was noted that Director Leclerc, Superintendents Nigro and Ingram, and the local trustees have been working with the Port Hope HS and Dr. Hawkins Senior PS communities to explore creative ways to use the space at the schools and attract and retain students.

Superintendents Girardi and Arnew responded to trustee questions of clarification.

Superintendent Arnew noted that in the Adam Scott Collegiate Vocational Institute (CVI) Family of Schools enrolment numbers were not presenting immediate concerns, however Adam Scott Intermediate School would be receiving Grade 7 and 8 French Immersion students from Westmount Public School beginning in September 2020. Edmison Heights PS is over capacity, although enrolment is stabilizing, and the school is managing well. The impact of the opening of the new East City Public School on the number of French Immersion students at Adam Scott Intermediate School and Edmison Heights PS was discussed, development around the R.F. Downey PS area was

reviewed, and it was noted that a secondary school boundary review would need to be conducted within the next three years as Kenner CVI has excess space.

Steps to ease accommodation pressures within the Crestwood Secondary School Family of Schools have been taken recently with the creation of the new Crestwood Intermediate School. Superintendent Arnew noted that the Board owns property on Glenforest Boulevard in Peterborough and also has a property option available in the Towerhill North development in Millbrook to address future growth and accommodation needs.

Superintendent Arnew noted that Kenner CVI is under capacity and has excess space which should initiate a secondary school boundary review within the next three years. Prince of Wales PS presents as a textbook example of ideal capacity and balance between the English and French Immersion streams.

The committee discussed the great potential of the Kenner CVI facility, population shifts within the area communities, and the need for a Board wide French Immersion review as noted in the LTAP 2020-2025 document.

Superintendent Arnew reported that there were no concerns to discuss for the Norwood District HS Family of Schools, the four-year renovation plan undertaken by the Board was progressing, and child care rooms had been completed.

Superintendent Arnew concluded by reviewing the Thomas A. Stewart SS Family of Schools. While enrolment continues to grow, portables can be utilized at Thomas A. Stewart SS and other schools, such as Buckhorn PS and Apsley Central PS, should it be necessary. The opening of East City Public School is anticipated to have a positive impact on other area schools by easing accommodation pressures in the French Immersion stream.

Trustees made suggestions for edits and revisions within the document to be brought to the May 26, 2020 Board meeting.

It was,

Moved by: Trustee Kitney
Seconded by: Trustee Ojeda

That the Long Term Accommodation Plan 2020-2025 be approved.

The committee members thanked administration for the in-depth and informative plan.

The motion was **CARRIED**

It was,

Moved by: Trustee D. Lloyd
Seconded by: Trustee Brown

That the Committee move to In-camera Session (10:45 p.m.).

CARRIED

The Open Session of the meeting resumed (10:47 p.m.).

Committee Chairperson A. Lloyd noted that the next meeting of the Resource Committee would take place on June 3, 2020.

ADJOURNMENT

It was,

Moved by: Trustee Kitney
Seconded by: Trustee D. Lloyd

That the Resource Committee meeting be adjourned (10:47 p.m.).

CARRIED

Angela Lloyd
Committee Chairperson
May 6, 2020

DRAFT

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Resource Committee

TOPIC: **2019-2020 Third Quarter Financial Variance Report**

INITIATOR: Chris Arnew, Superintendent, Business and Corporate Services

BACKGROUND

1. In accordance with Board Policy BA-4.5, Financial Reporting, administration presents interim financial reports to the Board. In addition, an annual report of variances between the approved budget and actual performance is presented in conjunction with the Board's Audited Financial Statements.

STATUS

2. The 2019-2020 Third Quarter Financial Variance Report (Appendix A) is based on final October 31, 2019 enrolment, projected March 31, 2020 enrolment, and nine months' financial activity, ending May 25, 2020.
3. Total enrolment is 96.38 ADE higher than budget, and is comprised of 135.50 ADE favourable elementary, and 39.12 ADE unfavourable secondary.
4. Revenue has decreased by \$4,130,000; Expenses have decreased by \$3,076,000, resulting in a projected decrease in surplus of \$1,055,000. The change is comprised primarily of the following:
 - \$1,112,000 increase in grant allocations due to higher enrolment
 - \$1,600,000 increase in special education grant allocation for SIP funding (projection)
 - \$857,000 increase in transportation grant allocation for Transportation Stabilization Amount
 - (\$2,503,000) increase in special education resources to support increased needs in the system
 - (\$600,000) increase in CUPE salaries as a result of a 1% salary increase from ratifying the collective agreement
 - (\$1,020,000) based on a revised forecast reflecting a likelihood of increased costs related to absenteeism.
 - (\$500,000) based on decreased revenue and increased costs because of the COVID-19 pandemic.
5. The projected 2019-2020 Capital spending is forecasted to be \$9.6 million less than budget.

RECOMMENDATION

1. That the 2019-2020 Third Quarter Financial Variance Report, dated June 3, 2020, be received for information.

Chris Arnew
Superintendent, Business and Corporate Services

Kawartha Pine Ridge District School Board**2019/20 Third Quarter Variance Report - Summary****Summary of Financial Results**

(\$ Thousands)	Budget	Projected	In Year Change	
			\$	%
Revenue				
Provincial Grants - Operating	372,724	376,294	3,570	0.96%
Capital Debt Support Payments	3,694	3,694	-	0.00%
Capital Grants - Land	-	-	-	0.00%
Minor Tangible Capital Assets	(1,413)	(1,413)	-	0.00%
Short Term Interest on Capital	150	150	-	0.00%
Renewal	2,700	2,700	-	0.00%
Trustees' Association Fees	43	43	-	0.00%
<i>Total Grant Allocation</i>	<u>377,899</u>	<u>381,469</u>	<u>3,570</u>	<u>0.94%</u>
Other	13,610	13,473	(136)	-1.00%
Amortization - DCC	25,400	17,836	(7,564)	-29.78%
Funded Programs - Other	269	269	-	0.00%
Total Revenue	<u>417,177</u>	<u>413,047</u>	<u>(4,130)</u>	<u>-0.99%</u>
Expenditures				
Instruction	308,132	312,453	(4,321)	-1.40%
Administration	10,062	10,072	(10)	-0.10%
Transportation	22,297	22,300	(3)	-0.01%
School Operations and Maintenance	33,012	33,195	(183)	-0.55%
Funded Programs - Other	269	269	-	0.00%
Amortization	25,517	17,924	7,593	29.76%
Capital Debt Service Expense	3,860	3,860	-	0.00%
PSAB Related	10,361	10,361	-	0.00%
Renewal and Other Pupil Accommodation	2,825	2,825	-	0.00%
Total Expenditures	<u>416,335</u>	<u>413,260</u>	<u>3,076</u>	<u>0.74%</u>
Surplus/(Deficit) for Ministry Reporting	<u>842</u>	<u>(213)</u>	<u>(1,055)</u>	<u>-125.26%</u>

Summary of Enrolment

ADE	Budget	Projected	In Year Change	
			ADE	%
Elementary				
JK to 3	11,994.00	11,965.00	(29.00)	-0.24%
4 to 8	11,759.00	11,923.50	164.50	1.40%
Total Elementary	<u>23,753.00</u>	<u>23,888.50</u>	<u>135.50</u>	<u>0.57%</u>
Secondary Under 21				
Total Secondary	<u>8,986.03</u>	<u>8,946.91</u>	<u>(39.12)</u>	<u>-0.44%</u>
Total Under 21	<u>32,739.03</u>	<u>32,835.41</u>	<u>96.38</u>	<u>0.29%</u>

Summary of Staffing

FTE	Budget	Projected	In Year Change	
			FTE	%
Classroom				
Teachers	1,987.3	1,991.1	3.8	0.19%
Non-Teachers	627.4	724.3	96.9	15.44%
Total Classroom	<u>2,614.7</u>	<u>2,715.3</u>	<u>100.6</u>	<u>3.85%</u>
Non-Classroom	<u>848.5</u>	<u>806.5</u>	<u>(42.0)</u>	<u>-4.95%</u>
Total	<u>3,463.2</u>	<u>3,521.8</u>	<u>58.6</u>	<u>1.69%</u>

**Some of these positions are backfilled by casual positions - they will not represent a cost savings in the quarterly report*

Kawartha Pine Ridge District School Board
2019/20 Third Quarter Surplus/(deficit) for Ministry Compliance

	Budget	Q3 Projection	Change
	(\$ Thousands)		
Surplus/(Deficit) for Ministry Reporting	842	(213)	(1,055)
Adjust Items Unavailable for Compliance			
Amortization of Future Benefits Liability	(3,057)	(3,057)	-
Revenues Recognized for Land	-	(219)	(219)
School Generated Funds (Surplus)/Deficit	-	-	-
Total Adjustments	(3,057)	(3,276)	(219)
Surplus/(Deficit) for Compliance (Allowable \$3,772,469)	(2,215)	(3,489)	(1,274)

Kawartha Pine Ridge District School Board
2019/20 Third Quarter Variance Report - Detailed Revenue

Budget Assessment					
		a	b	c = b - a	d = c / a
2019/20					
Budget	Projected	Change			
		\$ Increase (Decrease)	% Increase (Decrease)		
Grant Allocations					
Foundation Allocation - Elementary	128,379,565	129,033,810	654,245	0.51%	
Foundation Allocation - Secondary	43,226,176	43,066,197	(159,979)	-0.37%	
School Foundation	26,208,907	26,276,572	67,665	0.26%	
Special Education	52,269,931	53,967,608	1,697,677	3.25%	
Language	5,728,443	5,985,380	256,937	4.49%	
Supported School	65,705	-	(65,705)	-100.00%	
Rural and Northern Education	743,793	743,793	(0)	0.00%	
Learning Opportunities	4,139,470	4,143,776	4,306	0.10%	
Continuing Education Allocation and Other Program	1,782,643	1,549,689	(232,954)	-13.07%	
Teacher Qualification and Experience	38,058,828	38,585,447	526,619	1.38%	
New Teacher Induction Program	213,747	213,747	0	0.00%	
ECE Q and E	2,479,989	2,355,349	(124,640)	-5.03%	
Restraint Savings	(161,490)	(161,490)	-	0.00%	
Transportation	21,102,067	22,134,226	1,032,159	4.89%	
Administration and Governance	10,206,231	10,224,503	18,272	0.18%	
School Operation	32,819,657	32,711,744	(107,913)	-0.33%	
Community use of Schools	451,602	451,602	-	0.00%	
Indigenous Education	3,231,905	3,233,290	1,385	0.04%	
Safe and Accepting Schools	656,189	657,930	1,741	0.27%	
Permanent Financing of NPF	1,120,831	1,120,831	-	0.00%	
Total Operating:	372,724,189	376,294,005	3,569,816	0.96%	
Adjustments					
Capital Debt Support Payments - Interest Portion	3,694,499	3,694,499	-	0.00%	
Minor Tangible Capital Assets	(1,413,045)	(1,413,045)	-	0.00%	
Short Term Interest on Capital	150,000	150,000	-	0.00%	
Renewal	2,700,165	2,700,165	-	0.00%	
Trustees' Association Fees	43,316	43,316	-	0.00%	
Other Grants	5,174,935	5,174,935	-	0.00%	
Total Grant Allocations:	377,899,124	381,468,940	3,569,816	0.94%	
Other Revenue					
Funded Programs	268,518	268,518	-	0.00%	
School Generated Funds	9,000,000	9,000,000	-	0.00%	
First Nations Tuition Fees	1,920,129	1,909,735	(10,394)	-0.54%	
Transportation Recoveries: First Nations	56,500	56,500	-	0.00%	
Interest	500,000	500,000	-	0.00%	
Other Revenue - School College to Work	341,081	341,081	-	0.00%	
Individuals - Day School Other	188,400	162,600	(25,800)	-13.69%	
Rental Revenue - Community Use	350,000	250,000	(100,000)	-28.57%	
Rental Revenue - Other	250,000	250,000	-	0.00%	
Secondment	898,983	898,983	-	0.00%	
Other Revenue - Miscellaneous	104,414	104,414	-	0.00%	
Amortization of Deferred Capital Contributions	25,400,168	17,836,179	(7,563,989)	-29.78%	
Total Other Revenue	39,278,193	31,578,010	(7,700,183)	-19.60%	
TOTAL REVENUES	417,177,317	413,046,950	(4,130,367)	-0.99%	

Kawartha Pine Ridge District School Board
2019/20 Third Quarter Variance Report - Detailed Expenditures

	Budget Assessment					
	a	b	c = b - a	d = c / a	e	f
	2019/20				Actual to	
	Budget	Projected	Change		25-May-20	31-May-19
\$ Increase (Decrease)			% Increase (Decrease)	% of Forecast Spent	% of Actual Spent	
Operating Instruction						
Teachers	199,111,012	199,111,012	-	0.00%	72.12%	77.89%
Supply Teachers	8,308,318	9,178,318	870,000	10.47%	98.54%	84.64%
Teacher Assistants	23,174,556	26,858,569	3,684,013	15.90%	85.64%	89.49%
Early Childhood Educators	10,176,128	10,266,077	89,949	0.88%	80.06%	88.17%
Textbooks and Supplies	9,199,375	9,375,375	176,000	1.91%	41.95%	73.92%
Professionals and Paraprofessionals	18,266,802	17,539,673	(727,129)	-3.98%	72.59%	79.05%
Library and Guidance	7,454,751	7,457,416	2,665	0.04%	76.67%	93.39%
Staff Development	975,740	975,740	-	0.00%	50.22%	87.92%
Department Heads	439,436	439,436	-	0.00%	63.36%	79.27%
Principal and Vice-Principals	16,906,388	16,906,388	-	0.00%	71.75%	76.40%
School Office	8,616,630	8,838,056	221,426	2.57%	84.80%	85.65%
Co-ordinators and Consultants	4,940,919	4,945,140	4,221	0.09%	57.26%	78.12%
Continuing Education	561,901	562,153	252	0.04%	64.76%	52.00%
Total Instruction	308,131,956	312,453,353	4,321,397	1.40%	74.00%	80.39%
Administration						
Trustees	275,177	275,177	-	0.00%	55.66%	71.41%
Director/Supervisory/Officers	1,846,610	1,846,610	-	0.00%	74.21%	79.65%
Board Administration	7,940,647	7,950,673	10,026	0.13%	81.15%	75.93%
Total Administration	10,062,434	10,072,460	10,026	0.10%	79.18%	76.47%
Transportation	22,297,306	22,300,061	2,755	0.01%	78.91%	89.25%
School Operations and Maintenance	33,012,274	33,195,223	182,949	0.55%	74.85%	76.83%
TOTAL OPERATING	373,503,970	378,021,097	4,517,127	1.21%	67.93%	81.72%
Amortization	25,516,917	17,923,926	(7,592,991)	-29.76%		
Capital Debt Service	3,860,094	3,860,094	-	0.00%	99.51%	93.16%
Funded Programs - Other	268,518	268,518	-	0.00%		
PSAB Related Expenditures	10,360,831	10,360,831	-	0.00%		
Renewal and Other Pupil Accommodation	2,825,165	2,825,165	-	0.00%	35.22%	35.51%
TOTAL EXPENDITURES	416,335,495	413,259,631	(3,075,864)	-0.74%	69.34%	75.22%

Kawartha Pine Ridge District School Board**2019/20 Third Quarter Variance Report - Funded Programs**

Budget		Projection		
		Revenue	Expense	
96,900	Accent & Odyssey French Monitors	102,075	102,075	
171,618	Ontario Youth Apprenticeship Program (OYAP)	171,618	171,618	
	Autism: ASSD - After School Skills Development Program	89,683	89,683	(1)
	Autism: Pilot to Improve School-Based Supports for Students with ASD	34,000	34,000	
	Autism: AQ Courses	90,000	90,000	
	Children and Youth in Care - Transportation	25,000	25,000	
	Enhancements to Experiential Learning	167,412	167,412	
	Focus on Fundamentals of Mathematics	632,000	632,000	
	HPE Careers (Revised Curriculum)	36,528	36,528	
	Health Resources and Training Supports (Recreational Cannabis and Vaping)	23,488	23,488	
	Identity-Based Data Collection	50,000	50,000	
	Mental Health Workers in Schools	374,370	374,370	
	Parents Reaching Out Grant	19,512	19,512	
	Specialist High Skills Major (SHSM)	316,071	316,071	
	Well Being: Safe Accepting and Healthy Schools and Mental Health	51,357	51,357	
	MCI - Adult Non-Credit ESL	96,500	96,500	
	OLE - French Funding	137,429	137,429	
		2,417,043	2,417,043	
	268,518			

(1) Note that the Transfer Payment agreement for this PPF covers three years 2019-20 to 2021-22 at a funded amount of \$89,683.40. Total funding to be received over three years is \$269,050.20.

Kawartha Pine Ridge District School Board**2019/20 Third Quarter Enrolment Report**

2018/19		2019/20		
Actual		Budget	Projected	Difference
Clarington				
827.50	JK	846.00	785.50	(60.50)
873.50	SK	901.00	877.00	(24.00)
2,466.50	GR 1 to 3	2,579.00	2,607.50	28.50
4,066.50	GR 4 to 8	4,092.00	4,133.00	41.00
8,234.00	Total Elementary	8,418.00	8,403.00	(15.00)
2,872.18	Total Secondary	2,739.50	2,724.16	(15.34)
11,106.18	Total Under 21	11,157.50	11,127.16	(30.34)
58.13	Over 21	46.00	46.75	0.75
Northumberland				
634.00	JK	629.00	635.50	6.50
677.50	SK	662.00	661.50	(0.50)
1,886.00	GR 1 to 3	1,932.00	1,905.50	(26.50)
3,330.50	GR 4 to 8	3,343.00	3,363.00	20.00
6,528.00	Total Elementary	6,566.00	6,565.50	(0.50)
2,743.95	Total Secondary	2,776.48	2,746.93	(29.55)
9,271.95	Total Under 21	9,342.48	9,312.43	(30.05)
4.88	Over 21	34.00	5.25	(28.75)
Peterborough				
872.00	JK	867.00	866.50	(0.50)
941.50	SK	878.00	922.50	44.50
2,603.00	GR 1 to 3	2,700.00	2,703.50	3.50
4,205.00	GR 4 to 8	4,324.00	4,427.50	103.50
8,621.50	Total Elementary	8,769.00	8,920.00	151.00
3,465.80	Total Secondary	3,470.05	3,475.82	5.76
12,087.30	Total Under 21	12,239.05	12,395.82	156.76
87.77	Over 21	100.00	88.25	(11.75)
Total Board				
2,333.50	JK	2,342.00	2,287.50	(54.50)
2,492.50	SK	2,441.00	2,461.00	20.00
6,955.50	GR 1 to 3	7,211.00	7,216.50	5.50
11,602.00	GR 4 to 8	11,759.00	11,923.50	164.50
23,383.50	Total Elementary	23,753.00	23,888.50	135.50
9,081.92	Total Secondary	8,986.03	8,946.91	(39.12)
32,465.42	Total Under 21	32,739.03	32,835.41	96.38
150.78	Over 21	180.00	140.25	(39.75)

Kawartha Pine Ridge District School Board
2019/20 Third Quarter Variance Report - Capital

<u>Actual to May</u> <u>22, 2020</u>		<u>Budget</u> <u>2019/20</u>	<u>Projected</u> <u>2019/20</u>	<u>Change</u>
	Buildings :			
2,600,286	School Condition Improvement	10,759,514	10,759,514	-
782,247	School Renewal	3,359,328	3,359,328	-
19,303	Temporary Accommodations	743,033	743,033	-
<u>3,401,836</u>	Building Expenditures Subtotal	<u>14,861,875</u>	<u>14,861,875</u>	<u>-</u>
	Construction In Progress			
2,117,269	East City School	16,000,000	6,199,222	(9,800,778)
-	Brighton P.S - Child Care	-	28,355	28,355
32,722	John M. James - Child Care	-	32,722	32,722
36,766	Crestwood SS - Child Care	-	36,766	36,766
-	Norwood DHS - Child Care	-	-	-
<u>2,186,757</u>	Construction In Progress Subtotal	<u>16,000,000</u>	<u>6,297,065</u>	<u>(9,702,935)</u>
	Moveable Type Assets (Equipment) :			
866,030	Computer Hardware	1,413,045	1,413,045	-
99,870	Vehicles	-	99,870	99,870
<u>965,901</u>	Moveable Type Assets (Equipment) Subtotal	<u>1,413,045</u>	<u>1,512,915</u>	<u>99,870</u>
<u>6,554,494</u>	Total 2019/20	<u>32,274,920</u>	<u>22,671,856</u>	<u>(9,603,064)</u>

Kawartha Pine Ridge District School Board**2019/20 Third Quarter Variance Report -Transfer from (to) Accumulated Surplus**

(\$ Thousands)	Budget	Projected	In Year Change	
			\$	%
Surplus/(Deficit) for Ministry Reporting	842	(213)	(1,055)	-125.26%
Transfer from (to) Internally Appropriated Surplus	(25)	(25)	-	0.00%
Transfer from (to) Employee Future Benefits	(3,057)	(3,057)	-	0.00%
Transfer from (to) Revenue Recognized for Land	-	(219)	(219)	0.00%
Transfer from (to) Committed Capital Projects	117	47	(70)	-59.87%
Unallocated Surplus/(Deficit) for KPRDSB	(2,123)	(3,467)	(1,343)	

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Resource Committee

TOPIC: **2018-2019 Occupational Health and Safety/Workplace Safety and Insurance Board (WSIB) Report**

INITIATOR: Steve Girardi, Superintendent, Student Achievement/Human Resource Services

BACKGROUND

1. The Kawartha Pine Ridge District School Board (KPR) is a Workplace Safety and Insurance Board (WSIB) Schedule 2 employer. Employers covered under Schedule 2 are self-insured for workers' compensation purposes, and the employer is responsible for all facets of workers' compensation claims except adjudication. The Board is also a member of School Boards' Co-operative Inc. (SBCI). SBCI operates as a not-for-profit organization and assists member school boards in managing workers' compensation claims. We have received the final costs from SBCI as detailed in this report.
2. WSIB Costs and Summary for 2018-2019

The five-year trend analysis for KPR is detailed below:

School Year	First Year Claim Costs (\$)	Adjusted Cost (\$) (includes credit/debits from past claims)	Cents per \$100 of Payroll (KPR)
2014-2015	407,611	712,548	.28 (.46)
2015-2016	283,155	656,386	.30 (.29)
2016-2017	359,022	718,150	.38 (.48)
2017-2018	316,931	800,310	.42 (.39)
2018-2019	471,157	926,937	.53 (.61)

*data in parentheses () reflects the peer group average, for comparison purposes

Costs in 2018-2019 were \$0.61 cents per \$100 of payroll which is above the peer group average of \$0.53 cents¹. Comparatively, if we were in Schedule 1, the WSIB premiums rate for school boards for 2019 was \$0.70 cents for every \$100 of payroll.

Total WSIB costs, reflecting lost time and healthcare-related claims, for the 2018-2019 school year increased to \$926,937 from \$800,310 in 2017-2018.

¹ SBCI determines peer group by size of payroll. KPR's peer group is made up of seventeen school boards from across the province. Within the group, KPR's payroll is fifth smallest. The largest board in the peer group has a payroll of almost \$1.2 billion while the smallest board in the peer group has a payroll of \$220 million.

School Year	Total Claim Costs for Year (\$)	% of 2018-2019 Total Claim Costs
2014-2015	45,777	5
2015-2016	29,424	3
2016-2017	118,512	13
2017-2018	212,355	24
2018-2019	471,157	54
Total	877,225	100

This is mainly due to the first year and ongoing entitlement costs. First year claim costs were higher from \$316,931 in 2017-2018 to \$471,157 in 2018-2019.

Normally we would see a reduction in second year costs (2017-2018) of 60% or more as a result of employees returning to their full regular duties and claims being resolved. While second year costs reduced, we did not achieve the traditional cost reduction threshold.

In addition to lost time and healthcare costs, there are additional costs (approximately \$200,000) associated with insurance coverage in the event of large claims, consulting fees and our WSIB software claims management system.

- The employer is obligated by law to file a report within three working days with WSIB whenever an employer learns that a work-related injury, accident, or disease has caused an employee to be absent from work, obtain healthcare, or assume lighter duties (modified work).

WSIB legislation also obligates employers to offer modified work to injured workers. KPR has a very progressive return-to-work program, which is focused on getting the injured worker back to safe and productive work as soon as medically possible, based on their limitations and restrictions.

The number of allowed WSIB claims by employee group for 2018-2019 compared to 2017-2018 claims – outlined in parenthesis (), below:

Employee Group	# of Healthcare Claims	# of Lost Time Claims	Total # of Claims
Educational Assistants (EAs) /Child and Youth Workers (CYWs)	33 (46)	28 (23)	61 (69)
Early Childhood Educators (ECEs)	8 (3)	7 (9)	15 (12)
Custodial/Maintenance	7 (13)	21 (20)	28 (33)
Elementary Teachers	19 (17)	30 (28)	49 (45)
Secondary Teachers	6 (7)	11 (10)	17 (17)
Other Employees	8 (6)	5 (3)	13 (9)
Total	81 (92)	102 (93)	193 (185)

2018-2019 was a status quo year for KPR in terms of accident prevention. All frequency measures were above peer group and provincial averages. WSIB costs were up in 2018-2019 as well. Of note were the increase in head injury costs. The accident frequency increased by 8 claims compared to 2017-2018 and of these 8 claims, all of these increases were lost time claims compared to 2017-2018.

WSIB claims tend to be grouped into four main incident areas:

Slips and Falls

This is the number one cause of injury with 56 claims in 2018-2019. Approximately 12% are from EA/CYWs, 12% are from Custodial/Maintenance, 12% are from ECEs, 43% are from elementary teachers and 9% are from secondary teachers, 11% from other employees.

Struck by/Against

This is the second highest cause of injury for 2018-2019. Of the 45 claims made last year, 18 (40%) involved elementary teachers. This is often the result of increase in concussions claims in 2018-2019.

Aggression

This is the third cause of injury with 41 claims in 2018- 2019. Of the 41 aggression-related claims, 34 (83%) are from EA/CYWs.

Ergonomics

Of the 28 claims made last year, 15 (54%) are from Custodial/Maintenance.

All four incident causes contribute relatively equally to the total number of incidents (183) with slips and falls representing 31% and struck by/against (25%), followed closely by aggression representing 22% of incidents, and ergonomics (15%).

4. In the management of workers' compensation claims, the main objective is to get injured workers back to modified/regular duties as quickly and as safely as possible. One means of measuring this is the production of annual duration of absence statistics. This is generally done in 2 categories: 1-5 days, and greater than 5 days, and compared to peer group (in our case large school boards) and/or industry norms.

The overall average duration of absences for 2018-2019 was 16.21 days. This compares favourably to the peer group and provincial averages of 20.89 and 19.97, respectively.

Of total claims in 2018-2019, 66.67% were for a duration of 1-5 days and 44.63% greater than 5 days. This is also favourable when compared with our peer and provincial counterparts at 61.75%/62.73% 1-5 days, and 51.4%/50.23% greater than 5 days.

5. Occupational Health and Safety Act (OHSA)

Ministry of Labour (MOL) Visits/Orders – September 2018 to August 2019.

The Ministry of Labour visited eight times to seven of our buildings during the past school year. Of the eight MOL visits, the Board received three orders from one visit which were completed by October 21, 2019.

Promoting a Health and Safety Culture at KPR

All workplace parties have the responsibility to identify hazards and take corrective action, wear personal protective equipment, and to work safely. The Board supports this internal responsibility system and expects all managers and supervisors to *Think - Safety First*. The following health and safety initiatives were undertaken in 2018-2019:

- The Board continued with its site first aid training requirements to ensure compliance with the Workplace Safety and Insurance Act.
- Permanent and occasional elementary teachers participated in a half-day of training which included: promoting safe working environments, review of workplace violence report and serious student incident report injury reporting, health and safety resources and an online training module.
- Identifying work groups Board-wide for annual WHMIS training and training launch.
- Launch of new workplace violence risk assessment module.
- Update of health and safety module for New Employee Orientation.
- Developed custodial job specific chemical and equipment training.
- Development of site OHS information package for Principals and site visit agenda for roll-out 2019-2020.
- Development of incident reporting form for launch 2019-2020.
- Development of OHS metrics dashboard for launch 2019-2020.
- Development of workplace violence incident tracking for launch 2019-2020.

STATUS

6. With the number of injuries over the past year and this school year to date, there is a need to continue to focus our energies on injury prevention through:

- Continuing in our efforts to promote the use of incident/near miss reporting to identify specific areas of risk. This will assist in the development of safety programming that is relevant. We need to continue our discussions and support around ergonomics with a view to providing additional support to our custodial teams. We also need to continue to work in conjunction with all teams to develop/enhance strategies for maintaining the safety of our employees when faced with workplace violence.
- Focusing on professional development and training related to Health and Safety in coordination with system stakeholders such as Program Safety; Safe, Caring and Restorative Schools; Special Education; Facilities Services.

- Heightening awareness of the respective responsibility of system leaders, principals/vice-principals/managers and staff in general under the OHSA.
 - Cultivating a shared sense of ownership and commitment to health and safety among all employees.
7. In support of our efforts to manage injury-related costs, SBCI's recommendations coming out of 2018-2019 are both encouraging and worthy of further discussion. They include:
- Continued work to ensure Health and Safety plans are developed with annual objectives.
 - Review of strategies to manage head injury claims.

RECOMMENDATION

1. That the 2018-2019 Occupational Health and Safety/Workplace Safety and Insurance Board (WSIB) Report, dated June 3, 2020, be received for information.

Steve Girardi
Superintendent, Student Achievement/Human Resource Services

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Resource Committee

TOPIC: **Review of Board Policies BA-6.4, Security, and BA-6.7, Vandalism – Acts Against Board Property**

INITIATOR: Peter Mangold, Superintendent, Student Achievement

BACKGROUND

1. According to Board Policy B-1.1, Board Operation and Policy Development, policies are to be reviewed on a five-year cycle. In accordance with the Policy Review Schedule for the 2019-2020 school year, Board Policies BA-6.4, Security and BA-6.7, Vandalism – Acts Against Board Property, have been reviewed.

STATUS

2. A minor housekeeping revision identifying the superintendent responsible for Facilities Services is being recommended for Board Policy BA-6.4 (Appendix A).
3. No revisions are being recommended for Board Policy BA-6.7, Vandalism – Acts Against Board Property (Appendix B).

RECOMMENDATIONS

1. That Board Policy BA-6.4, Security, be approved as revised.
2. That Board Policy BA-6.7, Vandalism – Acts Against Board Property, be approved with no changes.

Peter Mangold
Superintendent, Student Achievement



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Business and Administrative Services

- **Property and Facilities Services**

Policy Code: BA-6.4

Policy: SECURITY

Page 1

The Board is committed to providing a secure environment that ensures the safety and protection of all buildings, property and people.

In recognition of this commitment, the Board will endeavour through the Superintendent of ~~Business and Corporate Services~~ responsible for Facilities Services, or designate, to ensure that all buildings, property and people are adequately protected at all times. Administrative regulations will cover the administration of this policy.

To further protect Board property, assist in the supervision of students, and to better define Board property lines, the Board supports the installation of fencing at school and other properties, as well as mandatory sign-in and/or display of proper identification at all times.

Established: June 14, 2000

Revised/Reviewed:

November 25, 2004

October 29, 2009

February 27, 2014

June 18, 2015

DRAFT January 20, 2020



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Business and Administrative Services

- **Property and Facilities Services**

Policy: VANDALISM – ACTS AGAINST BOARD PROPERTY

**Policy Code: BA-6.7
Page 1**

A positive learning environment is enhanced when buildings are attractive, kept in good repair, and free of graffiti and other forms of vandalism. Discipline regarding acts of vandalism shall be addressed in accordance with Board Policy No. ES-1.1, Safe, Caring and Restorative Schools.

Vandalism depletes resources that would otherwise be dedicated to school or system goals. Restitution may be sought for acts of vandalism against Board property and criminal proceedings may be instituted against persons responsible.

Vandalism includes willful defacing, destruction or damage to property owned or leased by the Board.

Established: February 17, 2000 Revised/Reviewed: November 25, 2004
 October 29, 2009
 January 19, 2015
 DRAFT January 20, 2020