

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

The academic staffing plan has two components. The first component is staffing to meet regulated class size requirements or obligations included in the underlying collective agreement for the bargaining unit.

The second component reflects Board decisions that allocate staff resources in alignment with the strategic plan. As discussed in the academic staffing report, all discretionary positions are reviewed to ensure that the area of focus continues to be relevant with recommended changes being prioritized to areas of need. Recent investments focused on special education, guidance, literacy and student success.

C1	Elementary Academic Staffing	60.99	(0.30)	60.69	6,643,470
C2	Secondary Academic Staffing	2.99	12.00	14.99	1,684,600
		63.98	11.70	75.68	8,328,070

The increase in the complement of principals and vice-principals was presented as part of the academic staffing report. Three positions were added to support the opening of Fernbank Elementary School and to provide release for the administrators to prepare for the opening of Half Moon Bay 2 Elementary and Stittsville Secondary schools.

Three positions were also added in response to the priority areas of De-streaming, SATE and the implementation of the Indigenous, Human Rights and Equity Roadmap

C3	Principals and Vice-Principals	-	6.00	6.00	877,040
----	--------------------------------	---	------	------	---------

Fernbank Elementary school is scheduled to open in 2021-2022. The proposed complement increase recognizes the need to staff a chief custodian, an office administrator and an office assistant positions for the coming year.

In addition, the opening of Half Moon Bay 2 Elementary and Stittsville Secondary schools is anticipated infor 2023-2024. Opening new schools involves significant work for both the Facilities department and school administration staff. The provisions shown below include a custodian and office administrator for each site. Staffing would occur mid-year and for this reason each position is reflected at as 0.5 FTE.

D1	Chief Custodians	-	2.00	2.00	130,000
D2	Office Administrators	-	2.00	2.00	120,000
D2	Office Assistant	-	0.50	0.50	25,000
		-	4.50	4.50	275,000

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

One new positions is reflected in the staff-recommended budget to support the RAISE school community. The position is aligned with equity and inclusion. It is to be funded by a reallocation of RAISE operating funds referenced as budget item E3.

D3	RAISE Community Engagement Liaison	-	1.00	1.00	95,000
		-	1.00	1.00	95,000

Significant investments in special education supports have been made in recent years. The staff-recommended budget includes adjustments to reflect the addition of a new specialized class for students with developmental disabilities, recommends the addition of educational assistants (EAs) and professional supports who will promote student well-being and mental health, student development and reengagement support.

One social worker will be identified to support LGBTQ+ and the other social workers will focus on supporting prevention and intervention approaches for building positive school climates and bias aware progressive discipline and trauma informed responses as part of the Safe Schools program.

The SELT position will focus on supporting and building staff skills in using relationship based emotional and behavioural regulation interventions and continue to develop staff capacity in responding with restorative practices, collaborative problem solving and The Third Path approaches. The SELT will collaborate with the psychology, social work and the IEA teams associated with the Safe Schools department. This recommendation aligns with the requests for supports reflective of deeper implementation of bias aware progressive discipline practices and relationship based interventions and responses as we ended our engagement with the School Resource Officer program. Funding for the position is from the temporary transitional support fund.

D5	Educational Assistants - Specialized Classes	-	35.00	35.00	1,392,700
D4, D7	Social Workers	-	2.50	2.50	251,000
D6	Psychology Interns	-	2.00	2.00	64,000
D14	Social Emotional Learning Teacher	-	1.00	1.00	111,152
		-	40.50	40.50	1,818,852

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

A review of operational requirements to support the system has identified the need to reorganize the leadership team and augment staff in central departments. The key changes to the leadership team include the staffing of an associate director position overseeing business operations upon the retirement of the chief financial officer; the reclassification of the legal manager position to general (legal) counsel as part of the commitment to the oversight of legal, labour relations and risk management portfolios; and the creation of a chief information officer (CIO) position to focus on the District's growing information management/information technology needs. Having a dedicate CIO will provide the added benefit of allowing the current SOI assigned the role to be fully dedicated to school leadership responsibilities in the coming year.

Three additional positions are recommended: An asbestos technician who will document and maintain an inventory of facilities that contain asbestos as part of the District's commitment to health and safety, a corporate records systems analyst who will continue to advance business process improvements through the use of Laserfiche Records Management System's workflows, and a senior security analyst position which was a 2021-2022 in-year initiative to help safeguard the District's IT infrastructure.

The asbestos technician position is to be funded by a reallocation of the budget provision established for asbestos consulting and is referenced as budget item E3.

D8	Chief Financial Officer	-	(1.00)	(1.00)	(209,175)
D8	Manager, Legal and Labour Relations	-	(1.00)	(1.00)	(194,664)
D8	Chief Information Officer	-	1.00	1.00	212,315
D8	Chief Information Officer Admin Assistant	-	1.00	1.00	83,529
D8	Associate Director Business Operations	-	1.00	1.00	227,992
D8	General Counsel	-	1.00	1.00	201,889
D9	Senior Security Analyst	-	1.00	1.00	80,236
D10	Asbestos Technician (Internally Funded)	-	1.00	1.00	80,000
D11	Corporate Records Systems Analyst	-	1.00	1.00	75,000
		-	5.00	5.00	557,122

The District's kindergarten classes are supported by educator teams that include teachers and early childhood educators (ECEs), regardless of class size. The increased complement reflects the lower enrolment projection for the kindergarten program. However, staff employed to meet the needs of the Extended Day Program (EDP) also work to support the kindergarten program which provides additional classroom support.

D12	Early Childhood Educators - Core Program	(8.00)	-	(8.00)	(448,380)
D12	Early Childhood Educators - EDP		36.72	36.72	2,058,063
		(8.00)	36.72	28.72	1,609,683

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

The EDP operates on a fee for service, not-for-profit basis. The approved staffing complement, which aligns with mandated staffing levels for the program, was reduced to reflect lower enrolment. A cautious approach to staffing the positions has been taken given the uncertainty regarding the level of participation that the COVID-19 pandemic has caused.

D12	Early Childhood Educators	-	33.78	33.78	1,906,331
D12	Early Learning Assistants	-	22.85	22.85	890,282
		-	56.63	56.63	2,796,613

The Child Care Program operates at two locations: Woodroffe High School and Queen Elizabeth Public School. The following adjustments reflect current staffing needs. Food services for the Queen Elizabeth site are contracted given that there is no kitchen facilities. Accordingly, the vacant cook position has been removed and an early childhood educator position added.

D13	Cook	-	(1.00)	(1.00)	(56,076)
D13	Early Childhood Educator	-	1.00	1.00	64,957
		-	-	-	8,881

Total Staffing Approvals	55.98	162.05	218.03	16,366,261
--------------------------	-------	--------	--------	------------

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

Compensation costs will remain relatively stable for 2022-2023 budget planning despite the fact that the various collective agreements expire August 31, 2022. Recognizing that agreements resulting from the collective bargaining process will have retroactive application, the Ministry has provided funding to offset these costs. The Ministry has directed that the amount of funding received be reported as a provision for contingency in 2022-2023. The cost adjustment reflects the estimated impact of a 1% wage increase across the bargaining units.

Other compensation adjustments are also reflected in the estimates. Salaries and wages show the estimated impact of grid placement when a position is filled and grid progression for staff who gain additional qualifications and experience. Grid progression respects provisions of the respective collective agreement. The increase in statutory and fringe benefits reflect the cost adjustments of additional staff plus changes in premium rates for the various benefit categories.

Contracts	Salary Increase Contingency (Funded by Province)	7,000,000
Contracts	Net Increase in Salaries and Wages (Grid Placement and Progression)	3,407,887
Contracts	Net Increase in Statutory and Fringe Benefits	3,003,074
		<u>13,410,961</u>

Staff are proposing to extend the Employee and Family Assistance Program to casual and part-time staff as part of its commitment to promoting staff well-being. The adjustment to the parent engagement budget formalizes a budget increase approved by the Board in the previous year.

A1	Employee & Family Assistance Program Expansion	40,000
A2	Parent Engagement	90,000
		<u>130,000</u>

There has been continued pressure on staff replacement costs. The recommended increases in the budgets for temporary staffing will ensure that funds are set aside to support these costs.

A3	Principal and Vice-Principal Staff Replacement	50,000
A4	Occasional Teachers and Educational Assistants Staff Replacement	1,350,000
		<u>1,400,000</u>

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

The Business and Learning Technologies department has identified a number of adjustments to its operating costs. The reduction in cell phone and hotspot costs recognizes that the increase in the use of these products during the pandemic has lessened. The funds will be reallocated within the department to support increased software licensing costs. Also included in the cost pressure are costs associated with maintaining the broadband network in compliance with Ministry expectations. The Ministry has provided \$1.4 million in new funding to support the broadband network initiative.

A5	Cell Phone/Hotspot Cost Reduction	(655,000)
A6	Software/Hardware Licenses and Services	2,468,000
		<u>1,813,000</u>

The Facilities department has identified significant cost pressures for both natural gas and electricity. The pressures reflect increased commodity prices and the effect of the carbon tax. An increased provision to support the cost of portable relocations is also shown.

A7	Utility Cost Pressures (Gas, Electricity)	2,000,000
A8	Temporary Accommodation	87,671
		<u>2,087,671</u>

As a result of the increased capital investments that are projected to be completed by the end of 2022-2023, the net value of the asset portfolio will increase. In accordance with accounting requirements, the amortization of an asset's value commences immediately upon completion of the capital project or upon acquisition of depreciable property. This accounts for the increased expenses that are shown. It is important to recognize that the majority of the cost increase is supported by revenues termed deferred capital contributions.

B1	Increased Tangible Capital Assets Amortization Expense	8,876,084
----	--	-----------

At times, District staff may take assignments in other organizations. The individual remains an employee of the Board during the assignment and costs are recovered from the host organization. The costs for individuals participating in such arrangements are expected to decrease in 2022-2023 by a modest amount. The adjustment reflects confirmed secondments for the coming year.

B2	Staff Secondments	(29,016)
----	-------------------	----------

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

The Continuing Education department provides various programs. Some of these are funded by the Ministry of Education while other programs are supported by other ministries or by the federal government. The costs are adjusted in accordance with the funding.

A significant adjustment relating to participation in literacy and numeracy programs offered outside of the school day is reflected in the 2022-2023 recommended budget. The reduction in staffing costs attributable to lower participation in the program is close to \$845,000.

B3	Continuing Education	(434,123)
----	----------------------	-----------

The District is obligated to pay eligible employees a retirement gratuity when they terminate employment. Obligations also exist in cases where the Workplace Safety and Insurance Board has determined a liability exists in regards to a workplace injury. These obligations are subject to an annual actuarial review. The costs are influenced by various factors including changes in the rates of interest used in valuation calculations and obligations related to awards. The amount reflects a modest change in the the actuarial liability for these benefits.

B4	Actuarial Valuation of Employee Future Benefits	31,010
----	---	--------

The District has benefitted from the enrolment of international students over the past number of years. The students contribute to a diverse school community and foster an appreciation of other world cultures. The COVID-19 pandemic resulted in a significant reduction in enrolment, but the coming year will see greater participation in the program which is accompanied by additional revenues. There are corresponding increases in administrative fees paid by the District to the Ottawa-Carleton Education Network (OCENET).

B5	Increased OCENET Administrative Fees	1,281,534
----	--------------------------------------	-----------

Transportation of the District's students is provided by the Ottawa Student Transportation Authority (OSTA). The OSTA Board has approved a budget reflecting costs relating to compensation, supplies and rental expenses, and the cost of student transportation contracts.

B6	Transportation Contracts	2,625,441
----	--------------------------	-----------

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

The District receives grants for specific purposes including those supported by the Ministry through its PPF grant program. The funding recognized is directly tied to the expenses incurred. The recommended budget reflects a net reduction in the level of funding confirmed for the year; however, as in past years, additional funding announcements are anticipated during 2022-2023 and will be reflected in financial updates.

The increase in the Indigenous Education budget reflects the incremental net funding available. Staff will be reviewing opportunities to use the the additional resources.

B7	Interest on Debentures & Long Term Loans	(233,115)
B8	New Teacher Induction Program (NTIP)	21,654
B9	Indigenous Education Supplemental Enveloping Capacity	452,495
B10	Priorities and Partnerships Fund Grants (Net Change)	(4,151,243)
B11	Priorities and Partnerships Fund Grants Transferred to GSN	528,944
B12	Specialized Equipment Amount (SEA)	352,879
		<u>(3,028,386)</u>

Ottawa-Carleton District School Board
2022-2023 Staff-Recommended Budget
 Explanations of Changes in Operating Expenses

Appendix E
 to Report 22-032

Appendix Ref	Area of Investment	FTE			Amount
		Required by Regulation or Agreement	Board Decision	Total	

A review of operating budget provisions during the year has allowed for the release of \$1.4 million to assist with addressing other budget priorities including the staffing of several new positions. The savings relate to a completed study conducted in cooperation with the Organization for Economic Cooperation and Development (OECD) and the temporary transitional support fund established to support needs following the cancellation of the School Resource Officer (SRO) program. A portion of the SRO funds are identified for use in staffing 1.5 FTE social worker positions referenced as budget item D4 and the 1.0 FTE social emotional learning teachers referenced as budget item D14.

The reallocation of funds referenced as budget item E3 relate to the repurposing RAISE operating funds to staff the RAISE community engagement liaison position (D3), the transfer of the provision used for asbestos consulting to staff the asbestos technician position (D10), and the use of Student Success operating funds to support the two elementary literacy coach positions (C1) approved as part of the Academic Staffing report.

The budget savings will also be used to support the continuation of a contract for linen services (PPE) , the implementation of the Menstrual Equity plan to ensure free access to menstrual products in schools, and a provision for additional lunch time monitors to meet supervision needs in schools.

Other cost adjustments include the provision of an office budget for the associate director and a small increase in the MLO allocation to cover known inflationary pressures.

The supplies and services adjustment applicable to the Extended Day and Child Care programs reflect increased costs as a result of increased participation rates.

E1	OECD Study of Social and Emotional Skills	(500,000)
E2	Transitional Supports (School Resource Officer Program Cancellation)	(400,000)
E3	Reallocation of Funds to Support Staffing Costs	(399,000)
E4	School Budget Allocation Reduction	(86,622)
E5	Linen Services	110,000
E6	Menstrual Equity	600,000
E7	Additional Lunch Time Monitors	646,000
E8	Associate Director Business Operations Office Budget	15,000
E9	Multicultural Liaison Officer Program	17,000
E10	Supplies and Services for EDP/ITP	250,943
		<u>253,321</u>

Total Increase in Operating Expenses	44,783,758
---	-------------------