

**Committee of the Whole Board (Budget)
Meeting Minutes
Limestone District School Board**

April 17, 2019

Trustees: J. Brown - regrets
G. Elliott
L. French (Vice Chair)
T. Gingrich
B. Godkin
R. Hutcheon
K. McGregor
J. Morning
S. Ruttan (Chair)
S. Hart (Student Trustee)
S. Kim (Student Trustee)

Staff: M. Babcock, Superintendent of Education
M. Baumann, Manager of Business Services
K. Burra, Superintendent of Education, Program and IT - regrets
C. Downie, Planning Officer
D. Fowler, Manager of Facility Services
S. Gillam, Associate Superintendent, Safe and Caring Schools - regrets
A. Labrie, Superintendent of Education and Human Resources
A. McDonnell, Associate Superintendent, Special Education
D. Rantz, Director of Education
S. Sartor, Associate Superintendent, School Effectiveness and Assessment
J. Silver, Superintendent of Education - regrets
C. Young, Superintendent of Business Services

Recorder: L. Strange, Records Management Coordinator

Trustee French, as Chair of the Committee, called the meeting to order at 4:30 p.m., and welcomed all those present.

She read the Acknowledgement of Territory:

"The Limestone District School Board is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land."

Approval of Agenda

MOVED BY: Trustee Godkin, that the agenda of April 17, 2019, as presented, be approved. Carried.

Declaration of Conflict of Interest

Trustee Elliott declared a conflict as his wife is an employee of the Board.

Trustee Godkin declared a conflict as his daughter is an occasional teacher with LDSB's co-terminous Boards.

Information Items

1. Budget Development Schedule

Superintendent Young provided an update on the budget development cycle, noting that due to the late Ministry announcements the GSN report has been moved to the May 14, 2019 meeting.

Multi-year enrolment projections prepared last year by the Board's consultant (Baragar Systems) continue to predict a further enrolment decline for 2019-2020. It is the Board's practice to have our consultant review current enrolment and demographic data each year and update enrolment projections by February, such that school principals and Board staff can review in early March and begin the school staffing process for the upcoming school year.

The budget development schedule has been established to ensure that the Board will be able to submit the 2019-2020 Estimates to the Ministry by the end of June 2019.

Director Rantz advised Trustees that budget request submissions from the public would be taken through the local Trustee. An advertisement for this process is being developed, and will be shared with Trustees to use through their social media.

Trustee French noted that the Board has indicated its concern regarding the late GSN announcement to the Ministry. It is a significant body of work to unpack the details of the GSNs, for staff to then present the information to Trustees.

Trustee Godkin asked if the Board has guiding principals to share with Trustees, that they in turn could share with their constituents. Trustee French suggested that the guiding principals are embedded in the new strategic plan. Director Rantz stated that the presentation from the Superintendent of Business Services should answer many of the questions that Trustees have regarding the budget process.

2. 2019-2020 Budget Process Presentation

Superintendent Young provided a presentation on the budget development process for school boards, noting that works begins on the preparation in January and culminates in the approval of the final budget in June.

Enrolment projections are a large part of the budget development process. At the elementary level staff review rollover (grade-by-grade, school by school), historical estimates of JK, the consultant review, principal review and local knowledge. At the

secondary level staff review student course registration data, historical estimates, the consultant review and principal review.

Class sizes are then created based on class size regulations and collective agreements, Ministry direction/funding, draft class organizations and the joint Staffing Committee.

Teaching staff costs are the largest part of a school board's budget. Collective agreements define salaries and increases, and estimates used in drafting the budget are based on average costs and the Q & E grid. An estimate of retirements and new teachers will also have an impact on average costs.

The Grants for Student Needs (GSN) is the largest envelope of funding that the school Board receives. Once it is received the Board will estimate expenses for all other costs outside of teaching staff, including custodial/maintenance/utilities, special education/curriculum/ITS, central administration/management, departments, schools and transportation. Finance staff would then review the technical paper for details.

The second biggest envelope of funding is the Education Program other (EPO) grants, followed by tuition fees and other revenues.

Next the Board will review all requests to align to board priorities (technology, special education, curriculum initiatives, school requests, succession planning, process improvement, professional development) and identify the funds available. The budget is also aligned to the Strategic Plan.

Communication about the budget comes to Trustees (Budget Committee), departments/schools, school administrators and employee groups through April to June.

A balanced budget will come to the Board in June for approval, and must be submitted to the Ministry by June 28, 2019.

Trustee Elliott asked if the Board would ever send money back to the Ministry. Superintendent Young replied that there are times that money is sent because it cannot be spent within the prescribed timeframes.

Trustee Elliott asked if there is a cap for the amount spent on Trustee professional development. Superintendent Young answered that the Ministry has an allocation for the training piece. Specific numbers can be provided if required.

Trustee Godkin stated that the with the government formulas, contracts etc, there seems to be little input from the Board of Trustees. Superintendent Young replied that the process is very prescriptive. There are all types of fixed cost, and it can be very difficult to find room within the budget.

Trustee Ruttan reminded Trustees that their role in the budget development is as governors, to ensure that staff are completing the budget process properly with the monies the Board was given. They do not get involved in the details, but provide oversight.

Trustee Hutcheon asked about the process order related to enrolment projections. Superintendent Young answered that Boards input their projected enrolment for the next school year and that will drive the revenue for the budget. Boards then put in actuals in the fall, which will create revised estimates. It is critical to have projections as accurate as possible.

Trustee Gingrich asked if there is any compensation for the new carbon tax. Superintendent Young answered that the Board has not received notification for any additional funding for this area.

Trustee Godkin asked if the cuts will be blocked in for areas that there shouldn't be cuts in, such as special education. Superintendent Young answered that departments will have to review their areas to look for flexibility and make decisions on changes then.

Director Rantz reminded Trustees that LDSB faced large cuts to the special education program a few years back, and through a comprehensive special education review were able to find innovative ways to manage this. Financial cuts can be an opportunity to find efficiencies and new ways of doing things.

Trustee Morning stated that the Board should look for possible federal funding. Superintendent Young answered that LDSB as an organization does go after grant monies and rebates on a routine basis.

Trustee Elliott asked if there is any competition between Tri-Board Student Transportation and the City of Kingston because of the new transit partnership. Director Rantz answered that the two work in conjunction with each other, not as a competition.

3. 2019-2020 Projected Enrolment and 10-Year Enrolment Trend

Planning Officer Downie spoke to the 2019-2020 projected enrolment and 10-year enrolment trend data as part of the 2019-2020 budget development process. This information is provided to the Board by Baragar, through a suite of products that includes mapping, demographics and other data. The numbers are derived through the review of various data sources, such as trends, birth rates, historical, student retention, housing, census, etc.

LDSB has experienced significant enrolment declines since the Board amalgamation in 1998, in keeping with the trending experienced across much of the province. Enrolment in 2014-2015 was 19,637 and is projected to be 19,145 in 2019/20, a decline of 492 students or about 2.5% as measured on an Average Daily Enrolment basis.

Over the next 5 years the current enrolment level of 19,254 (ADE) is forecasted to decline by about 219 (ADE) to 19,035 (ADE).

In response to a question about enrolment trends with other schools boards it was clarified that LDSB would have access to the numbers of students in the area that are not attending our schools on a yearly basis.

Enrolment projections are about 99% accurate.

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Trustee Morning asked how much Baragar's services cost and if it is worth paying for the service every year. It costs approximately \$39,000 per year, and provides accurate and timely data refreshed to what is currently happening in the area each year.

The data provided by Baragar can be used in other ways, including reviewing boundaries, demographic background, etc. The Board would lose the same monies paid to Baragar, or more, if off in planning each year.

All boards in the country use a similar service for their planning needs.

Other Business

None at this time.

Next Meeting Dates:

Tuesday, May 14, 2019	4:30 p.m. (Grants for Student Needs)
Wednesday, June 12, 2019	4:30 p.m. (Budget Deliberations)
Monday, June 17, 2019	4:30 p.m. (Tentative)

Adjournment

Trustee French called for a motion to adjourn the meeting.

MOVED BY: Trustee Hutcheon, that the meeting adjourn. Carried.

The meeting adjourned at 5:40 p.m.