

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

April 22, 2020

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

Staff: M. Babcock, Superintendent of Education
M. Baumann, Manager of Business Services
K. Burra, Superintendent of Education, Program and IT
C. Downie, Planning Officer
S. Gillam, Associate Superintendent, Safe and Caring Schools
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
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 22, 2020 as presented, be approved. Carried.

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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. He noted that Boards have not yet received GSN information, but it is expected by early May.

The Schedule for the 2020-2021 development is:

Wednesday April 22, 2020 (4:30 pm) <i>Prior to SEAC</i>	Review of 2020-2021 Budget Overview, Enrollment Projections, Budget Request Submission Review
Wednesday May 13, 2020 (4:30 pm) <i>Prior to EPOC</i>	GSN Overview Preliminary Operating Revenue
Wednesday June 10, 2020 (4:30 pm)	Preliminary Operating Expenditures/Preliminary Capital Revenue/Expenditures/Consolidated Budget Draft Budget Review
Monday June 15, 2020	<i>Date held if meeting required</i>

As per previous years, the budget development schedule will be provided to all committees of the Board, such that budget issues can be identified and discussed (where applicable). In addition, the Superintendent of Business Services and/or the Manager of Financial Services will make themselves available to attend the April 22, 2020 Special Education Advisory Committee (SEAC) meeting to share details of the GSN.

2. 2020-2021 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 projection work begins in March. In Elementary the following is reviewed:

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Rollover (grade-by-grade and school by school), historical estimate of Junior Kindergarten, consultant review, and Principal review & local knowledge. In secondary the following is reviewed: Student course registration data, historical estimates, consultant review and Principal review.

Teaching staff projections begin in April. In Elementary the following are reviewed: Class size regulations and collective agreement, Ministry direction/funding, draft class organizations, and the Joint Staffing Committee. In Secondary the following are reviewed: Class size regulations and collective agreement, Ministry direction/funding and the Joint Staffing Committee.

Teaching staff costs are the largest part of the budget. The Collective agreements define salaries and increases, and estimates are based on average costs and the Q & E grid. Boards must also estimate retirements and new teachers, and the impact on average costs.

Information about Grants for Student Needs comes to Boards in April or May. It includes the EFIS schedules and GSN technical paper. Detailed school, staffing, department, and administration budgets are prepared and the technical paper is reviewed. The Priorities and Partnership Fund (PPF) information also comes at this time.

Also in May, Boards estimate all expenses other than teaching staff (Custodial/maintenance/utilities, Special education/curriculum/ITS, Central administration/management, Departments, Schools, Transportation, etc) and review the technical paper for details.

In May staff review all requests to align to board priorities and identify funds:

- Technology
- Special Education
- Curriculum initiatives
- School requests
- Succession planning
- Process improvement
- Professional development

Communication is developed with wide stakeholder input, and reviewed and communicated regularly. The budget is aligned to the Board's Strategic Plan.

For Governance of the budget development the Budget Committee is comprised of all Trustees. They are responsible for reviewing all steps in the process up to the draft budget, and then recommending approval of the final budget as presented at the June Board meeting.

The GSNs comprise approximately 97% of the budget, with the balance from other revenues, tuition fees and the PPF and other grants.

Teacher salaries comprise the bulk of the Board's expenditures at approximately 79%, with the balance covering pupil accommodation, transportation and administration fees.

The Education Act requires that Board's adopt a balanced budget, and have it approved and submitted to the Ministry of Education by June 30.

3. 2020-2021 Projected Enrollment and 10-Year Enrolment Trend

Manager Downie stated that Limestone DSB has experienced significant enrolment declines since the Board amalgamation in 1998. Enrolment in 2015-2016 was 19,412. Compared to the 2019-2020 Revised Estimates enrolment of 19,344 this is a decline of 68 students in the 5-year period. Enrolment for 2020-2021 is projected to be 19,255. This is a projected decline of 89 students from 2019-2020, as measured on an Average Daily Enrolment (ADE) basis.

ADE is the basis for funding for most provincial grants through the Grants for Student Needs (GSN) model. ADE is the weighting of enrolment at the October 31st and March 31st count dates. For example, if an elementary school student is full-time at both count dates the student would be considered as 1.0 ADE.

The 2020-21 projected enrolment is 19,255 ADE for a decrease of 89 ADE from 2019-2020 Revised Estimates. A decline of 139 ADE is projected at the secondary level and an increase of 50 ADE is projected at the elementary level. These projections contain Other Pupils of the Board, which includes international students. For 2020-21, enrolment projections have been adjusted to reflect the impact of COVID-19 on international students. Over the next 5 years the current enrolment level of 19,344 (ADE) is forecasted to decline by about 82 (ADE) to 19,262 (ADE).

Trustee Elliott asked how to other Boards track enrolment numbers, and how LDSB compares to other Boards. Manager Downie answered that not all Boards use Baragar for their enrolment projections. Boards are not aware of other Board's enrolment numbers during the planning period, though all parties have access to data such as census information.

Trustee Godkin asked what the student loss of elementary students into the Catholic Boards is. Manager Downie answered that the numbers are not a large amount. She also stated that capture rate for LDSB is declining slowly, but is significant over time.

Trustee were reminded that there are actually for four education systems in the province-Public, French, Catholic and French Catholic.

Trustee McGregor asked if there might be further delays on the GSNs due to COVID 19. Superintendent Young answered that as of the last update Boards are to receive information in early May.

Trustee Morning stated that many international students go home on March break. She asked if they returned or not. Superintendent Young answered that many students went home at March break, and some left after the break due to the COVID 19 situation. The count cited in the report was at March 31. He noted that LDSB has been continuing teaching these students through distance learning. The Board is expecting a significant decrease in international students for next year.

Trustee Morning stated she did not understand what the term 'technical paper' means. Superintendent Young answered that the EFIS schedule comes from a database. The technical paper is a document that contains all the calculations used to derive amounts for funding.

Trustee Gingrich asked if there have been any losses to the new French high school. The Board is tracking this data, but no significant losses have been recorded yet.

Trustee Godkin asked what the Ministry means by a status quo budget, and if Boards should expect the same budget as in past. Superintendent Young answered that there have been no financial commitments at this point, but that Boards should not expect cuts. The various unions are finalizing contracts with the province, and these will need to be funded.

Director Rantz spoke to funding for technology, stating that the Ministry has made an announcement about technology, but has not given details.

Trustee Morning asked if the Board has saved money in transportation over the last few weeks. Superintendent Young answered that the Tri-Board has continued to pay operators, and operators have been continuing to pay drivers. Fuels costs has been reduced, but that funding would go back to the Ministry.

Trustee French asked if Boards will be compensated for items that were donated to healthcare, i.e. cleaning products, masks. Superintendent Young answered that there has been indication that Boards will be compensated, but no details have been provided yet.

4. Budget Request Submission Review

Superintendent Young thanked Trustees for their stakeholder input. Financial Services has received a number of submissions, and staff are working on collating the information. Responses will go out to the submissions.

Staff is working on addressing issues that were brought up in the submissions. Superintendent Young will share with Trustees how issues were addressed, and plans to have the information available this week.

Other Business

None at this time.

Next Meeting Dates:

Wednesday, May 13, 2020 at 4:30 p.m. (Grants for Student Needs (GSN) Overview/Preliminary Operating Revenue)

Wednesday, June 10, 2020 at 4:30 p.m. (Preliminary Operating Expenditures/Preliminary Capital Revenue/Consolidated Budget)

Monday June 15, 2020 at 4:30 p.m. (Tentative if Required)

Wednesday, June 17, 2020 (Board Meeting)

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Adjournment

Trustee French called for a motion to adjourn the meeting.

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

The meeting adjourned at 5:20 p.m.