

Limestone District School Board

Agenda

Committee of the Whole Board (Budget) Meeting

Monday, April 25, 2016

Limestone Education Centre

220 Portsmouth Ave., Kingston, Ontario

5:30 p.m.

Approval of Agenda

Declaration of Conflict of Interest

Information Items:

1. Overview of Enrolment Trends – Report appended. 10 minutes
2. 2016-2017 GSN Funding Overview 60 minutes
 - Ministry GSN Briefing
 - Ongoing Implementation of GSN Reforms, School Board Efficiencies and Modernization (SBEM), Administration & Governance and Special Education
3. 2016-2017 Budget Development – Report appended. 10 minutes
4. Community Use Rates – Report appended. 40 minutes

Other Business

Next Meeting Dates:

Monday, May 16, 2016	5:30 pm (Public Consultations)
Monday, May 30, 2016	5:30 pm (Budget Deliberations)
Monday, June 6, 2016	(if needed)
Monday, June 13, 2016	5:30 pm (Budget recommendation to the Board – June 15, 2016)

Adjournment



Limestone District School Board Administrative Report

Report To: Committee of the Whole – Budget Committee

From: Wayne Toms,
Manager of ITS & Planning

Paul Babin,
Superintendent of Business Services

Subject: **2016-2017 Projected Enrolment and 10-year Enrolment Trend**

Date: April 25, 2016

Objectives:

To provide 2016-2017 projected enrolment and 10-year enrolment trend data to Trustees as part of the 2016-2017 budget development process.

History:

- Limestone District School Board has experienced significant enrolment declines since the Board amalgamation in 1998.
- Enrolment in 2011-2012 was 20,756 and is projected to be 19,265 in 2016/17, a decline of 1,491 students or about 7.2% as measured on an Average Daily Enrolment (ADE) basis.

Observations:

- ADE is the basis for funding for most provincial grants through the 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.
- Attached to this report is an appendix highlighting the 2016-2017 projected enrolment of 19,265 ADE for a decrease of 137 ADE from 2015-2016 Revised Estimates. A decline of 88 ADE is projected at the secondary level and a decline of 49 ADE is projected at the elementary level.
- Over the next 5 years the current enrolment level of 19,402 (ADE) is forecasted to decline by about 260 (ADE) to 19,142 (ADE).

Recommendation:

- That this report and appendix be received for information.

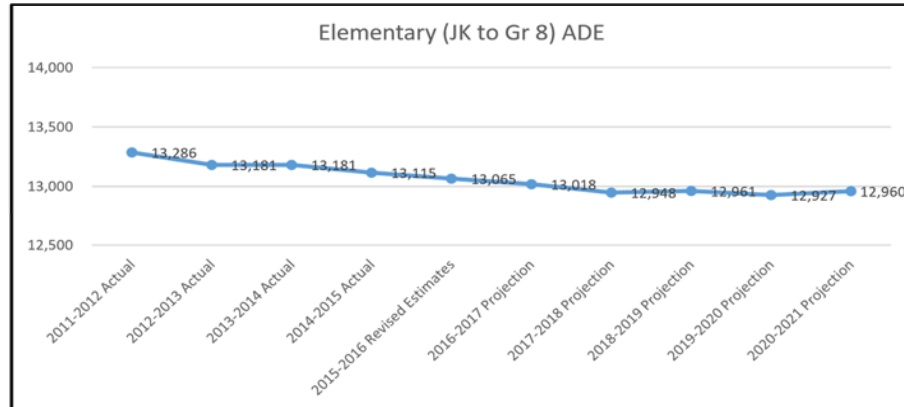
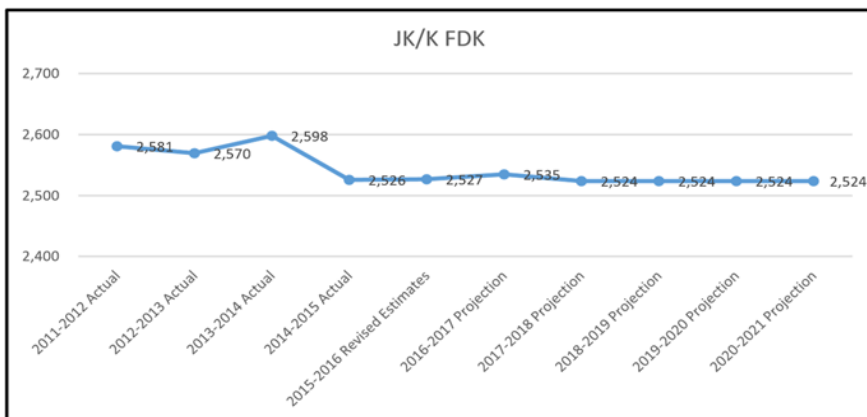
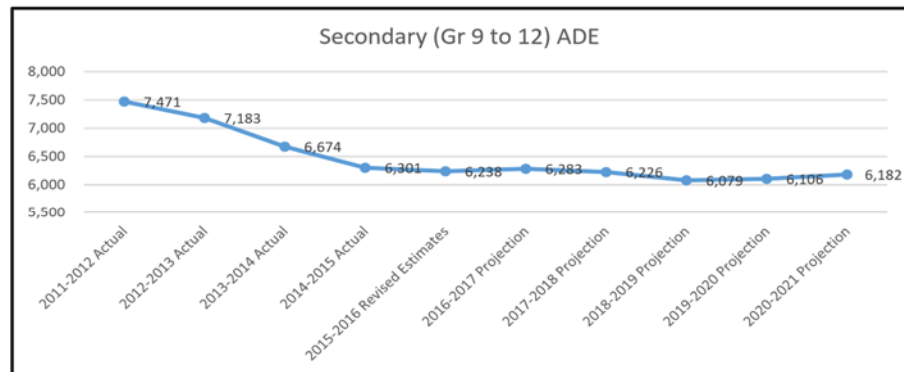
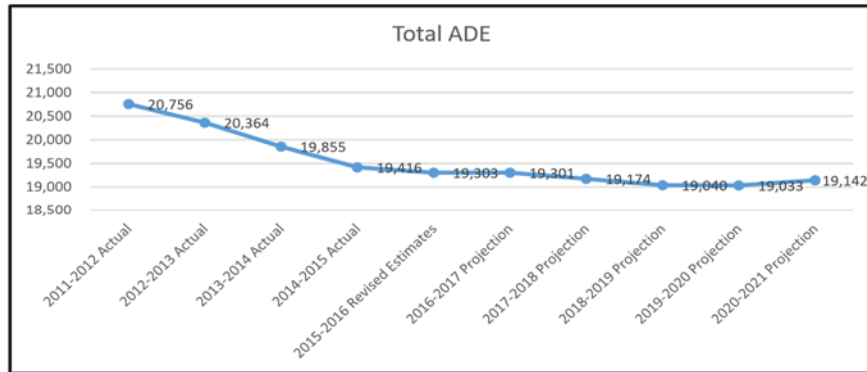
Paul Babin
Superintendent of Business Services

Debra Rantz
Director of Education

**Limestone District School Board
10 Year Enrolment Trend - Average Daily Enrolment**

Enrolment	JK ADE	K ADE	JK/K FDK	Grades 1-3	Grades 4-8	Grades 1-8	Elementary	Secondary	Total ADE
2011-2012 Actual	637	654	2,581	3,877	6,828	10,705	13,286	7,471	20,756
2012-2013 Actual	639	646	2,570	3,931	6,681	10,612	13,181	7,183	20,364
2013-2014 Actual	639	660	2,598	3,967	6,616	10,583	13,181	6,674	19,855
2014-2015 Actual	1,239	1,287	2,526	4,025	6,564	10,589	13,115	6,301	19,416
2015-2016 Revised Estimates	1,240	1,287	2,527	3,992	6,546	10,538	13,065	6,238	19,303
2016-2017 Projection	1,253	1,282	2,535	3,961	6,522	10,483	13,018	6,283	19,301
2017-2018 Projection	1,240	1,284	2,524	3,906	6,518	10,424	12,948	6,226	19,174
2018-2019 Projection	1,240	1,284	2,524	3,868	6,569	10,437	12,961	6,079	19,040
2019-2020 Projection	1,240	1,284	2,524	3,865	6,538	10,403	12,927	6,106	19,033
2020-2021 Projection	1,241	1,283	2,524	3,891	6,545	10,436	12,960	6,182	19,142

* Note: ADE Enrolment includes other pupils of the Board, excludes pupils over 21 years of age



Limestone District School Board
Administrative Report



Report To: Committee of The Whole Budget Committee

From: Paul Babin,
Superintendent of Business Services

Myra Baumann,
Manager of Financial Services

Subject: 2016-2017 Budget Development

Date: April 25, 2016

Objectives:

To provide Trustees with an outline of the Committee of the Whole Budget meeting dates and planned agenda topics.

Outline:

April 25, 2016 – Budget Deliberations, including;

- Overview of 2016-2017 Enrolment & 10-year enrolment trend
- Review of 2016-2017 GSN
 - Ministry GSN briefing presentation
 - Implementation of GSN Reforms
- 2016-2017 Community Use Rates

Monday, May 16, 2016 – Budget Deliberations, including;

- Deputations
- 2016-2017 Preliminary Operating Revenues
- Review of Accumulated Surplus Balances

Monday, May 30, 2016 – Budget Deliberations, including;

- 2016-2017 Preliminary Operating Expenditures
- 2016-2017 Preliminary Capital Revenues & Expenditures

Monday, June 6, 2016 – *Meeting if needed*

Monday, June 13, 2016 - Budget Deliberations, including;

- 2016-2017 *Draft* Budget
- 2016-2017 PSAB and Compliance Report
- *Draft* Budget Recommendation to Board on June 15th

All meetings to start at 5:30 PM.

Recommendations:

That this report be received for information.

A handwritten signature in black ink, appearing to be "P. Babin".

Paul Babin
Superintendent of Business Services

A handwritten signature in black ink, appearing to be "Debra Rantz".

Debra Rantz
Director of Education

Limestone District School Board
Administrative Report



Report To: Committee of The Whole Budget Committee

From: Paul Babin,
Superintendent of Business Services

Charlyn Downie,
Planning Officer

Subject: **Community Use of Schools – School Rental Rates**

Date: April 25, 2016

Objectives:

To provide information on Community Use of Schools (CUS) school rental rates for after hours and weekend use for 2016-2017.

History/Background:

Community Use of Schools (CUS) rates are set annually using methodology that determines cost recovery.

In the 2014-2015 school year the Limestone District School Board (LDSB) reported approximately 130,000 hours for CUS.

LDSB receives CUS funding from the Ministry of Education to offset the expenses associated with CUS activities. The CUS funding amount for 2015-2016 is \$289,787.

In addition, LDSB receives Priority School Initiative Funding (PSI) of \$136,000 for the following four schools: Amherstview PS, Cataraqi Woods ES, Rideau Heights PS and Granite Ridge Education Centre.

Observations/Analysis:

Community Use Funding

This funding allows boards to reduce the rates for school space used by the community by helping boards with the costs involved with keeping schools open after hours such as heating, lighting, and cleaning. Community use funding is determined by board enrolment and as enrolment declines so does this funding.

Priority Schools Initiative

This Education Program Other (EPO) funding is provided to select school boards in order that Not-For-Profit groups will have free after-hours access to school facilities in communities that need it most. Free use of school space will allow local Not-For-Profit organizations the ability to offer affordable or no-cost programming in schools. This is not a universal program and not every school board receives this funding.

The Ministry has granted four LDSB schools as eligible for these funds Amherstview PS, Cataraqi Woods ES, Rideau Heights PS and Granite Ridge Education Centre.

2014-2015 Permits

in 2014-2015 there were over 1,500 permits issued and over 130,000 community hours of school space across our Board. The following chart identifies the activity in 2014-2015 and is an excerpt from the report submitted to the Ministry as part of the 2014-2015 financial statement package.

Space Type	2014-2015 Number of permits issued	2014-2015 Number of hours permitted
Single Gym	444	30,816
Double Gym	167	7,088
Classroom	604	69,627
Auditorium	51	699
Field	77	3,007
Cafeteria	61	1,212
Other: General Purpose	135	18,231
Other:	0	0
Total	1,539	130,680

As reported to The Ministry in 2014-2015 the Board has utilized all CUS and PSI funding to offset operational costs and therefore reduce rates for community uses in all LDSB schools and in the case of PSI to offer the community free after-hours access to school facilities.

The Board has set-up five Community User Group Categories:

Category A

The internal users and entities whose use of school space is systemic. This group includes polling stations for municipal, provincial or federal elections.

Category B

The non-profit entities or other public agencies that use the school facilities whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success and healthy lifestyles of youth in the community.

Category C

The non-profit entities or other public agencies that use the school facilities whose primary purpose is to provide programs and/or services that serve local neighbourhoods or communities, but are not explicitly designed and operated to advance the academic success and healthy lifestyles of the children in the school and where zero or nominal admission of participation fees are charged.

Category D

The non-profit or public entities that could be classed as Not-for-Profit Youth or Community but who by way of this activity, raise funds for their host organization or other entities from admission, participation, membership or other such fees.

Category E

The for-profit entities who are using the facility.

Funding vs Costs

The Board has spent more on community use of schools than provided. This is mainly due to the low cost recovery rate applied for caretaking for community use on the weekends and holidays. Currently the Board charges \$15/hour on Saturdays and \$30/hour on Sundays and holidays for recovery of caretaking costs (also known as Staff Assistance Recovery Costs). It has been over six years since these rates were reviewed.

Caretaking costs for Saturdays per the CUPE collective agreement are at time and half and on Sundays/holidays at double time. The Board costs are \$28.20/hour for a custodian with benefits applied during the week and \$42.30/hour on Saturdays and \$56.41/hour on Sundays. As such there is a variance of over \$117,000 in current charges versus costs per the chart below representing 2014-2015 weekend usage.

Staff Assistance Recovery Rate 2014-2015 Usage					
Users	Saturday Hours	Sunday Hours	Current Charges	Costs	Variance
Group B	1,385.5	602.0	\$ 38,842.50	\$ 92,565.47	\$ (53,722.97)
Group C	1,075.0	320.5	25,740.0	63,551.9	(37,811.9)
Group D	396.3	562.8	22,826.3	48,506.1	(25,679.9)
Group E	22.0		330.0	930.6	(600.6)
					\$ (117,815.37)

Community users that permit space in one of the four PSI schools are not charged caretaking costs as PSI funding is sufficient to pay for the costs of caretaking on the weekends.

School Uses on the Weekend (Category A)

Our schools also utilize school facilities on the weekend for instructional purposes and for other school events. Most secondary schools are utilizing the school for less than 100 hours on Saturdays and very little on Sundays. Elementary school use on the weekend is very minor.

Before & After School Child Care Programs

Charges for before and after school child care programs, operating on Non Instructional Days and Board-closed days are referenced in contracts with providers and are to be on a cost recovery basis.

Rates from Other Boards

We have reviewed other school boards rates charged for custodial fees on Saturdays and Sundays and most are charging Category B and Category C users on a cost recovery basis.

As an example, ALCDSB is currently charging \$42.00/hour on Saturdays and \$56.00/hour for Sundays.

Moving to Full Cost Recovery – Staff Assistance Rate

Over the next two years, the staff assistance rate will move to a full cost recovery of caretaking costs for community use on the weekends and holidays, similar to what other school boards have done.

Starting in 2016-2017, the following rate changes will apply:

For Category B, C

The staff assistance rate will be increased from \$15/hour to \$28.20/hour on Saturdays and \$30/hour to \$42.30/hour on Sundays. This would be an increase of \$13.20 per hour on Saturdays and \$12.30 per hour on Sundays.

For Category D, E

The staff assistance rate will be increased from \$15/hour to \$42.30/hour on Saturdays and \$30/hour to \$56.41/hour on Sundays. This would be an increase of \$27.30 per hour on Saturdays and \$26.41 per hour on Sundays.

These rate increases would generate additional funds to offset the cost of the Board supporting community use events.

If these 2016-2017 rates were applied to 2014-2015 community usage, the staff assistance variance of \$117,815 would be reduced to \$47,709.

Next Steps:

The Facility Services Department has prepared the attached 2016-2017 CUS - School Rental Rates for posting on the Board website and to share with current community user groups.

Recommendation:

That this report be received for information.



Paul Babin
Superintendent of Business Services



Debra Rantz
Director of Education

2016-2017 Community Use of School - Rental Rates

Facility Recovery Costs are applicable for all indoor and outdoor space for all Categories as described below.

	Facility Cost Calculated Per Hour	Group A		Group B		Group C		Group D		Group E	
		Applied Subsidy	\$	Applied Subsidy	\$	Applied Subsidy	\$	Applied Subsidy	\$	Applied Subsidy	\$
		Single Gym	\$21.76	100%	\$0.00	100%	\$0.00	59%	\$8.92	0%	\$21.76
Double Gym	\$43.52	100%	\$0.00	100%	\$0.00	59%	\$17.84	0%	\$43.52	-100%	\$87.04
Classroom	\$7.27	100%	\$0.00	100%	\$0.00	59%	\$2.98	0%	\$7.27	-100%	\$14.54
Auditorium	\$43.52	100%	\$0.00	100%	\$0.00	59%	\$17.84	0%	\$43.52	-100%	\$87.04
Cafeteria	\$21.76	100%	\$0.00	100%	\$0.00	59%	\$8.92	0%	\$21.76	-100%	\$43.52
Library	\$21.76	100%	\$0.00	100%	\$0.00	59%	\$8.92	0%	\$21.76	-100%	\$43.52
Outdoor Sports Field	\$33.08	100%	\$0.00	100%	\$0.00	59%	\$13.56	0%	\$33.08	-100%	\$66.16
Outdoor Space	\$12.40	100%	\$0.00	100%	\$0.00	59%	\$5.08	0%	\$12.40	-100%	\$24.80

Contracts for use of sports field and/or outdoor space does not include the use of change rooms, washrooms or access to school building.

Staff Assistance Recovery Costs are applicable for any uses of indoor space for all Categories as described below.

	Caretaking Cost Calculated Per Hour	Group A	Group B	Group C	Group D	Group E
		Instructional Days	\$28.20	Charges do not apply during regular caretaking shifts as long as additional assistance is not required		
Non Instructional Days	\$28.20	Charges do not apply during regular caretaking shifts as long as additional assistance is not required				
Saturday	\$42.30	\$28.20	\$28.20	\$28.20	\$42.30	\$42.30
Sunday	\$56.41	\$42.30	\$42.30	\$42.30	\$56.41	\$56.41
Statutory Holidays	\$56.41	\$56.41	\$56.41	\$56.41	\$56.41	\$56.41

3 Hour minimum applies to all Sunday and Statutory Holiday uses for all categories.

It is expected that the Staff Assistance Recovery Rate will move to a full cost recovery of caretaking costs in 2017-2018.

If groups are a no-show for the scheduled time slot, Recovery Costs (Facility and Staff Assistance) will continue to apply and will be charged.

Priority Schools Initiative

Priority School Sites	Group A	Group B	Group C	Group D	Group E
Amherstview Public School Catawaqui Woods Elementary School Granite Ridge Education Centre Rideau Heights Public School	No Recovery Costs (Facility or Staff Assistance) will be charged to Groups A, B and C for the use of priority school sites- provided the LDSB continues to receive PSI funding from the Ministry of Education.			PSI does not apply to Groups D and E.	