

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

May 30, 2016

Members/ Trustees: P. Murray (Chair)
E. Crawford
W. Garrod
L. French
D. Jackson
T. Mahoney
K. McGregor
M. McAuley (Student Trustee)- regrets
A. Ross
S. Ruttan
P. van Herpt (Student Trustee) - regrets

Officials: D. Rantz, Director of Education
P. Babin, Superintendent of Business Services
K. Burra, Superintendent of Equity & Inclusion and Program
J. Douglas, Communications Officer - regrets
D. Fowler, Manager of Facility Services - regrets
B. Fraser-Stiff, Superintendent of Education
T. Giles, Supervising Principal, School Effectiveness -regrets
A. Labrie, Superintendent of Human Resources
S. Lehman, Supervising Principal, Student Success & IT - regrets
A. McDonnell, Supervising Principal, Special Education
J. Silver, Supervising Principal of Safe & Caring Schools – regrets
M. Baumann, Manager of Business Services
W. Toms, Manager of ITS and Planning Officer - regrets

Recorder: L. Strange, Records Management Coordinator

Trustee Murray, as Chair of the Committee, called the meeting to order at 5:30 p.m., and welcomed all those present.

Approval of Agenda

The following items were added to the agenda:

- Under Other Business – Long-Term Accommodation Communication plan update
- Under Private Session – OPSBA update and Personnel Issue

MOVED BY: Trustee Mahoney, that the agenda of May 30, 2016, as presented, be approved. Carried.

Declaration of Conflict of Interest

Trustee Garrod declared a conflict of interest for Secondary staffing or contract negotiations as his son is an employee of the Board.

Trustee French declared a conflict of interest for Non-union staffing or contract negotiations as she has a personal relationship with an employee of the Board.

Information Items

1. 2016-2017 Preliminary Operating Revenue – Updated

The 2016-2017 preliminary operating revenue estimates presented at the Committee of the Whole Board (Budget) meeting on May 16, 2016 have been updated to reflect a new table included in the 2016-2017 GSN regulation to address compensation increases that were negotiated for principals and vice-principals, as well as an adjustment to cafeteria revenues.

The following adjustments have been made:

- Operating GSN allocations has increased \$150,688 as a result of the GSN table change.
- Pupil Foundation allocation has increased \$150,688 as a result of the GSN table change.
- Fees increased by \$1,004 as a result of the GSN table change.
- Other Revenues increased by \$97,000 as a result of the adjustment to cafeteria revenues.
- Labour Agreements Funding Assumptions decreased by \$131,479 since the GSN changes have been made for the recent Principal and Vice-Principal labour agreements.
- As a result, the 2016-2017 preliminary operating revenue estimates are \$234,164,604, an increase of \$117,213 from the presentation on May 16, 2016.

This report was received for information.

In response to a question Superintendent Babin stated that the LDSB has established a tuition fee of approximately \$10,000 for elementary and \$11,500 secondary for international students. These fees are regulated by the Ministry of Education and the EFIS grant forms assist with the calculations.

2. 2016-2017 Preliminary Operating - Expenditures

Superintendent Babin stated that the Board was being presented with a preliminary balanced budget this evening.

Despite the challenges of declining enrolment and reduced provincial funding the 2016-2017 Preliminary Operating Budget Expenditures is balanced to Operating Revenues and aligns resources to support the strategic direction of the Board as outlined in the "Success for All" plan.

The budget includes:

- A \$410,000 investment in classroom technology and professional development to support student achievement.
- Over \$730,000 to support student achievement in mathematics as part of Ontario's renewed math strategy. This investment will support professional development, improved planning and effective instructional strategies.
- A partnership commitment with the City of Kingston for the Bus Pass program for all secondary students for another three years, 2016-2017 to 2018-2019 with an investment of \$40,000 per year.

The 2016-2017 Preliminary Operating Budget Expenditures of \$234,164,604 is equal to the 2016-2017 Preliminary Operating Budget Revenues of \$234,164,604.

The 2016-2017 Preliminary Operating Budget Expenditures are compared to the 2015-2016 revised operating expenditures estimates:

Compensation has decreased \$810,781 or .42%.

- Current labour framework provides for a 1.25% salary, removal of the 97th day provision for grid movement, no unpaid days, funding for sick days at 11 days, minimum benefit period for maternity leave for eligible employees at 8 weeks and eligibility for short-term sick leave and disability plan benefits.
- Benefit funding benchmarks have been reduced by .167% as part of the phasing out of retirement gratuities.
- Some cost reductions have been incorporated in light of declining enrolment.
- There are no material differences in expense from last year for WSIB, retirement gratuities and retirement health, dental and life insurance plans.

Elementary classroom teachers has increased \$1,199,485 or 1.62%.

- The increase is due to labour framework provisions and an accounting change to match an increase in revenue offset by declining enrolment adjustments.

Secondary classroom teachers has decreased \$365,293 or .79%.

- The decrease is due to declining enrolment adjustments offset by an accounting change to match an increase in revenue and labour framework provisions.

Supply teachers has increased \$337,840 or 6.29%.

- The increase is due to labour framework provisions, absence trending and usage patterns.

Educational assistants and early childhood educators has decreased by \$75,981 or .41%.

- The decrease is due to a reduction of 5 (FTE) EA's and temporary EA supply costs offset by an increase of 5 (FTE) ECE's and labour framework provisions.

Professional, paraprofessional and technicians has decreased \$334,494 or 4.61%.

- The decrease is mainly due the reduction of 2.9 (FTE) special education clinical and professional staff, reduced temporary costs offset by labour framework provisions.

Library and Guidance has decreased \$47,900 or 1.41%.

- The decrease is due to the reduction of 1 (FTE) library technician as a result of a secondary school closure offset by labour framework provisions.

Staff development decreased \$227,513 or 23.30%.

- The net decrease is mainly due to one-time EPO funding received last year and no indication as of this time if some of these initiatives will be renewed in 2016-2017.

Elementary and secondary Principals/VPs decreased \$611,178 or 5.61%.

- The decrease is mainly due to the reduction of 4.46 (FTE) as a result of an elementary and secondary school closures and reduced temporary costs offset by labour framework provisions.

School secretarial and clerical decreased by \$92,286 or 1.78%.

- The decrease is due to the reduction of 3.3 (FTE) as a result of an elementary and secondary school closures offset by a reallocation adjustment of costs from continuing education and labour framework provisions.

Co-ordinators and consultants decreased by \$124,161 or 4.81%.

- The decrease is due to the reduction of .5 (FTE) consultant position and reduced temporary costs offset by labour framework provisions.

Continuing Education decreased by \$104,696 or 6.11%.

- The decrease is due to a reduction in casual staff and instructors and a reallocation adjustment of costs to school secretarial and clerical offset by labour framework provisions.

Governance and administration increased \$99,427 or 2.08%.

- The increase is due to the costs of one position, previously funded from an EPO grant which is now part of the GSN and labour framework provisions.

Facilities services decreased \$464,031 or 3.27%

- The decrease is mainly due to a reduction of 3.88 (FTE) caretaking staff positions as a result of an elementary and secondary school closures, reduction of .50 (FTE) consultant and reduced temporary costs offset by labour framework provisions.

Supplies and services has decreased \$3,100 or .01%.

Schools has decreased \$540,885 or 5.07%.

- The decrease is due to EPO funding changes, including one-time EPO funding received last year and no indication as of this time if some of these initiatives will be renewed in 2016-2017.

A reduction in Queen's Resource Centre costs, reductions to school budgets, the anticipated use of the one-time technology infrastructure investment in 2015-2016, offset by an increased projection for homestay fees to match an increase in homestay revenue.

Governance and administration has decreased \$531,856 or 25.19%.

- The decrease is due to a reallocation of costs to schools and school operations and maintenance offset by an increase in costs from EPO grants which are now part of the GSN.

Transportation has increased \$1,193,641 or 7.92%.

- The increase is due to an increase in operating costs relating to the recent contract settlement between bus operators and Tri-Board Student Transportation Services Inc.

School operations and maintenance has increased \$70,000 or 1.07%.

- The increase is due to a reallocation adjustment of costs from governance and administration offset by a reduction in lease costs.

Utilities has decreased \$194,000 or 3.30%.

- The decrease is a result of reduced utility consumption as a result of the sale of surplus facilities and a secondary school closure offset by projected increases in natural gas commodity prices and electricity costs.

The 2016-2017 Preliminary Operating Budget Expenditures are \$234,164,604, which is a decrease of \$831,881 or .35%.

The 2016-2017 Preliminary Operating expenditures of \$234,164,064 are balanced to the 2016-2017 Preliminary Operating revenues of \$234,164,064.

This report was received for information.

In response to a question it was clarified that the Governance & Administration increase is related to a technology position that was moved into this area to coincide with the movement of an EPO grant into the GSN. The mapping of salary costs for this position is now captured under a governance and administration where previously this amount was recorded under instruction- coordinators and consultants.

Also it was clarified that the FMNI salary costs previously supported by an EPO grant that has also moved into the GSN, continues to be mapped and reported under instruction-coordinators and consultants.

Trustees expressed their appreciation for the hard work of the LDSB Financial Services staff in accomplishing a balanced budget position.

Trustee Ross inquired how the new mathematics funding would be allocated. Director Rantz stated that the announcement came only a month ago, and that staff recently attended a presentation in Toronto. She mentioned that all school boards, including LDSB are still planning how to effectively allocate the new funding.

In response to a question Superintendent Fraser-Stiff stated that the new mathematic funding allows for hiring of facilitators, and that this could include current or past employees of the Board. Any new position will be posted to ensure that the right person is hired for the job.

It was also clarified that the new funding provides a base amount of funding for all schools, with some differentiated funding support for school that are struggling more than others.

3. 2016-2017 Special Education staffing Changes

The total allocation for special education (not including claims-based) for the LDSB in the 2014-2015 school year was \$29,771,588; in 2015-2016 it was \$28,578,437; and is expected to be \$27,467,298 for the 2016-2017 school year.

The reduction in our Special Education grant for the 2014-15, 2015-16 and 2016-2017 school years is the result of the adoption by the Ministry of Education of the Wilms statistical prediction model to calculate a section of the overall grant called the high needs amount, as well as changes to the sections called measures of variability. This intent of the new model, introduced in the 2014-2015 school year after a lengthy process, was to equalize the level of payments from board to board. Changes are to be phased in over four school years, resulting in a reduction of approximately \$1.1 million from the LDSB Special Education budget line for each of the school years. As well, although not confirmed by the MOE, another \$1.1 million reduction is expected for the 2017-18 school year.

The total overall reduction in special education funding by 2018-19 is expected to be \$4.4 million dollars, not including any further reductions unknown at this time, such as from declining enrolment or changes to other portions of the grant.

In planning for the 2016-2017 school year, senior staff have reviewed the current delivery of Special Education supports and services. Some staff reductions are required in response to the reduction in funding however staff have worked hard to minimize any negative impact on staff while maintaining services to support student achievement and wellbeing within inclusive learning environments. It is important to note that these changes will not result in any layoffs.

As of September 2016, there will be:

- A reduction of 1.8 FTE elementary school to community teachers - this reduction is based on fewer numbers of students who require this service.
- A reduction of 1.0 FTE Speech Language Pathologist - this reduction is covered through a leave.
- A reduction of .40 FTE Clinical-this reduction is covered through a leave.
- A reduction of 1.0 FTE Adolescent Care Worker - this reduction is related to secondary school consolidations.
- A reduction of .5 FTE Student Support Counsellor - the employee who holds this position has the right to return to an Educational Assistant (EA) position.
- A reduction to 5.0 FTE Educational Assistants - this reduction will reduce the number of casual EA positions in the board. There will be no job loses, however, for permanent employees as we currently have more permanent EA positons than we have permanent employees.
- A reduction of 2.0 FTE elementary Behaviour District Learning Centres - at Rideau Heights Public School (junior) and Frontenac Public School (junior)
- A reduction of .5 FTE secondary Behaviour District Learning Centre - at Robert Meek.

The teaching staff in the two elementary District Learning Centres and the secondary District Learning Centre were reassigned based on seniority as per the elementary and secondary staffing process.

As mentioned, there will be no individuals losing permanent jobs with the LDSB as a result of these measures.

This report was received for information.

Director Rantz stated that it had been a very difficult process, but a necessary one. She commended Supervising Principal McDonnell and her team for their hard work and dedication to student success and well-being.

Trustees were reminded that all changes to Special Education programming and delivery were directly related to the budget reductions and the recent Special Education review.

At the June 15, 2016 Board meeting Trustees will receive a report regarding the results of Special Education review.

Director Rantz mentioned that she understands SEAC will be bringing forward a motion to the Board in June to support sending a letter to the Ministry, expressing concern with the reduction in Special Education funding allocated to LDSB.

4. 2016-2017 Preliminary Capital Budget

The 2016-2017 Preliminary Capital Budget – Revenues & Expenditures is being presented on a modified cash basis.

The 2016-2017 Preliminary Capital Budget – Capital Revenues of \$31,749,655 are balanced to the Capital Expenditures of \$31,749,655.

Ministry Programs – School Renewal

- For 2016-2017 the School Renewal allocation is \$3,893,565, a decrease of \$36,272 as compared to the 2015-2016 Revised Estimates amount of \$3,929,837.

Ministry Programs – School Condition Improvement

- For 2016-2017 the School Condition Improvement allocation is \$7,001,760, an increase of \$348,638 over the 2015-2016 Revised Estimates amount of \$6,653,122.

Ministry Approved Major Capital Projects – In Progress – Molly Brant Elementary School

- The Board was allocated \$10,779,470 to construct the new Molly Brant Elementary School in Kingston to consolidate First Avenue and Frontenac public schools. This new Kindergarten to Grade 8 School will be built on the 16 acre QECVI property and is expected to be open in September 2016.

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Ministry Approved Major Capital Projects – In Progress – Central Kingston – Intermediate/Secondary School

- The Board was allocated \$36,478,762, including a recent approval of \$500,000 for land acquisition to construct a new composite school to consolidate secondary students from Kingston Collegiate & Vocational Institute (KCVI), Queen Elizabeth Collegiate & Vocational Institute (QECVI) and Grades 7 & 8 intermediate French Immersion/Extended French students from Module Vanier. This new school will be built on the 16 acre QECVI property and is expected to be open the 2018-2019 school year.

School Generated Funds - Playground Structures

- Similar to previous years an estimate of school fundraising efforts to support playground play structure projects has been included.

Ministry Financing – Interest on Short-Term and Long-Term Debt

- Debt charges permanently financed of \$457,419 represents the 55 School Board Trust debt (pre amalgamation liabilities not permanently financed until 2033).
- Capital debt support interest of \$3,506,106 includes the 20-year financing with RBC for the Frontenac SS and Bayridge SS additions and nine OFA long-term financings, all for 25 years.
- Short-term interest supported by the Ministry is estimated to be \$365,834 for 2016-2017.

The Ministry requires school boards to submit budgets prepared on a full PSAB basis. The presentation of expenses on a full PSAB basis, including School Generated Funds, Charitable Trust donations and capital expenditures will be available at the next Committee of the Whole (Budget) meeting scheduled for June 13, 2016.

This report was received for information.

Superintendent Babin thanked Manager Baumann and her team for all their hard work during a challenging budget situation.

Request from Trustee Ruttan

Supervising Principal McDonnell provided the following information, in response to a request made at the May 16, 2016 Budget meeting:

Number of students in LDSB with an IEP in elementary and secondary over a five-year period:

School Year	Secondary	Elementary	Total
2011-2012	1989	2120	4109
2012-2013	1963	2266	4229
2013-2014	2060	2444	4504

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2014-2015	2086	2544	4630
2015-2016	2180	2671	4851

Trustee Ruttan inquired about the issue of LDSB having an increase in the number of students requiring special needs supports entering the system, while the Board is also facing declining enrolment.

Director Rantz stated that school boards are placing less emphasis on formal IPRC identification and more emphasis on developing IEPs. This can make the numbers seem as though a school board has more students with special education needs, when it is actually a reflection of a board being more responsive to student needs.

In response to a question, Director Rantz stated that having students with IEPs will change the way a teacher delivers curriculum, but not necessarily increase a teacher's workload. Teachers need to learn how to modify and group students for the best possible learning situations.

Superintendent Babin shared a document with excerpts from *S. 232 of the Education Act* outlining that the balanced budget requirements for all school boards.

Other Business

Letter from G. Sekaly, ADM to Mr. D. Inch

Trustee Jackson inquired whether the LDSB had heard back from the Ministry on the exact amount of financial support that will be provided for legal fees incurred by the LDSB for the Tri-Board Student Transportation arbitration. Superintendent Babin stated that at this time we have yet to hear back from the Ministry and that staff will be following up on this matter.

In response to a question Director Rantz stated that Tri-Board Student Transportation Services sent a letter to the Ministry on behalf of all three Boards and that a letter was also from the Chair Inch from Hasting and Prince Edward District School Board. And that LDSB was not copied on the letter sent by Chair Inch.

Long-term Accommodation Plan - Communication

Trustee French suggested a common email should be prepared such that that all Trustees could use to respond to constituents questions or concerns reading the Long-term accommodation plan. The common email could include standard messaging, and direction to areas where accurate/updated information is located (i.e. website) to ensure that all information relayed to the public is consistent and clear.

Director Rantz stated that an email response has been drafted and will be shared with Trustees.

Director Rantz clarified that if a Trustee feels that the common email response may not be appropriate for a specific inquiry then the Director's office and/or Communications

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staff can assist Trustees in drafting a response.

Director Rantz also confirmed that Principals have received a copy of the long-term accommodation plan and FAQs. Principals will also receive that same information and documentation that Trustees will receive.

Manager Baumann withdrew from the meeting.

Trustee Ross stated he hoped there would be a way to personalize responses.

Trustees were advised that all communications can be subject to scrutiny, and possible use in legal matters or Freedom of Information (FOI) requests.

Trustee McGregor inquired if Trustees receive emails/inquiries is there an area where these documents should be stored as well as any responses. Director Rantz advised that the Communications department would be the most appropriate place.

Trustee Mahoney stated that he has been using his personal phone (not Board provided cell phone) to reply to inquiries from constituents.

Director Rantz emphasized that Trustees should acknowledge all communication, either by themselves or through Communications, and stated that all electronic communication should be through the Board provided email system.

It was also reiterated that Trustees need to be reachable, and must ensure that the Director's office and Communications have up-to-date information on how to contact individual Trustees.

Director Rantz and Superintendent Babin emphasized that Trustees are to use the Board provided email system and make their best efforts to respond to communications within a twenty-four hour timeframe.

Trustee Jackson suggested that at a possible upcoming summer planning session Trustees could review the lessons learned from the last PARC process.

Trustees were in agreement to cancel the tentative June 6, 2016 Budget meeting.

*MOVED BY: Trustee McGregor, that the meeting move into Private Session.
Carried.*

The meeting recessed to Private Session at 6:50 p.m.

OPSBA

An OPSBA issue was discussed.

Personnel Issue

A personnel issue was discussed.

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MOVED BY: Trustee Garrod, that the Board rise and report, and that the resolutions, as noted above, be made public. Carried.

The Board moved into Public Session at 8:10 p.m.

Next Meeting Dates:

Monday, June 13, 2016 5:30 pm (Budget recommendation to the Board – June 15, 2016)

Adjournment

Trustee Murray called for a motion to adjourn the meeting.

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

The meeting adjourned at 8:10 p.m.