



**Office of The Superintendent of Business**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5100 Fax (807) 623-5833

**BUDGET COMMITTEE MEETING**

**Tuesday, June 17, 2014**

**Jim McCuaig Education Centre**

Marg Arnone  
Chair

George Saarinen  
Vice Chair

**AGENDA**

**PUBLIC SESSION**

**6:30 p.m. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. <b>COMMITTEE OF THE WHOLE – Closed Session – 5:00 p.m. (SEE ATTACHED AGENDA)</b>		
6. Delegations		
7. Confirmation of Minutes		
7.1 Budget Committee Meeting - June 3, 2014	M. Arnone	1-3
8. Business Arising from the Minutes		

**MATTERS NOT REQUIRING A DECISION:**

9. Information Reports
10. First Reports

**MATTERS FOR DECISION:**

11. Postponed Reports
12. Ad Hoc and Special Committee Reports

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Meeting.

		<u>Resource Person</u>	<u>Pages</u>
13.	New Reports		
13.1	2014-2015 Budget (081-14)	D. Wright	4-8
	<i>It is recommended that Lakehead District School Board approve the 2014-2015 operating and capital budget of \$130,183,175 as presented.</i>		
14.	New Business		
15.	Notices of Motion		
16.	Information and Inquiries		
17.	Adjournment		

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Meeting.



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**Tuesday, June 17, 2014**

**Jim McCuaig Education Centre**

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**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**5:00 P.M. – in the Sibley Room**

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Budget Committee Meeting - May 20, 2014	M. Arnone	1-2
5.2 Business Arising From the Minutes		
5.3 Consideration of Reports		
5.3.1 Personnel Matter	C. Kappel I. MacRae S. Pharand C. Siemieniuk D. Wright	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BUDGET COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2014 JUN 03

**TRUSTEES PRESENT:**

Marg Arnone (Chair)  
George Saarinen (Vice Chair)  
Pat Johansen  
Lori Lukinuk

Deborah Massaro  
Ron Oikonen  
Karen Wilson  
Logan Turner (Student Trustee)

**TRUSTEES ABSENT, WITH REGRET:**

Jack Playford

**SENIOR ADMINISTRATION:**

Catherine Siemieniuk, Director of Education  
Colleen Kappel, Superintendent of Education  
Ian MacRae, Superintendent of Education  
Sherri-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**UNION/FEDERATION REPRESENTATIVES:**

Kirsti Alaksa, Manager of Financial Services  
Wayne Bahlleda, Manager of Human Resources  
Rod Bessel, Manager of Property Services and Transportation  
Paul Caccamo, OSSTF District 6A, Teachers'  
Dave Covello, Manager of Information Technology and Corporate Planning  
Daniel Denommé, Manager of Lakehead Adult Education Centre  
Pat Gibbs, OSSTF SSP's  
Maria Kullman, COPE  
Rodney McGee, CUPE

**PUBLIC SESSION:**

1. **Call to Order**

Chair Arnone called the meeting to order at 6:30 p.m.

2. **Disclosure of Conflict of Interest**

There were no disclosures of Conflict of Interest.

3. Approval of Agenda

Moved by Trustee Massaro

Seconded by Trustee Wilson

*“THAT the Agenda for the Budget Committee Meeting, June 3, 2014 be approved.”*

CARRIED

4. Approval of Minutes

Moved by Trustee Oikonen

Seconded by Trustee Lukinuk

*“THAT the Budget Committee approve the Minutes of the Budget Committee Meeting May 20, 2014.”*

CARRIED

5. 2014-2015 Preliminary Budget (070-14)

David Wright, Superintendent of Business, presented the report.

Trustees reviewed the preliminary budget.

Trustees Johansen and Saarinen requested further clarification about the staffing of school libraries and the hours and/or days of the week that they are accessible to students and teachers.

Trustees Wilson and Oikonen requested that reports come forward to the Board during the next school year about Mental Health services to students.

Trustee Lukinuk requested clarification on where in the Preliminary Budget binder the additional supports to support students with special needs is located. Specifically the additional resource teacher to support classroom teachers and student behavior.

Trustee Massaro requested information on future budget documents that line items such as Special Education Budget Consulting Fees have more detail, so that they are more easily understood.

Trustee Turner inquired about the Special Activities budget reduction in Co-Curricular and what the funds were spent on in the past.

Trustee Lukinuk inquired about the actual number of students serviced by the Territorial Student Program budget and how many locations those students travel to/from their home to attend school.

Trustee Lukinuk inquired why there isn't a budget allocated to computer maintenance.

All other Trustees questions were addressed.

6. Information and Inquiries

Trustee Lukinuk inquired about the process to receive responses to the questions that were not addressed during discussion of the Preliminary Budget. David Wright, Superintendent of Business, responded that a report would be brought forward to the June 10, 2014 Standing Committee Meeting. Other responses would be provided to Trustees in advance of the next scheduled Budget Committee Meeting of June 17, 2014.

7. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Massaro

*“THAT we do now adjourn at 9:58 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2014 JUN 17  
Report No. 081-14

TO THE CHAIR AND MEMBERS OF THE  
BUDGET COMMITTEE – Public Session

RE: 2014-2015 BUDGET

1. Background

- 1.1 On an annual basis, the Ministry of Education requires school boards in Ontario to submit a budget in accordance with Grants for Student Needs legislation.
- 1.2 The funding regulation for the 2014-2015 fiscal year was released by the Ministry of Education on March 27, 2014. Budget submissions are due to the Ministry by June 30, 2014.
- 1.3 Administration presented the preliminary 2014-2015 draft budget to the Budget Committee on June 3, 2014 for Trustee input and consideration.

2. Situation

Administration has concluded the preparation of the 2014-2015 budget. Details of the budget process and investments in student programs and services are included in Appendix A.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the 2014-2015 operating and capital budget of \$130,183,175 as presented.

Respectfully submitted,

KIRSTI ALAKSA  
Manager of Financial Services

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education

**LAKEHEAD DISTRICT SCHOOL BOARD  
2014-2015 OPERATING & CAPITAL BUDGET**

**2014-2015 BUDGET PROCESS**

The development process of the 2014-2015 budget highlights first and foremost that Lakehead District School Board is ever mindful of its mission; commitment to the success of every student. The 2014-2015 budget process focused on reducing the impact of budget constraints on classrooms, and working to align our expenses with our funding while ensuring our system is still able to function at the high level our stakeholders expect. The budget was built through a collaborative process, and demonstrates a commitment for fiscal responsibility.

In order to prepare a budget with a shared vision consistent with the multi-year strategic plan, Senior Administration updated “Guiding Principles” for budget development, with input from Trustees. These principles formed the framework that guided decision-making throughout the budget development process. The guiding principles for the development of the 2014-2015 budget are:

*Lakehead Public Schools is committed to the success of every student.*

*Student success is our number one priority. The allocation of budget resources will be aligned with the overall goals and priorities identified in the Multi-Year Strategic Plan.*

- 1. Students come first. The evidence will be reflected in targeted improvements in student achievement and well-being, and by providing safe, inclusive and equitable learning environments.*
- 2. We will invest in the future of the organization by focusing on innovation, engagement, partnerships and professional learning that supports student success.*
- 3. The allocation of financial resources will be driven by data, supported by evidence, and aligned to match system and operational goals.*
- 4. The engagement of stakeholders in a consultative budget process will assist in setting priorities.*
- 5. Budget decisions will ensure strong fiscal responsibility into the future.*

Using these principles as the context for consultation, our education partners were asked to provide the Budget Committee with their top three priorities, in terms of budget allocation, that would improve student success. They were also asked what they would reallocate within or remove from the budget to fund their stated priorities.

Eight different groups participated, all providing valuable information and insight for the upcoming school year. Several of the identified priorities have been reflected in the 2014-2015 budget.

On April 1, 2014, the Budget Committee received presentations from the following stakeholder groups:

- Special Education Advisory Committee;
- Aboriginal Education Advisory Committee;
- Lakehead Elementary Teachers' of Ontario;
- Ontario Secondary School Teachers' Federation – Early Childhood Educators (OSSTF-ECE's);
- Lakehead Ontario Principals' Council;
- Ontario Secondary School Teachers' Federation – Student Support Professionals' (OSSTF-SSP's);
- Ontario Secondary School Teachers' Federation District 6A Teachers' Bargaining Unit (OSSTF); and
- Parent Involvement Committee.

An option for public input was also provided on the Board website as part of a dedicated budget development link.

Senior Administration has met extensively to prepare a budget that supports the Guiding Principles presented above. The 2014-2015 budget represents the beginning of the strategic process referred to in the final budget report of 2013-2014, reviewing school and system departments and supports, as well as senior and school administration. Right sizing the organization to match forecasted enrolment, and aligning expenses with funding will ensure that Lakehead District School Board is able to continue maintaining the focus on our core business: student achievement and well-being. It will allow budgets to be delivered that best support the strategic plan, and ensure effective stewardship of resources.

While the Grants for Student Needs announcement showed a slight increase in per-pupil funding this year, the increase was to offset the incorporation of Full Day Kindergarten into the GSN's, Elementary Teachers' Federation of Ontario (ETFO) 2% salary increase, and benchmark adjustments to reflect the anticipated cost of the new sick leave plan. The budgeting process has been more difficult this year than in recent memory. The Board continues to decline in enrolment system wide, but particularly in the secondary panel the decline remains significant – being forecasted at about nine percent of average daily enrolment over prior year. Lakehead District School Board continues to make a concerted effort to align with Ministry of Education – Education Program Other (EPO) funded initiatives, which has assisted the Board to maintain a high level of programming and supports. That being said, maintaining programs and services that are mandated by the government and expected by our constituents, while respecting our level of funding will remain a challenge. As Lakehead District School Board continues to contract, efficiencies will need to be found in all areas. Finding

efficiencies will continue to ensure that students come first and that student success and well-being remains our number one priority.

In order to adhere to the government's direction, a budget is due to the Ministry of Education by June 30, 2014.

## **PRIORITIES – 2014-2015 BUDGET**

Highlights of the 2014-2015 budget include:

- The commitment to reduce the impact of budget constraints on classrooms;
- Enhancing co-curricular activities system-wide;
- A significant infusion of Information Technology, further advancing Lakehead Public Schools students as 21<sup>st</sup> Century Learners;
- Continued support for training on integrating technology in classrooms;
- Further implementation of a Mental Health and Addictions strategy;
- Continued support for Tutors in a Cultural Environment;
- Continued support for the French as a Second Language resource teacher;
- Continued support for the positions of Aboriginal Community Liaison & Partnership Officer and Aboriginal Resource Teacher;
- Continued support of Native Language programs in three elementary schools and all secondary schools;
- Continued support for Aboriginal Student Success and Professional Development, maintaining a commitment to ensure sustainability for the successes achieved by the Urban Aboriginal Education project;
- Support for continued e-Learning opportunities for secondary students;
- The commitment to provide schools access to Social Workers, and provide pathways to community partners;
- Continued investments in sound skills speech language pathology, and continued support for Grades 7 & 8 differentiated instruction; and
- Continued support for ongoing training for professional learning communities in schools.

## **CONCLUSION**

Lakehead District School Board's 2014-2015 budget development process and Guiding Principles highlight first and foremost that we strive to ensure the success of every student. The resulting budget is a collaborative reflection of the priorities of stakeholders, which endeavor to maintain the programs and supports that stakeholders expect.

In the coming years, administrative and system reviews will continue to be necessary to find efficiencies. This will ensure continued financial viability, and the ability to focus on student achievement and well-being.

2014-2015 will be another extremely busy year as all of the exciting highlights are put in place and/or expanded in classrooms. Despite declining enrolment and a challenging fiscal situation, Lakehead District School Board has built a responsible budget that supports the strategic plan.

Thank you to everyone who has contributed to the development of the 2014-2015 operating and capital budget.

Respectfully submitted,

KIRSTI ALAKSA  
Manager of Financial Services

DAVID WRIGHT  
Superintendent of Business

CATHERINE SIEMIENIUK  
Director of Education