



**Office of The Superintendent of Business**

Jim McCuaig Education Centre  
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**BUDGET COMMITTEE MEETING**  
**Tuesday, February 9, 2016**  
**Jim McCuaig Education Centre**

**AGENDA**

**PUBLIC SESSION**  
**7:00 p.m. – in the Board Room**

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Election of Chair	D. Wright	Verbal
4. Election of Vice Chair	Chair	Verbal
5. Approval of the Agenda		
6. Delegations		
7. Confirmation of Minutes		
7.1 Budget Committee Meeting - January 26, 2016	Chair	1-2
8. Business Arising from the Minutes		

**MATTERS NOT REQUIRING A DECISION:**

9. Information Reports		
9.1 Preliminary Analysis of 2016-2017 Budget (025-16)	D. Wright	3-6
10. First Reports		

**MATTERS FOR DECISION:**

- 11. Postponed Reports
- 12. New Reports

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

Resource  
Person

Pages

- 13. New Business
- 14. Notices of Motion
- 15. Information and Inquiries
- 16. Adjournment

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

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF BUDGET COMMITTEE**

Jim McCuaig Education Centre  
Board Room  
Thunder Bay, ON

2016 JAN 26

**TRUSTEES PRESENT:**

Marg Arnone (Chair)	Jack Playford
Karen Wilson (Vice Chair)	George Saarinen (teleconference)
Ellen Chambers (teleconference)	Trudy Tuchenhagen (teleconference)
Deborah Massaro	Hannah Smith (Student Trustee)

**TRUSTEES ABSENT, WITH REGRET:**

Ron Oikonen

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Colleen Kappel, Superintendent of Education  
Sherril-Lynne Pharand, Superintendent of Education  
David Wright, Superintendent of Business

**OTHERS PRESENT:**

Kirsti Alaksa, Manager of Financial Services

**FEDERATION/UNION REPRESENTATIVES:**

Shannon Jessiman-MacArthur – Lakehead Principals/Vice Principals  
Darren Lentz – Lakehead Principals/Vice Principals

**PUBLIC SESSION:**

1. **Call To Order**

Chair Arnone called the meeting to order.

2. **Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

3. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Massaro

*“THAT the Agenda for Budget Committee Meeting January 26, 2016 be approved.”*

**CARRIED**

4. Approval of Minutes

Moved by Trustee Massaro

Seconded by Trustee Chambers

*“THAT the Budget Committee approve the Minutes of the Budget Committee Meeting June 16, 2015.”*

CARRIED

5. 2015-2016 Revised Budget (019-16)

Kirsti Alaksa, Manager of Financial Services, presented the report highlighting changes to the original budget approved by the Board at the June 23, 2015 Regular Board Meeting. Questions from Trustees were addressed.

6. Adjournment

Moved by Trustee Tuchenhagen

Seconded by Trustee Massaro

*“THAT we do now adjourn at 7:30 p.m.”*

CARRIED

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

Report No. 025-16  
2016 FEB 09

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

RE: PRELIMINARY ANALYSIS OF 2016-2017 BUDGET

1. Background

Administration has begun gathering information and expenditure estimates as part of the 2016-2017 budget development process. Based on our expected enrolment decline, changes to the grant structure, and the continued fiscal reality in the province of Ontario as highlighted by the Ministry of Education, it is likely that the Board will be facing further constraints.

2. Situation

2.1 It is anticipated that Ministry of Education funding announcements and grant regulations will be released by late March.

2.2 In order to prepare a budget with a shared vision and common focal point, administration has prepared a framework including “Guiding Principles” which represent the fundamental building blocks for budget development. These principles build on the goals identified in the Multi-Year Strategic Plan and the Operational Plan. The framework is attached for your reference as Appendix A.

2.3 In order to proactively plan the process to build our \$130 million dollar budget, administration has drafted the 2016-2017 Budget Process (Appendix B) suggesting key milestones and dates to complete the budget for submission to the Ministry of Education by the expected due date of June 30, 2016.

3. Conclusion

3.1 The context for development of the 2016-2017 Budget is a continued commitment to the success and well-being of every student. This commitment remains our focal point as we plan to address expected funding challenges within the education sector.

- 3.2 Funding from the Ministry of Education will be analyzed as details become available. Pending receipt of final regulations, administration continues to be in contact with Ministry officials and School Board Associations to proactively plan for a fiscally responsible future.

Respectfully submitted,

KIRSTI ALAKSA  
Manager of Financial Services

DAVID WRIGHT  
Superintendent of Business

IAN MACRAE  
Director of Education



**Mission**

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

**Vision**

**Your Children Our Students The Future**

## **2016-2017 BUDGET DEVELOPMENT**

**Student Achievement and Well-Being are our top priorities. The allocation of budget resources will be aligned with the overall goals and priorities identified in the Multi-Year Strategic Plan.**

### **Guiding Principles**

- 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, facilities and professional learning that support 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.**



**2016-2017 BUDGET PROCESS**

<b>DESCRIPTION</b>	<b>TIMELINES</b>
Preliminary Enrolment Projections	January, 2016
Establishment of the Budget Committee	January 26, 2016
Administration to Develop Guiding Principles & Operational Priorities	February 2, 2016
Budget Committee Meeting: - Election of Chair & Vice-Chair - Preliminary Analysis of 2016-2017 Budget - 2016-2017 Budget Timetable	February 9, 2016
Administration to Attend Advisory Committee Meetings to present Budget Information	February 17, 2016 – SEAC February 18, 2016 – AEAC March 7, 2016 - PIC
Budget Preparation	April / May, 2016
Input from invited Stakeholders: <ul style="list-style-type: none"> <li>• Unions/Federations</li> <li>• AEAC</li> <li>• PIC</li> <li>• SEAC</li> <li>• Principals</li> <li>• Student Councils</li> </ul>	April 5, 2016 (tentative)  These groups either submit reports or attend meetings to discuss priorities. In addition, a web-based budget input option will be made available to the public.
Director's Council Budget Review	May, 2016
Budget Committee Meeting (prior to Standing Committee)	May 10, 2016 (tentative)
Budget Committee Meeting	May 17, 2016 (tentative)
Budget Committee Meeting – Preliminary Budget for discussion	June 7, 2016 (tentative)
Director's Council Budget Approval	June, 2016
Budget Committee Meeting (for approval)	June 21, 2016 (tentative)
Board Approval of 2016-2017 Budget	June 28, 2016
Submission to Ministry of Education	June 30, 2016