

THAMES VALLEY DISTRICT SCHOOL BOARD PLANNING AND PRIORITIES ADVISORY COMMITTEE AGENDA

April 30, 2019, 6:00 p.m.
London Room

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The minutes of the 2019 April 9 meeting are provided for information.	
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7. Date and Time of Next Meeting	
The next meeting is scheduled for 2019 May 14.	
8. Adjournment	

THAMES VALLEY DISTRICT SCHOOL BOARD PLANNING AND PRIORITIES ADVISORY COMMITTEE

April 9, 2019, 6:00 p.m.

Attendance:

Members: Trustees C. Antone, J. Bennett, P. Cuddy, S. Hunt, A. Morell, L. Pizzolato, S. Polhill, C. Rahman, M. Ruddock, J. Skinner (Chair), B. Smith, B. Yeoman, Student Trustees N. Bajaj, S. Chun, I. Frick

Regrets: Trustee B. McKinnon

Administration: L. Elliott (Director), R. Culhane (Associate Director), S. Mark (Superintendent), C. Lynd (Superintendent), S. Macey (Manager, Finance), D. Munroe (Supervisor, Finance), C. Kent (Planner, - 7:16), B. Williams (Supervisor)

1. Approval of the Agenda

The agenda was approved on motion.

2. Conflicts of Interest - None declared.

3. Minutes of the Previous Meeting

The minutes of the 2019 January 15 meeting were provided for information.

a. Business Arising from the Previous Meeting – None.

4. 2018-19 Facility Utilization Rate Review Report - Elementary and Secondary Panels

Superintendent S. Mark welcomed and introduced Planner C. Kent.

S. Mark and C. Kent presented the annual 2018-2019 Facility Utilization Rate Review report. It was noted the report previously was called the Capacity vs. Enrollment report. The report outlined the utilization rates of schools based on the 2018-2019 on-the-ground capacity of schools versus the 2018 October 31 full time equivalent count. It was noted the report will need to be revised once the Ministry revises the new class size ratios in the system. The impacts on the utilization rates in the 2018-2019 year were highlighted noting migration has been one of the most influential factors.

Questions of clarification regarding the meaning of the Average Daily Enrollment (ADE), on-the-ground (OTG) capacity, activities to manage enrollment pressures such as lotteries, and programming were addressed by Administration.

Discussion considered priorities for reviewing attendance areas for addressing capacity/under capacity issues. It was noted Eagle Heights is the priority for an attendance area review. L. Elliott further advised the goal is to complete an accommodation review of all secondary schools in the District. This is on hold pending the direction from the Ministry regarding accommodation reviews. A report on the Elementary priority areas will come forward to Planning and Priorities Advisory Committee in June. L. Elliott further advised on the five year window before an area is reviewed again. It was noted one attendance area review can be completed each year.

In response to a question regarding communication to school communities regarding potential impacts on programming as a result of new Ministry class size ratios, L. Elliott advised staffing allocations are going out to secondary principals this week. Once the GSNs are received and the

full impacts are known, there will be communication. The importance of providing accurate information was noted. L. Elliott assured Trustees there will be ongoing communication as information becomes available.

In response to a question, S. Mark advised there has not been direction from the Ministry regarding business cases already submitted and the need to resubmit based on the new class size ratios/revised OTGs.

In regards to the utilization of portables, S. Mark advised there is one manufacturer in the province supplying portables resulting in limits on the portables available. Operating costs associated with the installation of portables was described.

The impact of empty pupil places on the board as it pertains to costs and submission of business cases was explained.

5. Budget

Projected enrollment figures for elementary and secondary in 2019-2020 were presented and compared to the enrollment figures used for the 2018-2019 approved budget. S. Macey advised how enrollment figures are used to calculate staffing allocations and to build the budget.

Questions of clarification regarding the enrollment figures were addressed by Administration. It was confirmed secondary enrollment is decreasing. In response to a question regarding yields, L. Elliott advised the yield is approximately 75% of students noting it varies from school to school.

In response to a question regarding international students, L. Elliott advised of those settling in the District, most settle in London and attend schools offering ESL programming. The expanded availability of ESL programming in secondary was highlighted.

S. Mark noted there is a new trend of seeing higher yields from higher density housing. This is considered when projecting enrollment.

S. Macey demonstrated the budget information available through the TVDSB website.

6. Volunteer Recognition

Director L. Elliott shared information on the activities underway to recognize the many volunteers who contribute their time to Thames Valley in celebration of National Volunteer Week, April 7-12. Trustees were provided a copy of the thank you notes and pins provided to volunteers across the system.

7. Other Business - None

8. Questions and Comments by Members - None

9. Future Agenda Items - No discussion.

10. Date and Time of Next Meeting – 2019 May 14, 6 p.m.

11. Adjournment

On motion the meeting adjourned at 7:42 p.m.

Jake Skinner
Committee Chair

Salaries and Benefits Budget Information

April 30, 2019

Salaries and benefits constitute over 80% of the TVDSB expenditure budget.

The majority of these expenditures are fixed amounts due to contractual agreements with TVDSB's employee groups. As a result, Administration is able to provide information related to how this section of the budget is developed.

Salaries:

Salaries are driven by two factors; positions and rate of pay.

Positions are measured in what is known as Full Time Equivalency (FTE), which represents the fraction of a full time position an individual works (e.g. 1.0 FTE represents a single individual receiving full salary). The number of FTE is primarily driven by a combination of:

- The needs of the system (e.g. number of students impacts the number of teachers);
- Provincial regulation (e.g. class sizes, as stipulated by the province, which impact the number of teachers); and
- Local collective agreements (e.g. teacher collective agreements contain local language around class sizes as well – note TVDSB will staff to meet collective agreement requirements).

The rate of pay for every employee group is determined by their respective collective agreement.

- In the previous round of collective bargaining, the change in rates of pay was determined through provincial central bargaining.
- The majority of contracts are set to expired on August 31, 2019 and therefore any increase in the pay grid is unknown at this time.
 - As a result, the only budgeted increase in pay is the result of an increase in experience for an employee, rather than a change in pay grid.
 - Retirements and the hiring of new staff impact the placement of employees on the pay grid and is based on TVDSB historical trends and declared retirements.

Benefits:

Benefits expenses are driven by a combination of statutory requirements, collective agreements and actuarial valuations.

The benefit expenses driven by federal statutory law include:

- Canada Pension Plan;
- Employment Insurance; and
- Employer Health Tax.

Life insurance, health and dental expenses are centrally determined by which provincial benefit trust (ELHTs) each employee group belongs to. At TVDSB, Long Term Disability is not an expense to the Board as it is 100% employee paid.

For pension expenses, teachers and former teachers are part of the Teachers Pension Plan (TPP) and all other employees are part of the Ontario Municipal Employees Retirement System (OMERS). TVDSB does not make pension contributions to TPP as this is paid provincially. TVDSB is required by collective agreements to make employer contributions as a percentage of pay to those employees who are part of OMERS.

Additional benefit expenses, the largest of which is WSIB, is determined through actuarial valuations. The actuaries leverage sector experience data along with TVDSB current and historical.



Date of Meeting: 2019 Apr 30

Item #: 4 . b

REPORT TO:	<input type="checkbox"/> Administrative Council	<input type="checkbox"/> Program and School Services Advisory Committee
	<input type="checkbox"/> Policy Working Committee	<input checked="" type="checkbox"/> Planning and Priorities Advisory Committee
	<input type="checkbox"/> Board	<input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> PUBLIC	<input type="checkbox"/> IN-CAMERA
TITLE OF REPORT:	Revised Budget Calendar	
PRESENTED BY:	Cathy Lynd, Superintendent of Business Sandra Macey, Manager of Financial Services	
PRESENTED FOR:	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Advice
Recommendation(s):		
Purpose:	To provide the committee with the revised 2019-2020 Budget Calendar and to discuss how public input might be facilitated.	
Content:	<p>Changes have been made to the budget calendar based on the late timing of GSN announcement and the changes known to date. In order to approve the budget before the end of June, some of the original meeting dates have been changed and additional meetings have been added.</p> <p>The changes and key dates are included on the attached calendar and are summarized below (Note – if the GSN announcement is later than April 30 and/or the EFIS system used for Ministry reporting is not available until mid May, timelines will likely have to be further revised):</p> <ul style="list-style-type: none"> • May 21 – Special Planning & Priorities Advisory Meeting to review preliminary budget • May 27 – present preliminary special education budget to SEAC • June 4 – Special Board meeting for Preliminary Budget Presentation • June 10 – Written Public Input due by 9am • June 11 – Planning & Priorities Advisory Meeting – Final Public Input Received • June 18 – Special Board Meeting – Budget Debate and Approval <p>Historically, TVDSB has received public delegations for budget input two weeks after the preliminary budget presentation giving delegations just over one week to provide written interest and submission. Due to constricted time lines this year, delegations would have to be received at the Planning and Priorities Committee meeting one week following the preliminary budget presentation on June 11th. Submissions for public delegations would have to be received by Corporate Services no later than June 6th at 4:00 PM, two days following the budget presentation. For the committee's consideration, while 2 days is less than the usual timeline, it would still provide an opportunity for delegations.</p>	

	<p>Written public input can be received by Corporate Services up until June 10th at 9:00 AM to be included in the June 11th Planning & Priorities Committee meeting.</p> <p>The time required for budget related public input is not based on any written policy/procedure and, with adequate notice, should be sufficient to allow for those who wish to participate.</p>
Cost/Savings:	n/a
Timeline:	
Communications:	
Appendices:	2019-2020 Revised Budget Calendar

Strategic Priority Area(s):

Relationships:	<input type="checkbox"/> Students, families and staff are welcomed, respected and valued as partners. <input type="checkbox"/> Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community. <input checked="" type="checkbox"/> Create opportunities for collaboration and partnerships.
Equity and Diversity:	<input checked="" type="checkbox"/> Create opportunities for equitable access to programs and services for students. <input type="checkbox"/> Students and all partners feel heard, valued and supported. <input type="checkbox"/> Programs and services embrace the culture and diversity of students and all partners.
Achievement and Well-Being:	<input type="checkbox"/> More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy. <input type="checkbox"/> Staff will demonstrate excellence in instructional practices. <input type="checkbox"/> Enhance the safety and well-being of students and staff.

Form Revised October 2018

APRIL 2019

Monday		Tuesday		Wednesday		Thursday		Friday	
1		2	Program and School Services Advisory -Budget Overview -Budget Calendar	3		4		5	
8		9	Planning & Priorities Advisory -Budget	10		11		12	
15		16	Trustee Orientation	17		18		19	Good Friday
22	Easter Monday	23	BOARD MEETING	24		25		26	
29		30	POTENTIAL GSN ANNOUNCEMENT Special Planning & Priorities -Budget						

MAY 2019

Monday		Tuesday		Wednesday		Thursday		Friday	
				1		2		3	Potential EFIS Release date
6		7		8		9		10	
13		14	Planning & Priorities Advisory -Budget	15		16		17	
20	Victoria Day	21	Special Planning & Priorities Advisory -Budget	22		23		24	
27	SEAC -Preliminary Spec Ed Budget Presentation	28	BOARD MEETING -Preliminary Budget Presentation	29		30		31	

JUNE 2019

Monday		Tuesday		Wednesday		Thursday		Friday	
3		4	Special Board Meeting - Preliminary Budget Presentation	5		6		7	
10	Written Public Input Deadline 9:00 am	11	Planning & Priorities Advisory -Review of Public Input	12		13		14	
17		18	<i>SPECIAL</i> BOARD MEETING -Budget Debate & Approval	19		20		21	
24		25	BOARD MEETING	26		27		28	