

## REPORT OF THE PLANNING AND PRIORITIES ADVISORY COMMITTEE

2019 January 15  
6:05 p.m. – 7:40 p.m.

**Members:** Trustees C. Antone, J. Bennett, P. Cuddy, B. McKinnon, A. Morell, L. Pizzolato, S. Polhill (-6:50), C. Rahman, M. Ruddock, J. Skinner (Chair), B. Smith, B. Yeoman; Student Trustees N. Bajaj, I. Frick

Regrets: Trustee S. Hunt, Student Trustee S. Chun

**Administration:** L. Elliott (Director), J. Pratt (Associate Director), R. Culhane (Associate Director), S. Mark (Superintendent), D. Macpherson (Superintendent), (Superintendent), R. Kuiper (Superintendent), R. Hoffman (Communications), S. Macey (Manager, Finance; -6:48), D. Munroe (Supervisor, Finance; -6:48), A. Marlow (Diversity and Equity Coordinator), B. Williams (Supervisor)

1. **APPROVAL OF AGENDA** – The agenda was approved on motion.
2. **ELECTION OF VICE CHAIR**  
C. Rahman was nominated and acclaimed to the position of Vice-Chair of the Planning and Priorities Advisory Committee meeting for the term ending 2019 November 30.
3. **CONFLICTS OF INTEREST** – none declared
4. **MINUTES OF PREVIOUS MEETING**  
The minutes of the 2018 November 13 meeting were provided for information.
5. **BUSINESS ARISING** - none
6. **2019-2020 PRELIMINARY BUDGET DOCUMENTS**  
J. Pratt presented the preliminary budget documents intended to guide the budget process.

The *2019-2020 Preliminary Budget Assumptions and Process* document (Planning-1) outlined the guiding principles for the development of the revenues and expenses in the budget.

The *Guiding Principles for the Development of the Annual Thames Valley District School Board Operational Budget* (Planning-2) was presented noting the budget process will reflect the Board's strategic plan and priorities.

In response to a question regarding potential new initiatives, it was confirmed new initiatives need to support the Board's strategic priorities. Similar to previous years, information on how an initiative will support one or more strategic priorities will be expected.

There were no suggested amendments to the documents presented. Both documents will come forward to the Board for approval at the 2019 June 22 meeting through the Planning and Priorities report.

7. **REVISED EPO GRANT FUNDING FOR 2018-2019**  
S. Macey reviewed the status of Education Programs – Other (EPO) grants that were announced 2018 March 26. The list of grants projected for funding by the Ministry last March was provided. S. Macey outlined the amounts expected last March and compared those to the amounts received and/or expected to be received as at 2019 January 11.

It was noted the impact of EPO funding cuts across the Province varies across board. While the impact of funding cuts has not been significant in Thames Valley, the delays in funding, do mean that

some programs are starting later in the year. As a result, it is anticipated not all grants will fully be expended. The Ministry requires unspent funds to be returned.

Questions of clarification regarding the EPOs were addressed by Administration. R. Culhane offered to follow up on questions regarding the staffing for the Mental Health Workers in Schools EPO.

In response to a question regarding communication to the community, R. Hoffman noted the initial media reports indicated the cuts at Thames Valley had not been significant.

It was clarified the list of EPOs provided reflect only those that were announced last spring and therefore included in the 2018-2019 budget. Numerous other EPOs have been received in-year. Some are planned for and expected others are in response to an unplanned targeted need. It also was noted the Ministry continues the practice, established a number of years ago, of moving some EPOs into the Grants for Students Needs (GSNs).

## **8. 2018 WESTERN MIDDLESEX ATTENDANCE AREA REVIEW – PROCEDURE, TIMELINES AND COMMUNICATION PLAN**

S. Mark referred to the copy of the Attendance Area Review procedure and timelines for the 2018 Western Middlesex Attendance Area Review (WMAAR) provided in the agenda package. The procedure was reviewed highlighting key sections, such as the Attendance Area Review Committee; school-level meetings; reporting requirements; and time lines. S. Mark outlined how the procedure is being implemented for the WMAAR.

R. Hoffman presented the communication plan for the WMAAR noting its purpose in engaging community members in the review process and providing accurate information in a timely manner. R. Hoffman demonstrated the components of the plan through the TVDSB website.

In order to ensure the board provides consistent and accurate information, all emails and letters received by Trustees, as well as Board staff, should be forwarded to the Communications Department for a response to be written in consultation with the Chair, Trustees, the Planning Department and any other relevant Board departments.

Trustees were asked to forward emails and letters they receive to the Chair and the Trustees' Administrative Assistant. Trustees will have an opportunity to review the responses before they are finalized and sent back to the community member.

Responses will be copied to all Trustees. Responses may also be posted to the "Questions and Answers" section of the WMAAR website.

Trustee questions regarding process may be sent to the Trustee Administrative Assistant for response by Administration.

S. Mark and R. Kuiper responded to questions regarding committee membership and materials that will be provided to committee members.

There was a suggestion that Trustees organize a time to visit together the schools in the WMAAR.

## **9. OTHER BUSINESS - none**

## **10. QUESTIONS AND COMMENTS BY MEMBERS**

In response to a question regarding capital priorities, J. Pratt advised Administration continues to work with the Ministry on all of the capital priority submissions. There will be no recommendations regarding a change in timelines until there is more information from the Ministry. With respect to the addition at Kettle Creek, it has been determined that if the approval for the addition continues to be delayed, then other work under school renewal and AODA will move forward in the short term.

Communication to schools impacted by the delays in capital priorities funding was described. J. Pratt reiterated that it is not possible to project dates until funding is approved.

L. Elliott advised on advocacy efforts regarding capital priorities funding.

In response to a question regarding playground equipment at Kettle Creek, Administration clarified equipment is not funded by the Ministry. J. Pratt offered to bring back a fuller report once the design process is underway.

**11. FUTURE AGENDA ITEMS – none**

**12. DATE AND TIME OF NEXT MEETING**

The next meeting is scheduled for Tuesday, February 12, 2019 at 6:00 p.m.

On motion, the meeting adjourned at 7:40 p.m.

**RECOMMENDATIONS:** none

**J. SKINNER**  
Committee Chair

## 2019-2020 Preliminary Budget

### Preliminary Budget Assumptions and Process

Planning and Priorities Advisory Committee – January 15, 2019



## 2019-2020 PRELIMINARY BUDGET ASSUMPTIONS AND PROCESS

The 2019-2020 budget reflects the Guiding Principles for the Development of the Thames Valley District School Board Budget and begins with the preliminary budget assumptions, involves presentations by administration, allows for public input, and provides for Trustee discussion and debate leading to Board approval and submission according to the Ministry of Education timetable.

The Board's Strategic Plan will drive the 2019-2020 budget discussions which will support the Board's Operational Plan Objectives, as well as the Board Improvement Plan for Student Achievement.

### 2019-2020 Preliminary Budget Assumptions

#### General

- ✓ Thames Valley District School Board will continue to enhance opportunities for students and improve student learning consistent with the Board's mission, vision, strategic priorities and commitments.
- ✓ The impact of enrolment projections on revenues and expenses will be considered when making budget decisions.
- ✓ Constrained time lines for developing a compliant budget will be expected.
- ✓ Alignment of Ministry priorities with the Board's mission and vision will be evaluated before making resource allocations.
- ✓ Endeavour to provide a preliminary balanced budget based on Ministry of Education funding.

#### Revenues

- ✓ The budget will be developed using the enrolment projections for 2019-2020.
- ✓ Provincial funding will be based on the 2019-2020 Grants for Student Needs.
- ✓ The effect of EPOs announced prior to budget approval will be included in the preliminary budget.
- ✓ Known sources of other revenues will be identified and included in the 2019-2020 budget.

#### Expenses

- ✓ Salaries will be based on contractual obligations, considering Ministry compensation constraints.
- ✓ Benefits will be based on projected costs and contractual obligations.
- ✓ Utilities will be based on projected rates.
- ✓ Transportation costs will be based on contractual agreements and service requirements.
- ✓ Expense categories requiring adjustments due to external cost pressures will be reflected in the preliminary budget.
- ✓ Program expenses will be aligned with the Board's mission, vision and Strategic Plan.
- ✓ All new proposed budget initiatives will be reviewed and assessed by the Planning and Priorities Advisory Committee before the last Committee meeting in April 2019.
- ✓ All new proposed budget initiatives will be funded through identified cost reductions.

#### **Process**

The Planning and Priorities Advisory Committee assists in the development of the 2019-2020 preliminary budget by providing information, advice and liaison between Trustees and staff charged with the development of the annual budget. Recommendations will be prepared for consideration by the Board. Public input will be sought and the Board will approve the 2019-2020 budget for submission to the Ministry of Education by the required deadline.

**We build each student's tomorrow, every day.**



## **Guiding Principles for the Development of the Annual Thames Valley District School Board Operational Budget**

All budget reviews and deliberations will focus on Thames Valley District School Board's:

- Strategic Plan and Priorities,
  - Relationships
    - Students, families, and staff are welcomed, respected and valued as partners
    - Promote and build connections to foster mutually respectful communication among students, families, staff, and the broader community
    - Create opportunities for collaboration and partnerships
  - Equity and Diversity
    - Create opportunities for equitable access to programs and services for students
    - Programs and services embrace the culture and diversity of students and all partners
    - Students and all partners feel heard, valued and supported
  - Achievement and Well-Being
    - Staff will demonstrate excellence in instructional practices
    - More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy
    - Enhance the safety and well-being of students and staff
- Board Improvement Plan for Student Achievement, and
- Board Commitments – We believe in:
  - Putting the needs of all students first;
  - Stimulating critical and creative thinking;
  - Encouraging informed risk taking and innovation;
  - Setting high standards and clear expectations;
  - Providing a safe, welcoming, and inclusive environment;
  - Providing access to resources, and experiences that meet students' strengths and needs;
  - Valuing all staff as partners in education;
  - Collaborating with our communities to enhance opportunities for students;
  - Communicating effectively in a transparent, timely and two-way fashion;
  - Acknowledging and welcoming parents/families as key partners in student achievement and well-being
  - Supporting parents, School Councils, and Home and School Associations;
  - Promoting and honouring student leadership and student voice; and
  - Encouraging students to advocate for self and others.

**We build each student's tomorrow, every day.**