

# THAMES VALLEY DISTRICT SCHOOL BOARD

## PLANNING AND PRIORITIES ADVISORY COMMITTEE

2019 April 30  
London Room

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

Regrets: Trustee B. Yeoman

**Administration:** L. Elliott (Director), J. Pratt (Associate Director), R. Culhane (Associate Director), C. Lynd (Superintendent), D. Macpherson (Superintendent), S. Mark (Superintendent), J. Knight (Manager, Finance), S. Macey (Manager, Finance), D. Munroe (Supervisor, Finance), E. Ng (Financial Analyst, Finance), B. Williams (Supervisor)

### 1. Approval of the Agenda

The meeting was called to order at 6:07 p.m. The agenda was approved on motion.

### 2. Conflicts of Interest - None declared.

### 3. Minutes of the Previous Meeting

The minutes of the 2019 April 9 meeting were provided for information.

#### a. Business Arising from the Previous Meeting - None.

### 4. 2019-2020 Budget

The Finance team presented, in video format, an overview of the budget process highlighting key budget pressures, such as transportation and special education needs.

#### a. Salaries and Benefits Budget Information

J. Knight referred to the written report provided to Trustees in their agenda package; he presented information on how salary and benefit calculations are developed for the budget noting they are fixed costs and constitute over 80% of the TVDSB budget expenditures. J. Knight advised increases in the pay grid will not be reflected in the draft budget as the majority of contracts expire on August 31, 2019. Exceptions were noted.

Questions of clarification regarding WSIB costs, remittance to the Health Trust for benefits, and pension plan benefits were addressed by J. Knight and J. Pratt.

#### b. Revised Budget Calendar

S. Macey presented for information and discussion the revised budget calendar. Key dates were reviewed.

The Special Planning and Priorities Advisory Committee meeting scheduled for May 21 likely will be cancelled given the delay in receiving the Education Finance Information System (EFIS). Current messaging from the Ministry is that EFIS will be released in 2-3 weeks. This represents a significant delay relative to previous years and may impact the current schedule of budget meetings.

The 2019 June 4 Special Meeting of Board is being held for the presentation of the preliminary budget.

It was noted the preliminary Special Education budget is scheduled to be presented to the Special Education Advisory Committee (SEAC) 2019 May 27. In response to a question, it was confirmed the Special Education budget typically goes to SEAC in advance of the Board as part of their advisory role.

S. Macey advised written public input currently is being accepted online through to June 10. Discussion considered the timeline for submitting applications for public delegations. There was general agreement to post the preliminary budget publicly on the same day as it is received by Trustees (May 30 or 31). The deadline for submitting an application to make a public delegation will be June 6. Information will be posted on the website in advance.

J. Pratt advised Administration is focused on budget reductions this year in order to balance the budget as required by the Ministry. As such, there will not be budget initiatives similar to previous years. Currently, the only initiative being looked at is the operating costs for the new phone system. Discussion on budget initiatives will come forward to the May 14 meeting. There was a request that proposed budget reductions also be presented in advance for the Advisory Committee to review.

In consideration of the budget timeline and potential delays, discussion considered the need for the Board to meet later in June or the first week of July to pass the budget.

**5. Other Business**

L. Elliott advised the rebranding initiative previously approved by Trustees has been put on hold in consideration of the current budget pressures affecting staffing.

**6. Questions and Comments by Members**

In response to a question, J. Pratt advised it is not unusual that budgeting and negotiations occur at the same time noting negotiations often take a year or more. An overview of the collective bargaining model has been scheduled for the 2019 May 14 meeting.

In reference to the discussion under item # 4.b regarding the preliminary Special Education budget, J. Bennett invited Trustees to attend the Special Education Advisory Committee meeting on May 27 should they wish to hear the presentation on the preliminary Special Education budget.

**7. Date and Time of Next Meeting – 2019 May 14, 6:00 p.m.**

**8. Adjournment**

On motion, the meeting adjourned at 7:00 p.m.

**J. SKINNER**  
Committee Chair