



Near North

District School Board

Near North District School Board

963 Airport Road, Box 3110

North Bay, ON P1B 8H1

Budget Committee Meeting

PUBLIC SESSION

Monday, June 11, 2012 - 5:30 p.m.

North Bay and Parry Sound

Trustees, please bring your Governance Manual

1.0 Private Session

1.1 In-camera Items

2.0 Opening - Public Session – 5:30 p.m.

2.1 Welcome and Call to Order

2.2 Attendance

2.3 Adoption of the Agenda for Public Session Meeting

THAT the Board approve the agenda as presented/amended for the public meeting of June 11, 2012.

2.4 Adoption of the Minutes of Proceedings from the previous meeting

THAT the Board approve the minutes of the Public Budget

Meeting as presented/amended for the meeting held on July 5, 2011

2.5 Conflict of Interest

3.0 Items for Discussion and/or Action

3.1 Summary by Expenditure Category – Preliminary 2012/2013 Budget
(*enclosure*)

3.2 Explanation of Variances between Budget Years (*enclosure*)

4.0 Question Period

4.1 Question Period

5.0 Adjournment

5.1 Motion to Adjourn

***THAT the Public Budget meeting of June 11, 2012 adjourn at _____
p.m.***

The **July 5, 2011 Budget Meeting** of the Near North District School Board was held in **Public Session** at 5:15 p.m. at the Head Office of the Near North District School Board, 963 Airport Road, North Bay, ON

Trustees Present:

Kathy Hewitt, Chairperson
Michelina Beam
Al Bottomley
Jeff Serran
Randy Sheppard
David Thompson
Debbie Williams
Linda Williams

Staff Present:

Paul Moffat, Interim Acting Director of Education
Kelly Brown, Superintendent of Schools & Programs
Liz Therrien, Superintendent of Business
Lianne Bettioli, Executive Assistant
Marsha Cresswell, Manager of Human Resources
Glenn Morrison, Manager of Information Technology
Wende Proulx, Manager of Finance
Geoff Todd, Manager of Plant

Absent with Regrets:

James Beatty, Trustee
Tim Graves, Superintendent of Schools & Programs
Sue Adamson, Superintendent of Schools & Programs

1.0 IN-CAMERA ITEMS

None

2.0 OPENING – PUBLIC SESSION

2.1 Welcome and Call to Order

Chair Kathy Hewitt called the meeting to order at 6:05 p.m.

2.2 Attendance

Eight (8) trustees were present for this meeting.

2.3 Adoption of the Agenda for the Public Session Meeting

*11-07-01 Moved by Randy Sheppard, Seconded by David Thompson,
THAT the Board approve the Agenda as amended for the meeting of July 5, 2011.*

The following item was added:

- *Almaguin Highlands Secondary School*

CARRIED

2.4 Adoption of the Minutes from the Previous Meeting

*11-07-02 Moved by David Thompson, Seconded by Randy Sheppard,
THAT the Board approve the minutes of the Public Budget Meeting as presented
for the meeting held on May 16, 2011*

CARRIED

2.5 Declaration of Conflict of Interest

No declaration of interest declared.

3.0 ITEMS FOR DISCUSSION AND/OR ACTION

3.1 Budget Sheets by Envelope

- Clarification was sought for staffing at the secondary level
- Superintendent Kelly Brown advised that enrolment numbers have declined at the secondary level and will effect three (3) schools which include Chippewa, West Ferris and Northern
- A plan is in place for surplus teachers
- Trustee Randy Sheppard requested clarification on FTEs of elementary principals as well as principal position at F.J. McElligott Secondary School in Mattawa. All elementary principals who previously were an FTE of 0.80 have been moved up to an FTE of 1.00. Given that an additional cost of approximately \$22,100 would be incurred to move F.J. McElligott principal to full time the FTE of 0.833 remains status quo

*11-07-03 Moved by Randy Sheppard, Seconded by David Thompson that the Principal of
F.J. McElligott Secondary School be full-time, moving from a .833 position to 1.0
position*

DEFEATED

3.5 2011/2012 Budget – Further Reductions

- Superintendent Liz Therrien provided an overview of the Budget Reductions. Significant reductions include but are not limited to copy charge budget reductions to reduce paper consumption, reduction in mileage rate to partially adapt Ontario Public Sector (OPS) rates with mileage to be reimbursed at \$0.41 per km for first 4,000 kms and \$0.36 thereafter, reduction of food expenditures to match OPS food allowance etc.
- Proposed reduction does not affect staffing levels;
- No lay-offs are expected with the exception of educational assistants who will be placed back on recall
- Purchasing and expense guidelines will be revised to align with OPS guidelines.
- EFIS submission is due to the Ministry of Education by July 11, 2011 to avoid a 50% reduction in penalty

3.5 2011/2012 Budget – Further Reductions (continued)

- Total in-year deficit presented for 2011/2012 of \$692,536

11-07-04 Moved by Linda Williams, Seconded by Jeff Serran that the Board approve the 2011-2012 budget of \$136,500,623

Recorded Vote:

Yea: Trustee Michelina Beam, Jeff Serran, David Thompson, Linda Williams, Al Bottomley

Nay: Trustee Randy Sheppard, Debbie William, Kathy Hewitt

CARRIED

3.6 School Renewal Listing

- Bring forward in August for further discussion as part of the budget process.

3.7 Almaguin Request

- Superintendent Liz Therrien advised the Trustees there is a list of items that require approval as we get closer to the end of the Almaguin project. These items total approximately \$200,000.
- The trustees gave direction to Superintendent Liz Therrien to proceed without the lights for the outside of the new Almaguin School. This will reduce the cost of signage by approximately \$16,000

4.0 QUESTION PERIOD

None

5.0 ADJOURNMENT

5.1 Motion to Adjourn

11-07-05 Moved by Jeff Serran, seconded by Michelina Beam that the Public Session adjourn at 7:25 p.m.

CARRIED

Kathy Hewitt
Chairperson

Paul Moffat
Interim Director of Education

Near North District School Board
Summary by Expenditure Category - Preliminary 2012/2013 Budget

Expenditure Category:	Variance between 2012/2013 and 2011/2012	2012/2013 Budgeted Expenditures	2011/2012 Budgeted Expenditures	2010/2011 Budgeted Expenditures	2010/2011 Audited Expenditures (including External Revenue)
Classroom:					
Classroom Teachers	(1,478,117)	66,700,817	68,178,934	66,875,744	67,665,656
Supply Teachers	(93,229)	1,951,133	2,044,362	2,068,807	2,630,332
Teacher Assistants	619,468	8,559,692	7,940,224	7,329,913	7,728,935
Textbooks & Learning Materials	337,839	3,191,825	2,853,986	3,281,232	2,900,627
Classroom Computers	(141,469)	1,426,782	1,568,251	1,936,067	1,229,149
Paraprofessionals	(8,194)	4,760,938	4,769,132	4,623,587	4,499,479
Library & Guidance	(267,924)	2,095,152	2,363,076	2,300,104	2,236,750
Staff Development	221,938	768,751	546,813	836,217	1,169,043
Department Heads	(11,129)	172,780	183,909	190,054	185,592
Amortization	0	0	0	0	891,464
Classroom Sub-Total	(820,817)	89,627,870	90,448,687	89,441,725	91,137,027
Non-Classroom:					
Principals & Vice Principals	(238,756)	6,323,121	6,561,877	6,055,102	6,127,450
School Office - Secretarial & Supplies	(28,462)	3,800,808	3,829,270	3,626,532	3,543,482
Coordinators	(261,313)	1,219,342	1,480,655	1,308,989	2,107,529
Continuing Education (Note 1)	(109,837)	689,528	799,365	668,174	818,773
Non-Classroom Sub-Total	(638,368)	12,032,799	12,671,167	11,658,797	12,597,234
Administration:					
Trustees	(1,880)	142,951	144,831	151,953	137,742
Director/Supervisory Officers	(11,164)	1,045,001	1,056,165	1,223,155	915,460
Business Administration	(178,364)	2,919,213	3,097,577	3,095,827	3,448,484
Amortization	0	0	0	0	110,938
Administration Sub-Total	(191,408)	4,107,165	4,298,573	4,470,935	4,612,624
Transportation:					
Student Transportation	(98,788)	10,338,794	10,437,582	10,327,264	10,734,928
Transportation Sub-Total	(98,788)	10,338,794	10,437,582	10,327,264	10,734,928
Pupil Accommodation:					
Operations & Maintenance - Schools	32,692	14,247,515	14,214,823	14,154,831	13,533,630
School Renewal	304,543	2,596,543	2,292,000	2,360,000	551,922
School Condition Improvement Monies	34,956	1,434,956	1,400,000	0	0
Direct Capital & Approved Debt	393,202	393,202	0	0	1,118,132
Amortization	0	0	0	0	4,230,106
Pupil Accommodation Sub-Total	765,393	18,672,216	17,906,823	16,514,831	19,433,790
Other:					
School Generated Funds	0	0	0	0	3,083,273
Other Non-Operating Expenses	0	0	0	0	895,968
Total Other - Sub-total	0	0	0	0	3,979,241
Total Expenditures	(983,988)	134,778,844	135,762,832	132,413,552	142,494,844
Revenue Category:					
Grants for Student Needs (Note 1)	(1,231,538)	129,058,547	130,290,085	127,535,898	127,341,896
Tuition Fees	(131,627)	2,840,879	2,972,506	2,818,484	2,583,370
School Generated Funds	0	0	0	0	3,630,547
One-Time Debt Support Grant	0	0	0	0	28,809,189
Miscellaneous External Revenues	805,865	2,606,745	1,800,880	1,458,745	7,703,179
Total Revenues	(557,300)	134,506,171	135,063,471	131,813,127	170,068,181
Surplus (Deficit) (Note 1)	426,688	(272,673)	(699,361)	(600,425)	27,573,337
1% of Operating Allocation	(16,831)	1,252,083	1,268,914	1,257,027	Not applicable

Note 1: Continuing Education and Alternative Education budgets still to be finalized. The Board is currently awaiting confirmation via re-run Appendix C Top-Up Allocations/School Foundation Grant with regard to funding of facilities with same Campus ID.

Near North District School Board
 Summary by Expenditure Category - Preliminary 2012/2013 Budget
 Explanation of Variances between Budget Years

Expenditure Category:	2012/2013 Budgeted Expenditures	2011/2012 Budgeted Expenditures	Variance between 2012/2013 and 2011/2012
Classroom Teachers	66,700,817	68,178,934	(1,478,117)
Slight increase in Elementary teacher FTE from 429.83 to 431.15 with moderately lower entry on salary grid			(196,817)
New Student Success allocation in accordance with PDT to support Grades 7 and 8 numeracy and literacy			101,664
Decrease in Secondary teacher FTE from 292.39 to 281.38 due to decline in enrolment over two years			(920,563)
Decrease in retirement gratuity expense due to change in sick leave plan proposals as per provincial government			(485,184)
Dedication of resources to put technology of laptops and devices in hands of teachers for teaching			85,000
			(1,415,900)
Supply Teachers	1,951,133	2,044,362	(93,229)
Roll forward of OFIP Tutoring monies for before and after, weekend and summer tutoring programs			40,913
Given uncertainty of provincial proposed new sick leave plan have kept supply days relatively consistent with the prior year with a minimal decrease between budget years in anticipation of savings.			(135,000)
			(94,087)
Teacher Assistants	8,559,692	7,940,224	619,468
No change in FTE of Educational Assistants, remains at FTE of 174 including Section 23 and externally funded.			
Prior year budgeted for FTE of 8 ECEs increased to 9 during the year (note fully funded) (Note for the 2012/2013 school year funded for 21 FDELK classes - Full Time JK/SK)			77,904
Prior year budgeted salary expense excluded vacation pay; adjusted in year and for 2012/2013 budget			400,000
0.9% increase in OMERS pension plan contributions for 2012/2013 year			142,222
			620,126

Near North District School Board
Summary by Expenditure Category - Preliminary 2012/2013 Budget
Explanation of Variances between Budget Years

Textbooks & Learning Materials	3,191,825	2,853,986	337,839
Increase for supplies, services and learning materials for Alternative Education facility programming			106,780
Conversion of part of SEA allocation outside of SEA claim process specifically identified for computers, software computing-related devices and required furniture for use by students with special education needs			191,782
Increase in commitment to Student Links Program from \$16,000 to \$20,000			4,000
Increase in Trustee Initiative Fund to support classroom and student activities			8,000
			310,562
Classroom Computers	1,426,782	1,568,251	(141,469)
Peripheral devices purchases assigned to schools to purchase versus central purchasing			(90,000)
SAN (Storage Area Network) replaced in prior budget year with only ongoing annual maintenance costs to be budgeted			(69,600)
Increase in replacement plan attributable to replacing 8 servers per year and 450 computers			57,500
Decrease in renewal costs of network infrastructure WIFI costs			(45,120)
Funds to support and supplement small schools for technology of computers, peripherals and other devices			50,000
Increase in wide area network costs to support services of Alternative Education Facility			19,620
Reduction in managed security services fees			(11,800)
Decrease in classroom maintenance and support licensing fees			(52,873)
			(142,273)
Paraprofessionals	4,760,938	4,769,132	(8,194)
Permanent addition of psychometrist to improve assessments and improve delivery of services in house			90,663
Proposed department efficiencies			(75,000)
Increase in paraprofessional mileage to adequately cover mileage costs of itinerant staff			20,000
Increase in retirement gratuity expense due to change in sick leave plan proposals and retirement as per provincial government			17,813
Elimination of need of contracted services due to hiring of in-house psychometrist			(60,000)
			(6,524)

Near North District School Board
Summary by Expenditure Category - Preliminary 2012/2013 Budget
Explanation of Variances between Budget Years

Library & Guidance	2,095,152	2,363,076	(267,924)
Estimated efficiencies to be realized due to preliminary review of delivery of library services			(75,000)
Decrease in operating mileage expenses			(962)
Decrease in guidance allocation at secondary panel of 1.45 FTE			(123,490)
Support Centre Wages and Benefits costed at 10 months versus 12 months - to be adjusted			(38,431)
Reallocation of Knowledge Ontario licensing fees to Texts & Learning Materials			(7,000)
			(244,883)
Staff Development	768,751	546,813	221,938
Budget for needed release time for meetings during year to meet with elementary/secondary eTech Teachers			29,500
Completion of PSSP PD obligation as per Appendix 9 per last round of PDT discussions			(38,500)
Student Success expenditure temporarily placed in Staff Development until actual budget received			238,033
			229,033
Department Heads	172,780	183,909	(11,129)
PAR (positions of added responsibility) allowances determined as per grant allocations annually			
Principals & Vice Principals	6,323,121	6,561,877	(238,756)
Miscalculation in prior year of elementary vice-principals and marginal savings due to retirements			(143,962)
Full time administration assigned to Alternative Education facility			132,765
Decrease in release time - Teacher in Charge costs			(37,630)
Decrease in retirement gratuity expense due to change in sick leave plan proposals as per provincial government			(165,956)
Decrease in long-term replacement budget			(49,050)
Increase in SEF budgets to ensure School Effectiveness Framework complete in Year 3			17,592
Increase in mileage to accommodate Terms & Conditions and meetings			14,342
			(231,899)

Near North District School Board
 Summary by Expenditure Category - Preliminary 2012/2013 Budget
 Explanation of Variances between Budget Years

School Office - Secretarial & Supplies	3,800,808	3,829,270	(28,462)
Adjustment required with regard to 10 month secretarial costing - FTE remains the same as prior year			(77,106)
Increase in OMERS pension contributions 0.9%			14,270
Decrease in retirement gratuity expense due to change in sick leave plan proposals as per provincial government			(6,958)
Budget for Scantron attendance sheets to purchase in bulk orders for efficiencies			17,000
Alternative Education facility operational school office costs			17,498
Budget for upgrade to KEV school generated funds accounting software - easier to use			30,000
			(5,296)
Coordinators	1,219,342	1,480,655	(261,313)
Decrease in retirement gratuity expense due to change in sick leave plan proposals as per provincial government			(53,264)
Student Success budget prior year was distributed among envelopes (note offset variance in staff development)			(109,965)
Junior Sports budgeted in Texts and Learning materials vs. Coordinator envelope			(27,500)
Externally funded position for Small Northern Boards not included in budget for the current year			(73,676)
			(264,405)
Continuing Education (Note 1)	689,528	799,365	(109,837)
Principal of Alternative Education costed to Principal Envelope as position assigned to a school			(107,000)
Continuing Education budget reviewed and adjusted accordingly for Continuing Education programs being delivered			111,267
Leases not renewed for North Bay and Parry Sound Alternative Education programs			(112,951)
			(108,684)
Trustees	142,951	144,831	(1,880)

Near North District School Board
Summary by Expenditure Category - Preliminary 2012/2013 Budget
Explanation of Variances between Budget Years

Director/Supervisory Officers	1,045,001	1,056,165	(11,164)
Prior year transitions in senior administration due to retirements, secondments and resignations			(38,897)
Decrease in individual PD allotments			(3,018)
Included in Director/SO budgets are operational expenses for Student Success Lead, funding dedicated to Lead			11,644
Increase in Director/SO travel, supplies and services budgets			6,410
Budget for annual CODE and various memberships (previously not budgeted)			9,000
			(14,861)
Business Administration	2,919,213	3,097,577	(178,364)
Increase in OMERS pension contributions 0.9%			13,021
Efficiencies obtained via attrition with retirement replaced with 0.50 FTE			(29,238)
Elimination of Internal Audit position due to Regional Internal Audit Team			(74,771)
Human Resources support offset with decrease in Wellness budget			15,565
Decrease in retirement gratuity expense due to change in sick leave plan proposals as per provincial government			(72,010)
Decrease in PD			(2,950)
Decrease in records management Laserfiche budget from prior year			(12,000)
Increase in telephone, lines, etc from prior year			21,000
Decrease travel related costs due to elimination of Internal Audit position			(3,345)
Increase in capital needs due to requirement for scanners for Laserfiche implementation			10,000
Decrease in postage meters and elimination of folding machine			(5,250)
Net decrease in professional fees (legal, courier, audit and banking)			(29,000)
Reduction in short term interest on operating loans - cash management			(15,000)
Increase in IT requirements			21,500
			(162,478)

Near North District School Board
Summary by Expenditure Category - Preliminary 2012/2013 Budget
Explanation of Variances between Budget Years

Student Transportation (Preliminary budget)	10,338,794	10,437,582	(98,788)
Increase in administrative expenses			28,063
Decrease in Home to School Transportation			(53,365)
Decrease in Team and Late Travel from Transportation envelope to stay within allocation			(73,486)
			(98,788)
Operations & Maintenance - Schools (Note 1)	14,247,515	14,214,823	32,692
Net increase in expenditures due to bringing Project Management in house			122,547
Decrease in overtime - Technical and Specialized staff			(4,000)
Decrease in Wellness budget			(10,000)
Increase in OMERS pension contributions 0.9%			(21,558)
Increase in pre-amalgamation employee insurance obligations			30,000
Decrease in retirement gratuity expense due to change in sick leave plan proposals as per provincial government			7,826
Increase in PD			4,963
Decrease in Utility Budget - Electricity due to Energy Efficiency Project efficiencies			(50,000)
Decrease in Utility Budget - Water based on analysis of historical costs			(10,000)
Decrease in Utility Budget - Gas due to energy Efficiency Project efficiencies			(70,000)
Potential savings after retendering of custodial supplies tender			(22,500)
Decrease in mileage due to decrease in mileage rates			(5,000)
Reduction in replacement equipment based on analysis of historical costs			(10,000)
Increase in other contractual services due to electronic work order system licenses, additional costs new school and school accommodation review process			73,000
Decrease in maintenance shop expenses due to review of historical costs			(6,000)
			29,278

Near North District School Board
 Summary by Expenditure Category - Preliminary 2012/2013 Budget
 Explanation of Variances between Budget Years

School Renewal	2,596,543	2,292,000	304,543
Increase in grant allocation for School Renewal; match expenditures with funding			304,543
School Condition Improvement Monies	1,434,956	1,400,000	34,956
Increase in grant allocation for School Condition Improvement; match expenditures with funding			34,956
Direct Capital & Approved Debt	393,202		393,202
Represents payment 55 School Board Trust. Prior year both expenditure and revenue not reported. This year revenue captured therefore must capture expenditure.			393,202
Grants for Student Needs (Note 1)	129,058,547	130,290,085	(1,231,538)
Originally had anticipated grants to be down approximately \$1.8M whereas actually down \$1.2M. Note that School Renewal and School Condition Improvement Grants not originally taken into account in grant projections and were up by approximately \$340,000. Grants primarily down due to decrease in enrolment and elimination of Program Enhancement Grant			(1,231,538)
Tuition Fees	2,840,879	2,972,506	(131,627)
Tuition fee enrolment down due to decrease in projected enrolment of Other Pupils of the Board from the prior year of 13.50 students			(131,627)

Near North District School Board
 Summary by Expenditure Category - Preliminary 2012/2013 Budget
 Explanation of Variances between Budget Years

Miscellaneous External Revenues	2,606,745	1,800,880	805,865
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Year 3 funding of Full-Time Early Learning Kindergarten (ELK) program generating external funding of \$1,764,640 for upcoming 2012/2013 budget year. This increase in funding is now paying for approx. 50% of JK/SK classes full time. Previously the Board had paid 100% of full-time SK program. The Board is beginning to see the monetary benefits of this funding. Prior year budgeted revenue was \$629,694 difference of \$1.1M. Reduction this year in shared facility revenues.

805,865

<p>Note 1: Continuing Education and Alternative Education expenditure budgets still to be finalized. With regard to grant calculations Continuing Education enrolment to be finalized as well as Appendix C calculations for school operations, school renewal, top up grants and School Foundation Grants due to Campus ID allocations and Alternative Education Facility.</p>
