



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

NOTICE OF MEETING

This notice is to confirm that the next meeting of the Budget Committee will be held on:

May 19, 2009
commencing at 5:00 p.m.
in the Board Committee Room at the Education Centre
156 Ann Street, Belleville, Ontario

The agenda and supporting documents for this meeting are attached to this notice.

S. Clements

Chair of the Operations and Finance Committee

Dave Rutherford

Superintendent of Financial
and Facility Services

Committee *Dwayne Inch*
members: *Cliff Cotton*
Thelma Goodfellow
Mike Brant

Monica Walker
Harry Marissen
Sam Clements



Hastings and Prince Edward District School Board

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BUDGET COMMITTEE PUBLIC AGENDA

May 19, 2009 – 5:00 p.m.

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations - None		
	Approval of agenda		
	Approval of minutes – April 20, 2009		
	Business arising from the minutes- None		
B	Recommendations		
	None		
C	Information		
	Update on Enrolment and Status of Reserves	C-1	DR
	Update on Board Revenue Summary	C-2	DR
	Board Expenditure Summary	C-3	DR
	Current Financial Position	C-4	DR
	New Budget Request		
	- Surveillance Report	C-5-1	JR
	- Succession Planning for Leadership	C-5-2	RM
D	Correspondence		
	None		
	Next Steps		
	Adjournment		

Next meeting: May 25, 2009



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
BUDGET MEETING
MINUTES
April 20, 2009**

Members present: M. Brant, S. Clements, C. Cotton, T. Goodfellow, M. Hall, D. Inch, H. Marissen, C. Pitman, M. Walker, J. Williams
D. Smith

Regrets: None

Absent: A. MacDonald

Resource: T. FitzGibbon, R. McGall, J. Montgomery, M. Norton,
J. Rogers, D. Rutherford, K. Soule, D. Tregenza

Guests: None

Minutes: P. Hoskin

Call to order

Chair Pitman called the meeting to order at 5:33 p.m.

Delegations/presentations

None

Approval of agenda

Moved: J. Williams

Seconded: D. Inch

That the agenda be approved.

Carried

Approval of minutes - none

Business arising from the minutes

None

Recommendations

None

Information

Board Key Indicators

Superintendent Rutherford presented Budget Committee Report No. C-1 and provided additional information.

The enrolment projections were reviewed showing that there is a projected decline of 313.5 elementary and 270 secondary students for a total of 583.5 across the system.

Provincial Framework Agreements have been reached with all bargaining units.

Ministry Funding

Three areas were identified for additional funding support: utilities, transportation and community use of schools.

Provincial ministries were directed to find savings as a result of the decline in economic activity and the impact on provincial revenues. Saving measures beginning in 2009-2010 were identified in allocations for textbooks, classroom computers, professional development, student transportation, and declining enrolment.

Savings measures being introduced by the Ministry beginning 2010-2011 will include a 50% reduction in stabilization support of student transportation. School operations and school renewal top-up funding for schools that are not at full capacity will be reduced to 18% in 2010-2011 and to 15% in 2011-2012. Details have not been released regarding the reduction in board administration funding .

As in past years, the Ministry of Education will be providing funding in addition to the Grants for Student Needs to support various initiatives. Funding for “Education Programs – Other” (EPO) will increase by \$40 Million in 2009-2010.

Board Grant Projections

The projected 2009-2010 Budget Grants for Student Needs was reviewed. Total Grants for Student Needs are projected to be \$172,571,098.

Status of Reserves

The status of reserves as of August 31, 2009 was provided. There are four reserve funds and the current balance is as follows:

- Workplace Safety Insurance Board Reserve Fund (restricted use) \$ 607,000
- Future Capital Reserve Fund (Restricted use) \$2,450,000
- Future Benefits Reserve Fund (Restricted Use) \$2,100,000
- Reserve for Working Funds \$2,500,000

Correspondence

None

Next Steps

The next meeting is scheduled for May 19, 2009 at 5:00 p.m.

Adjournment

The meeting was adjourned at 6:39 p.m.

Chair

Secretary



2009 – 2010 BUDGET

1. ENROLMENT

	2008-2009 Projected Actual	2009-2010 Budget	Change
Elementary	10,083.00	9,769.50	(313.50)
Secondary	6,661.00	6,487.00	(174.00)
Total	16,744.00	16,256.50	(487.50)

2. RESERVES

Status of Reserves Projected as at August 31, 2009

Workplace Safety Insurance Board Reserve Fund (Restricted Use)	\$ 607,000
Future Capital Reserve Fund (Restricted Use)	2,450,000
Future Benefits Reserve Fund (Restricted Use)	2,100,000
Reserve for Working Funds	2,500,000
	<hr/>
	\$ 7,657,000
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**2009-2010 BUDGET
COMPARATIVE REVENUE SUMMARY**

	<u>2008-2009 Revised Budget</u>	<u>2009-2010 Budget</u>	<u>Change</u>
Grants for Student Needs	\$ 170,914,812	\$ 173,501,998	\$ 2,587,186
Other Revenue	3,306,960	3,080,783	(226,177)
Miscellaneous Provincial Grants	1,564,127	462,279	(1,101,848)
Accumulated Surplus	-	-	-
Transfer from Reserves	-	-	-
	<u>\$ 175,785,899</u>	<u>\$ 177,045,060</u>	<u>\$ 1,259,161</u>



2009 - 2010 BUDGET
GRANTS FOR STUDENT NEEDS

	<u>2008-2009</u> <u>Revised Budget</u>	<u>2009-2010</u> <u>Budget</u>	<u>Change</u>
Pupil Foundation Grant	\$ 75,045,125	\$ 74,645,270	\$ (399,855)
School Foundation Grant	12,723,294	12,905,933	182,639
Primary Class Size	3,348,275	3,343,434	(4,841)
<u>Special Education</u>			
SEPPA	8,612,060	8,610,094	(1,966)
High Needs Amount	10,978,995	10,950,422	(28,573)
Other	1,521,007	1,940,388	419,381
Sub-total	<u>\$ 21,112,062</u>	<u>\$ 21,500,904</u>	<u>\$ 388,842</u>
School Operations	16,019,663	16,522,790	503,127
Transportation	13,078,144	13,061,749	(16,395)
Teacher Q & E	9,474,204	10,176,268	702,064
Board Administration and Governance	4,877,955	4,889,230	11,275
School Renewal	2,524,526	3,123,058	598,532
Good Places to Learn	1,810,012	2,167,291	357,279
Learning Opportunities	2,906,765	2,860,248	(46,517)
Remote and Rural/Distant Schools	2,785,005	2,727,986	(57,019)
Language Allocation	2,006,501	1,900,924	(105,577)
Declining Enrolment Grant	1,316,769	1,466,526	149,757
Continuing Education	377,143	394,341	17,198
Program Enhancement	530,750	530,750	-
First nation, Metis and Inuit	294,655	621,009	326,354
Other	683,964	664,287	(19,677)
Total Grants for Student Needs	<u><u>\$ 170,914,812</u></u>	<u><u>\$ 173,501,998</u></u>	<u><u>\$ 2,587,186</u></u>



Revenue Summary Annotations

GRANTS FOR STUDENT NEEDS

Pupil Foundation Grant

- enrolment decline.
- benchmark increases related to Provincial Framework Agreements (PFA).
- benchmark decreases in texts and computers

School Foundation Grant

- funding primarily based on number of schools.
- benchmark increases related to PFA.

Special Education Grant-Other

- large increase in specialized equipment needs.

School Operations Grant

- benchmark increase related to PFA.
- benchmark increase to reflect cost increases.

Teacher Qualification and Experience Grant

- higher grant reflects more teachers not yet at their maximum salary, fewer retirements being replaced by younger teachers.
- benchmark increase related to PFA.

School Renewal

- increase reflects the reinstatement of 20% cutback introduced in 2008-09.

Good Places To Learn

- increase represents the additional principal and interest payments related to stage 3 financing.

Declining Enrolment

- continued enrolment decline results in higher transitional assistance.

First Nation, Metis and Inuit Grant

- additional funding reflects increase in number of native studies courses offered at all secondary schools.

Other Revenue

- one-time funding received in 2008-09 will not continue.
- lower interest revenue due to lower rates.

Miscellaneous Provincial Grants

- majority of these grants are announced during the school year.
- 2009-2010 include OYAP, library pilot, autism supports and MISA.



**2009 - 2010 BUDGET
EXPENDITURE SUMMARY**

	2008-2009 Revised Budget	2009-2010 Budget	Change
Day School Regular	\$ 85,241,861	\$ 86,097,524	855,663
Special Education	23,252,050	24,065,535	813,485
Safe Schools	389,819	331,602	(58,217)
School Management	13,106,513	13,383,508	276,995
Student Success	860,332	652,702	(207,630)
Student Support	479,249	563,323	84,074
Library & Guidance	2,817,531	2,783,797	(33,734)
Educational Services	1,920,008	2,001,699	81,691
International Students	971,234	978,597	7,363
Information Technology Services	5,065,099	4,961,905	(103,194)
Board Administration & Governance	4,285,168	4,627,788	342,620
Facility Services	19,738,713	20,321,895	583,182
Transportation Services	14,511,684	13,050,155	(1,461,529)
Continuing Education	472,633	476,046	3,413
Debt	2,674,005	3,063,594	389,589
	<u>\$ 175,785,899</u>	<u>\$ 177,359,670</u>	<u>\$ 1,573,771</u>



Expenditure Summary Annotations

Day School Regular

- enrolment decline.
- teacher qualification and experience increases.
- PFA staffing and salary increases.

Special Education

- PFA salary increases.
- increase in equipment provided under the specialized equipment allocation.

Safe Schools

- additional one-time funding in 2008-2009.

School Management

- PFA salary increases.

Student Success

- funding carried forward into 2008-09 from 2007-08 year end.

Information Technology Services

- PFA salary increase.
- funding carried forward into 2008-09 from 2007-08 year end.

Board Administration & Governance

- PFA salary increases.
- 2008-09 artificially low due to one less supervisory officer.

Facility Services

- PFA salary and staffing increases.
- reinstatement of school renewal funding.

Transportation Services

- fuel costs projected to continue to be substantially lower than in 2008-09.

Debt

- increase reflects additional principal and interest payments related to phase three financing of Good Places to Learn.



**2009 - 2010 BUDGET
FINANCIAL POSITION**

Revenue Projection	\$ 177,045,060
Expenditure Projection	<u>177,359,670</u>
Current Financial Position	\$ (314,610)
Possible Adjustments	
New Budget Requests	
Expenditure Adjustments	
Revenue Adjustments	
-Transfer from Reserves/ E & E Transportation Review	
Revised Financial Position	\$ (314,610)
Revised Budget Total	\$ 177,359,670



Decision _____ Information X

To: The chair and members of the Hastings and Prince Edward District School Board

From: June Rogers, Superintendent of Education
Video Surveillance Committee

Re: Video Surveillance Committee Framework Development and Recommendation

Purpose

To provide an update on the work of the Video Surveillance Committee and to bring forward recommendations for discussion that impacts budget planning.

Background

In 2008-2009 a framework was established for Progressive Discipline and School Safety. "Facilities" is identified as one of the eight essential components that support student learning. The integration of discussions regarding emergency response, police protocol, threat risk assessment and safe facilities has resulted in a focus on video surveillance needs in elementary and secondary schools.

Current events have highlighted the importance of access to functional, up to date digital surveillance technology. Our system has established a focus on progressive discipline and safe schools. The value of surveillance systems is recognized as an effective strategy for prevention, early intervention, monitoring, information gathering and response to incidents that impact student and school safety in a positive learning environment. Existing video surveillance equipment is aging and inconsistently available in schools across the district.

The AiM system plan action plan 4:

Ensure all students and employees experience safe, effective and respectful learning environments includes an action step to establish a multi-departmental work team consisting of Information and Technology Services, Facility Services and Special Education Services, to develop a framework for the implementation of digital surveillance systems for schools.

Current situation

The committee has established a common framework for implementation standards for video surveillance systems in school and criteria for the deployment of cameras in interior and exterior locations.

The committee has reviewed the current state of video surveillance systems and cameras in elementary and secondary schools.

The committee has conducted research regarding the current technology that is available to support video surveillance in schools.



The committee has based the following recommendation on a gap analysis of current state and recommended state.

Appendices

Appendix 1 – Video Surveillance Standards

Recommendation

The committee has considered funding options to reduce the impact of a potentially large capital expenditure.

Phase 1 \$500,000.00 for secondary school video surveillance renewal in the 2009-2010 school year

Take steps immediately to install new video surveillance technology that aligns with established standards framework in all secondary schools in 2009. Contract all aspects of work (e.g., cabling, equipment, installation). Amortize total estimated cost of \$500,000.00 over a 10 year period (cost per year 60,000.00). Cost estimate based on approximately \$60,000.00 per school for 20 exterior and 40 interior colour cameras.

Phase 2 Annual funding \$100,000.00 for elementary video surveillance renewal and system maintenance for 10 years

Allocate annual funding of \$100,000.00 to maintain existing systems upon renewal and to upgrade 8 elementary schools each year (based on established standards framework), using internal staff support and a combination of new and re-usable secondary school video surveillance technology. First annual amount of \$100,000.00 has been allocated from the 2007/2008 ITS budget year for this project in 2009-2010.

Phase 3 Revisions to Procedure 543 Use of Video Surveillance Systems

Update procedure 543 to include:

- A centrally driven, standards based approach to video surveillance systems in elementary and secondary school
- A central steering committee to meet bi-annually to review video surveillance systems and implementation across the district
- An intentional plan to support professional development related to video surveillance use
- The process of submitting day to day maintenance requests through the IT Help Desk and more comprehensive requests through the steering committee

Respectfully submitted,

**June Rogers
Superintendent of Education**

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Appendix 1 - Video Surveillance Standards

STANDARDS FOR INTERIOR AND EXTERIOR CAMERA LOCATION February 2009

	Location (minimum standard)	Rationale
INTERIOR	<ul style="list-style-type: none"> • Entrances – inside looking out • Cafeterias • Hall ways, intersections, foyer, display areas • Entrances to special areas: change rooms, washrooms, gyms • Locker areas • Special issue areas unique to each schools such as music door area, stairwells • Library entrance areas where backpacks are left • Stairwells 	<ul style="list-style-type: none"> • knowing who is in building, leaving, incidents • many incidents – bullying, food fights, attacks, vandalism, theft, large numbers of students • prevention and early intervention regarding inappropriate behavior • monitoring entrances and visitors to schools
EXTERIOR	<ul style="list-style-type: none"> • all doors • parking lot • walls of building (needs motion sensor lights) • exterior buildings unique to schools (ie, green houses) • football fields; if fenced and gated – point of entry • Bus area • Congregation areas (ie, smoking) • Bike racks • Signs • Exterior points on main building with “rover” cameras to cover most areas 	<ul style="list-style-type: none"> • seeing students/ people coming in • damage, vandalism, graffiti • attacks, aggression • student safety at dismissal or pick up times • visitors in schools • monitoring community interaction • bus areas and student pick up areas



Decision _____ **Information** X

To: The chair and members of the Hastings and Prince Edward District School Board

From: Rob McGall – Superintendent of Education, Human Resources Support Services

Re: Succession Planning for Leadership

Purpose

To initiate a focused discussion regarding a multi-year plan for leadership development and succession planning for both the academic and support groups. Priority areas for consideration include administrative assistant, coordinator, school administrator, system principal, system manager and supervisory officer positions in HPEDSB.

Background

Under the Ontario Leadership Strategy, school boards will be required to have a succession plan in place in 2009-2010 and a leadership development strategy in place in 2010-2011. HPEDSB requires a progressive plan to address anticipated leadership needs in both the short and long term.

Current situation

Key areas of leadership that need to be considered in the plan include:

System leadership: Director and superintendent vacancies likely within the next year to two years, with the need to consider future structures and recruitment/development strategies. There is also the need to review system principal positions and discuss options for renewal.

School leadership: Multiple vacancies anticipated within the next two years, with fewer applicants and the need to review recruitment strategies (internal and external) and leadership development programs.

Coordinators: In the spring of 2011 we will be managing a recruitment process for all Curriculum and Special Education coordinators for a new 5 year term. There is a need to anticipate this process and have a plan in place to ensure capable candidates apply.

District leadership: Consideration needs to be given to the development of future system managers, administrative assistants, and other key district positions to ensure effective transitions when vacancies occur.



**Hastings and Prince Edward
District School Board**

**Budget Committee
Report No. C-5-2
Page 2
May 19, 2009**

Recommendation

It is recommended that the senior team focus on the development of leadership development and succession planning in two stages. The senior team met in February 2009 to complete initial discussions, develop a plan and identify the following next steps:

- July 2009 – Review and refine the plan, with detailed action plans and appropriate resources identified.
- Spring 2009 – Funds be identified in the budget process to support succession planning for mentoring and leadership development. \$50,000 is recommended for this purpose.

Respectfully submitted,

**Rob McGall
Superintendent of Education
Human Resources Support Services**