



# Hastings and Prince Edward District School Board

# 2012 - 2013 BUDGET

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

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DWAYNE INCH, Chair of the Board

ROB MCGALL, Director of Education

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**MEMBERS OF THE HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**

**CHAIR**

Dwayne Inch ..... South Prince Edward

**VICE-CHAIR**

Mary Hall, B.Sc.(Hon) ..... Belleville/Thurlow

**TRUSTEES**

Mike Brant ..... Tyendinaga/Mohawk Territory

Samuel J. J. Clements, P.Eng . ..... Trenton/CFB Trenton

Jennifer Cobb ..... North Prince Edward

Bonnie Danes ..... Centre Hastings

Thelma Goodfellow ..... South East Hastings

Lucille Kyle ..... North Hastings

Dave Patterson ..... Belleville/Thurlow

Jim Williams ..... Sidney/Frankford

## SENIOR ADMINISTRATION

Rob McGall ..... Director of Education and Secretary of the Board

Colleen DeMille ..... Assistant Superintendent: Curriculum Services

Trish Fitzgibbon ..... Superintendent of Education - Curriculum Services and Schools

Tina Jones..... Student Success Lead

Matt Norton ..... Senior Information and Technology Services Officer

Cathy Portt ..... Assistant Superintendent: Special Education Services

June Rogers..... Superintendent of Education - Special Education Services and Schools

David Rutherford ..... Superintendent of Business Services and Treasurer of the Board

Mandy Savery-Whiteway ..... Superintendent of Education - Human Resources Support Services and Schools

Don Tregenza ..... Controller of Facility Services

## BOARD PROFILE

• Student enrolment	Elementary .....	9,384
	Secondary .....	5,526
	Adult/Continuing Education .....	109
		15,019
• School facilities	Elementary .....	43
	Secondary .....	9
		52
• Board staff (full-time equivalent).....		1,769
• Trustees (9 elected, one appointed).....		10
• Elector population.....		110,321
• Jurisdiction area (square kilometres) .....		7,200
• Transportation (approximate)	Students transported – as at May 2012.....	31,492 *
	Contracted operators – as at May 2012 .....	50 *
	Daily kilometres travelled – as at May 2012 .....	93,301 *

Hastings and Prince Edward District School Board is a member of Tri-Board Student Transportation Services Consortium along with Algonquin and Lakeshore Catholic District School Board and Limestone District School Board. Tri-Board Student Transportation Services Consortium administers bus routes for both public and Catholic students residing in Frontenac, Hastings and Prince Edward, and Lennox and Addington counties.

\* These represent totals for the entire Tri-board area. Of the 31,492 students transported, 10,284 are Hastings and Prince Edward District School Board students.

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## EXECUTIVE SUMMARY

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### **Background**

On March 29, 2012 the Ministry of Education released details of the 2012-2013 Grants for Student Needs (GSN). The provincial government indicated that the next school year would mark the transition from a time of significant annual increases in education funding to a more constrained fiscal environment. This factor, when combined with the impact of a projected further decline in student enrolment of 382 students was expected to result in a substantial operating deficit.

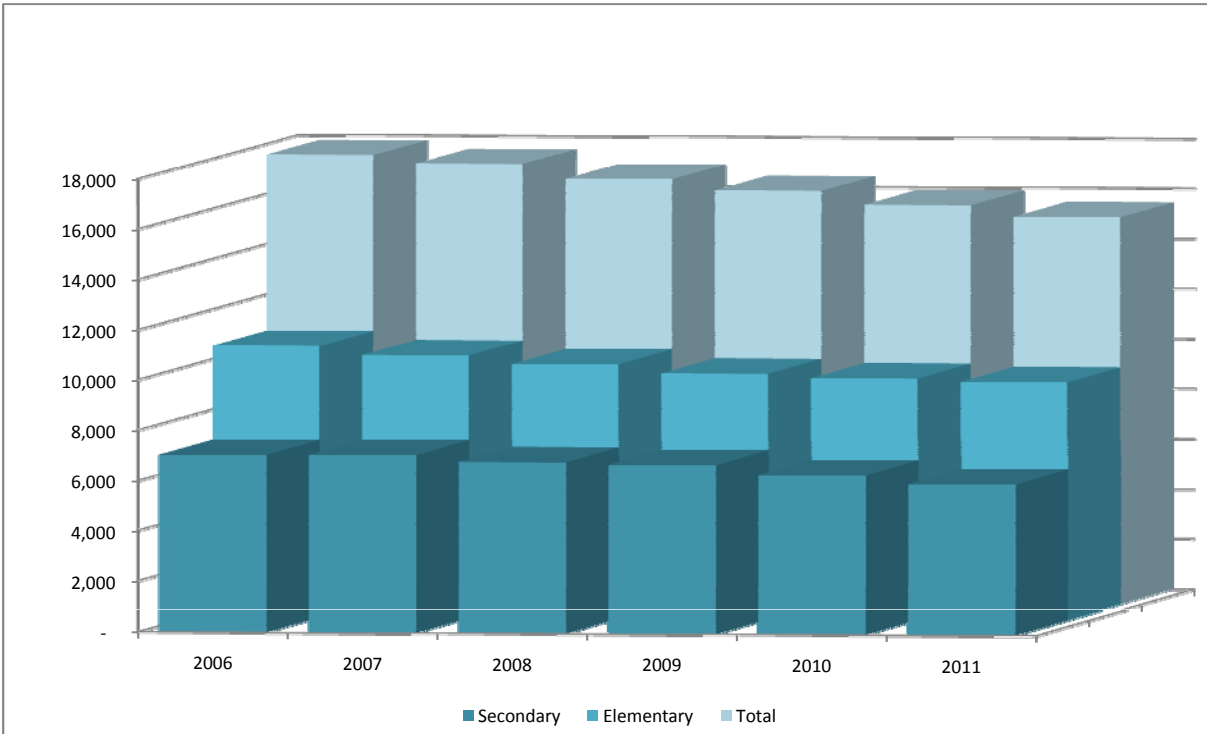
Preliminary financial projections by administration indicated the deficit would be approximately \$3 Million. The Board supported administration's goal of reducing the deficit to a level that would position the organization to operate within the funding and legislative guidelines of the Ministry of Education. With the impact of declining enrolment continuing for the next few years it was important to continue to bring operational costs in line with available funding.

Budget adjustments across all components of the board's operations have brought the operating deficit to \$255,013 or .13 percent of the boards operating expenses. The 2012-2013 budget for Hastings and Prince Edward District School Board was approved at the Board meeting of June 18, 2012. The operating budget is \$191,927,941 and uses \$255,013 of the board's accumulated surplus. In addition, a capital budget in the amount of \$23,751,296 was approved which includes the construction of two new elementary schools in Stirling and Tweed. The 2012-2013 budget is compliant with Ministry of Education requirements with respect to administrative expenses and balanced budget determination.

The 2012-2013 budget continues to support the board's system plan while maintaining the fiscal integrity of its operations. While additional work is necessary in future years, the Board is pleased with the progress made in aligning operational costs with available funding.

Details of the budget are summarized on the following pages.

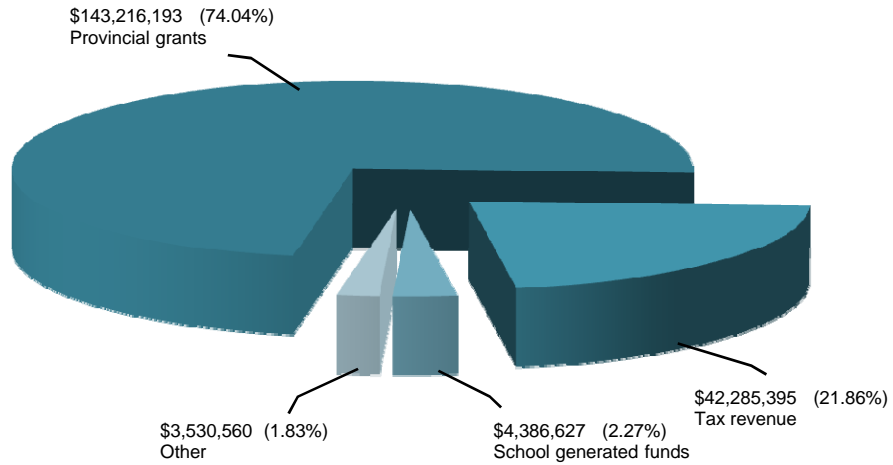
## ENROLMENTS (2006 - 2011)



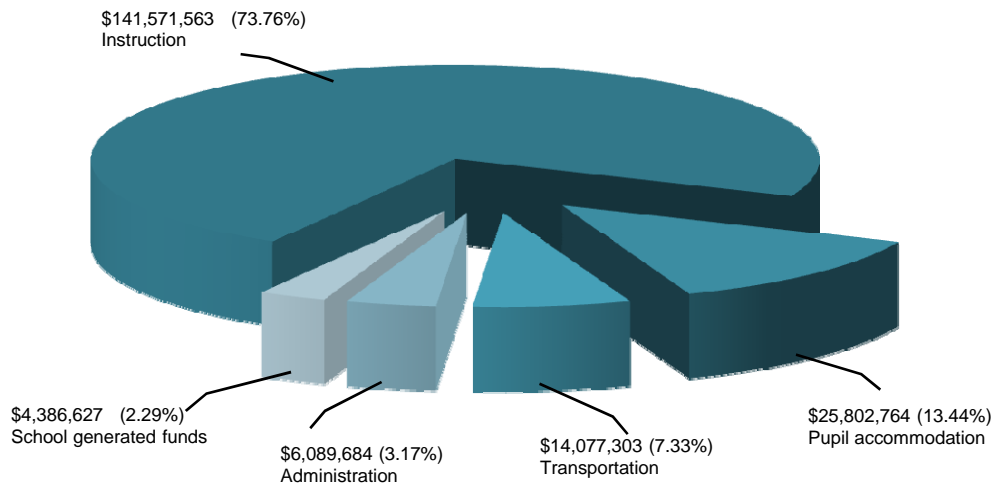
	2006	2007	2008	2009	2010	2011
<b>Secondary</b>	7,026	7,046	6,790	6,700	6,319	5,990
<b>Elementary</b>	10,770	10,416	10,077	9,725	9,558	9,434
<b>Total</b>	17,796	17,462	16,867	16,425	15,877	15,424

Figures shown are October 31st full-time equivalents.

**SOURCES OF REVENUE**  
**BASED ON 2012-2013 BUDGET OF \$193,418,775**



**OPERATING EXPENSES**  
**BASED ON 2012-2013 BUDGET OF \$191,927,941**





## CONSOLIDATED STATEMENT OF OPERATIONS

<b>Revenues</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Estimates</b>	<b>2012-2013 Estimates</b>
Provincial Funding	128,832,793	134,484,663	132,034,552 *
Provincial Grants - Other	3,364,521	2,642,569	6,406,526
Local Taxation	42,710,823	42,273,283	42,285,395 *
School Generated Funds	4,753,930	5,260,110	4,386,627
Federal Grants and Fees	1,268,785	1,416,526	1,285,954
Investment Income	107,929	-	50,000
Other Revenues - School boards	18,675	15,900	10,000
Other Fees and Revenues	2,633,082	2,053,184	2,184,606
Amortization of Deferred Capital Contributions	4,548,089	4,844,897	4,775,115
	<b>\$ 188,238,627</b>	<b>\$ 192,991,132</b>	<b>\$ 193,418,775</b>
<b>Expenses</b>			
Instruction	143,469,855	143,006,306	141,571,563
Administration	6,469,100	6,294,696	6,089,684
Transportation	13,845,935	14,224,537	14,077,303
Pupil Accommodation	22,715,135	25,598,208	25,802,764
School Generated Funds	4,915,389	5,260,110	4,386,627
	<b>\$ 191,415,414</b>	<b>\$ 194,383,857</b>	<b>\$ 191,927,941</b>
Surplus/(Deficit) before Appropriation	<b>\$ (3,176,787)</b>	<b>\$ (1,392,725)</b>	<b>\$ 1,490,834</b>

\* Total \$174,319,947

## GRANTS FOR STUDENT NEEDS

	<u>2010-2011 Actual</u>	<u>2011-2012 Estimates</u>	<u>2012-2013 Estimates</u>
Pupil Foundation Grant	77,963,880	78,316,677	76,887,659
School Foundation Grant	13,111,138	12,987,710	12,767,049
Special Education	20,867,142	21,947,797	21,554,988
School Operations	16,513,789	16,698,911	16,955,650
Transportation	13,846,136	13,843,729	13,695,746
Teacher Qualifications and Experience	11,790,364	13,645,612	13,719,137
Board Administration and Governance	4,811,819	4,808,263	4,706,459
School Renewal	3,058,594	4,800,030	4,959,617
Debt Repayment (Interest Portion)	1,710,802	1,693,000	1,647,743
Learning Opportunities	2,776,737	2,692,896	2,661,289
Remote and Rural/Distant Schools	2,903,567	3,033,080	3,052,269
Language Allocation	1,889,129	1,889,524	1,867,777
Declining Enrolment Grant	1,476,267	1,083,106	872,715
Continuing Education	474,160	476,172	476,303
Program Enhancement	530,750	501,800	-
First nation, Metis and Inuit	1,388,375	1,036,410	867,993
Safe Schools	317,482	320,518	314,019
Community Use	243,983	247,017	245,112
OMERS Contribution	176,108	-	-
Restraint Savings	-	(137,145)	(137,145)
<b>Sub total</b>	<b>\$ 175,850,222</b>	<b>\$ 179,885,107</b>	<b>\$ 177,114,380</b>
Less Tangible Capital Assets	(1,515,723)	(1,329,850)	(1,283,600)
Less School Renewal Capital	<u>(2,790,883)</u>	<u>(1,797,311)</u>	<u>(1,510,833)</u>
<b>Total</b>	<b><u>\$ 171,543,616</u></b>	<b><u>\$ 176,757,946</u></b>	<b><u>\$ 174,319,947</u></b> *

\* Represents the sum of Provincial Funding and Local Taxation on Consolidated Statement of Operations

**STATEMENT OF EXPENSES**

Expense Categories	Salaries and Wages	Employee Benefits	Staff Development	Supplies and Services	Interest Charges on Capital	Rental Expense	Fees & Contract. Services	Other	Amortization and Write Downs & Net loss on disposal	Total Expenses
<b>INSTRUCTION</b>										
Classroom Teachers	82,565,492	8,964,195								91,529,687
Supply Teachers	3,246,937	403,188								3,650,125
Teacher Assistants/Early Childhood Educator	11,090,385	2,842,184								13,932,569
Textbooks/Supplies				3,636,965		268,000	66,800	4,000		3,975,765
Computers				1,128,140						1,128,140
(Para)Professionals/Technicians	3,258,641	819,716		173,550		5,000	115,000			4,371,907
Library/Guidance	2,554,509	357,397		5,200						2,917,106
Staff Development	916,357	11,558	409,320							1,337,235
Department Heads	370,000									370,000
Principals and Vice-Principals	7,277,848	629,878	20,000	65,200						7,992,926
School Office	4,158,615	948,721	49,400	926,800			227,000			6,310,536
Coordinators and Consultants	2,047,741	280,248		129,225			10,099			2,467,313
Continuing Educator	472,380	62,728		28,170		6,100				569,378
Amortization and Write Downs									1,018,876	1,018,876
Loss on disposal of TCA and assets held for sale										-
Instruction Subtotal	117,958,905	15,319,813	478,720	6,093,250	-	279,100	418,899	4,000	1,018,876	141,571,563
<b>ADMINISTRATION</b>										
Trustees	110,831	2,905	31,000	44,500						189,236
Directors/Supervisory Officers	1,135,725	136,056	14,500	37,050				5,000		1,328,331
Board Administration	2,356,209	533,607	119,900	752,539		38,300	451,220	152,430		4,404,205
Amortization and Write Downs									167,912	167,912
Loss on disposal of TCA and assets held for sale										-
Administration Subtotal	3,602,765	672,568	165,400	834,089	-	38,300	451,220	157,430	167,912	6,089,684
<b>TRANSPORTATION</b>										
Pupil Transportation							13,914,602			13,914,602
Transportation-Provincial Schools							142,758			142,758
Amortization and Write Downs									19,943	19,943
Loss on disposal of TCA and assets held for sale										-
Transportation Subtotal	-	-	-	-	-	-	14,057,360	-	19,943	14,077,303
<b>PUPIL ACCOMMODATION</b>										
School Operations/Maintenance	7,688,774	1,988,562	21,800	6,181,410		30,000	804,500	40,000		16,755,046
School Renewal				3,448,784						3,448,784
Other Pupil Accommodation					1,744,129					1,744,129
Amortization and Write Downs									3,854,805	3,854,805
Loss on disposal of TCA and assets held for sale										-
Pupil Accommodation Subtotal	7,688,774	1,988,562	21,800	9,630,194	1,744,129	30,000	804,500	40,000	3,854,805	25,802,764
<b>OTHER</b>										
School Generated Funds				4,386,627						4,386,627
Other Non-Operating Expenses										-
Amortization and Write Downs										-
Loss on disposal of TCA and assets held for sale										-
Provision for contingencies										-
Subtotal - Other	-	-	-	4,386,627	-	-	-	-	-	4,386,627
<b>TOTAL EXPENSES</b>	<b>129,250,444</b>	<b>17,980,943</b>	<b>665,920</b>	<b>20,944,160</b>	<b>1,744,129</b>	<b>347,400</b>	<b>15,731,979</b>	<b>201,430</b>	<b>5,061,536</b>	<b>191,927,941</b>

## CAPITAL EXPENDITURES SUMMARY

	<u>2010-2011 Actual</u>	<u>2011-2012 Estimates</u>	<u>2012-2013 Estimates</u>
Minor Capital Assets (Furniture, computers, vehicles)	1,555,723	1,431,950	1,283,600
<b>Land, Buildings, Construction in Progress</b>			
Athol-South Marysburgh P.S.	1,309,984	-	-
York River P.S.	3,820,008		
Prince Charles P.S. (Belleville)	5,756,170	1,300,000	-
Sir John A. Macdonald P.S.	2,645,776	-	-
Full Day Kindergarten	-	2,448,456	6,422,039
Other (short term Interest on capital projects)	454,533	497,311	440,399
New Stirling and Tweed Schools	-	-	15,605,258
	<u><b>\$ 15,542,194</b></u>	<u><b>\$ 5,677,717</b></u>	<u><b>\$ 23,751,296</b></u>

**ACCUMULATED SURPLUS/DEFICIT**

	<b>Balance at Sept 1, 2012</b>	<b>Adjustment to Employee Future Benefits - retirement gratuity liability</b>	<b>In-Year Increase (+) / Decrease (-)</b>	<b>Balance at Aug 31, 2013</b>
<b>Available for Compliance - Unappropriated</b>				
Operating Accumulated Surplus	2,225,417		(255,013)	1,970,404
Total Unappropriated	2,225,417	-	(255,013)	1,970,404
<b>Available for Compliance - Internally Appropriated</b>				
Retirement Gratuities				
WSIB	619,200			619,200
School Renewal (previously included in pupil accommodation debt reserve)				
Amounts previously included in pupil accommodation debt reserves that are not related to NPP or School Renewal				
Other Purposes - Operating				
Future Benefits				
Future Capital				
Committed Sinking Fund interest earned				
Committed Capital Projects				
Other Purposes - Capital				
Future Capital	2,503,093			2,503,093
Total Internally Appropriated	3,122,293	-	-	3,122,293
<b>Total Accumulated Surplus / (Deficit) Available for Compliance</b>	<b>5,347,710</b>	<b>-</b>	<b>(255,013)</b>	<b>5,092,697</b>
<b>Unavailable for Compliance</b>				
Employee Future Benefits - retirement gratuity liability as of September 1, 2012 to be amortized over the employee average remaining service life (EARSL) reported in Sch. 10G.	(18,447,721)		1,254,947	(17,192,774)
Employee Future Benefits - other than retirement gratuity	(1,341,725)		47,894	(1,293,831)
Interest to be Accrued	(485,162)		13,806	(471,356)
Vacation Accrued	(429,200)		429,200	
School Generated Funds	2,162,633			2,162,633
Revenues recognized for land	173,733			173,733
Total Unavailable for Compliance	(18,367,442)	-	1,745,847	(16,621,595)
<b>Total Accumulated Surplus/(Deficit)</b>	<b>(13,019,732)</b>	<b>-</b>	<b>1,490,834</b>	<b>(11,528,898)</b>

## STAFFING BY PROGRAMS - 2012-2013

### Regular Program Staffing

Report staffing based on FTE as of October 31 (One decimal)

STAFFING	Elementary	Secondary	Total Regular Program
<b>Classroom Instruction</b>			
Classroom Teachers (other than teachers included below)	461.5	317.5	779.0
Classroom Teachers (French - Extended and Immersion)	12.0	3.5	15.5
Other School Based Teachers, Specialist Teachers & Resource Teachers			
Art (Elementary)	2.0		2.0
Music (Elementary)	8.0		8.0
Drama (Elementary)	2.0		2.0
Physical Education (Elementary)	15.0		15.0
French - Core (Elementary)	25.0		25.0
Other Specialist Teachers (Elementary)	6.0		6.0
Student Success Teachers (Secondary)		8.0	8.0
Resource Teachers and Other	-	-	-
Principals - instruction time only	-	-	-
Vice-Principals - instruction time only	5.3	-	5.3
Care and Treatment and Correctional Facilities			
Total Classroom Instruction Teachers	536.8	329.0	865.8
Teacher Assistants			
Teacher Assistants - General	-	-	-
Early Childhood Educator	38.0		38.0
Care and Treatment and Correctional Facilities Assistants			
Student Support - Professionals, Paraprofessionals and Technicians			
Social Services	-	-	-
Child & Youth workers	1.3	1.3	2.6
Speech Services	-	-	-
Psychological Services	-	-	-
Attendance Counselling	1.0	1.0	2.0
Lunchroom/Noon hour/Bus/Yard Supervision	1.0	8.2	9.2
Computer and Other Technical Student Support Services	10.7	10.7	21.4
Clerical and Secretarial staff			
Other Professional and Paraprofessional Staff, Teachers or Teacher Assistants	1.0	-	1.0
Library and Guidance			
Library Teachers	1.0	8.0	9.0
Guidance Teachers	-	12.7	12.7
Library technicians	15.7	1.4	17.1
Other staff - Library/Guidance	-	-	-
School Administration			
Principals - Administrative Time	36.5	8.0	44.5
Vice-Principals - Administrative Time	8.2	11.0	19.2
Department Heads - Release Time	-	11.0	11.0
Clerical and Secretarial Staff	51.6	32.5	84.1
Coordinators and Consultants			
Coordinators and Consultants	8.0	6.5	14.5
Clerical and Secretarial staff			
<b>TOTAL</b>	<b>710.8</b>	<b>441.3</b>	<b>1,152.1</b>

**STAFFING BY PROGRAMS - 2012-2013**

**Special Education//Total Staffing**

Report staffing based on FTE as of October 31 (One decimal)

<b>STAFFING</b>	<b>Special Education - Elementary</b>	<b>Special Education - Secondary</b>	<b>Total Day School Programs</b>	<b>Continuing Education, Summer School &amp; Adult Day School</b>	<b>GRAND TOTAL</b>
<b>Classroom Instruction</b>					
Classroom Teachers (other than teachers included below)	19.2	25.7	823.9	-	823.9
Classroom Teachers (French - Extended and Immersion)			15.5	-	15.5
Other School Based Teachers, Specialist Teachers & Resource Teachers					
Art (Elementary)	-		2.0		2.0
Music (Elementary)	-		8.0		8.0
Drama (Elementary)	-		2.0		2.0
Physical Education (Elementary)	-		15.0		15.0
French - Core (Elementary)	-		25.0		25.0
Other Specialist Teachers (Elementary)	-		6.0		6.0
Student Success Teachers (Secondary)			8.0	-	8.0
Resource Teachers and Other	37.3	8.0	45.3	-	45.3
Principals - instruction time only	-	-	-	-	-
Vice-Principals - instruction time only	-	-	5.3	-	5.3
Care and Treatment and Correctional Facilities	3.5	1.0	4.5		4.5
<b>Total Classroom Instruction Teachers</b>	<b>60.0</b>	<b>34.7</b>	<b>960.5</b>	<b>-</b>	<b>960.5</b>
Teacher Assistants					
Teacher Assistants - General	169.5	88.7	258.2	-	258.2
Early Childhood Educator	-		38.0		38.0
Care and Treatment and Correctional Facilities Assistants	3.0	-	3.0		3.0
Student Support - Professionals, Paraprofessionals and Technicians					
Social Services	-	-	-	-	-
Child & Youth workers	9.0	8.2	19.8	-	19.8
Speech Services	0.8	0.8	1.6	-	1.6
Psychological Services	1.3	1.3	2.6	-	2.6
Attendance Counselling	-	-	2.0	-	2.0
Lunchroom/Noon hour/Bus/Yard Supervision	-	-	9.2	-	9.2
Computer and Other Technical Student Support Services	1.5	1.0	23.9	-	23.9
Clerical and Secretarial staff					
Other Professional and Paraprofessional Staff, Teachers or Teacher Assistants	-	-	1.0	-	1.0
Library and Guidance					
Library Teachers	-	-	9.0	-	9.0
Guidance Teachers	-	-	12.7	-	12.7
Library technicians	-	-	17.1	-	17.1
Other staff - Library/Guidance	-	-	-	-	-
School Administration					
Principals - Administrative Time	-	-	44.5	-	44.5
Vice-Principals - Administrative Time	-	-	19.2	-	19.2
Department Heads - Release Time	-	-	11.0	-	11.0
Clerical and Secretarial Staff	-	-	84.1	-	84.1
Coordinators and Consultants					
Coordinators and Consultants	6.0	1.0	21.5	1.0	22.5
Clerical and Secretarial staff					5.5
<b>TOTAL</b>	<b>251.1</b>	<b>135.7</b>	<b>1,538.9</b>	<b>1.0</b>	<b>1,545.4</b>

**STAFFING - 2012-2013**  
**Administration, Transportation & School Operations Staffing**

Report staffing based on FTE as of October 31 (One decimal)

STAFFING	Elementary	Secondary	
<b>Administration and Governance</b>			
Trustees			10.0
Directors and Supervisory Officers			7.0
Other Academic Staff - Teachers, Principals, Vice-principals			-
Managerial/Professional Staff			8.5
Clerical / Secretarial / Technical and Specialized Staff			31.1
Pupil Transportation			
Managerial/Professional Staff			-
Clerical and Secretarial Staff			-
Technical and Specialized/Bus Drivers (employed by board)			-
Transportation Assistants			-
School Operations			
Managerial/Professional Staff			9.0
Clerical and Secretarial Staff			3.0
Custodial Staff	76.8	59.0	135.8
Maintenance Staff	9.5	9.5	19.0
Other Non-Operating - All Staff			
Other Non-Operating - All Staff			-
<b>TOTAL</b>			<b>223.4</b>
<b>Grand Total</b>			<b>1,768.8</b>