

Durham Catholic District School Board
Catholic Education: Learning & Living in Faith



FINANCE COMMITTEE MEETING

AGENDA

Monday, May 14, 2018
7:00 p.m.



Catholic Education Centre, 650 Rossland Road West, Oshawa, Ontario L1J 7C4
Main Telephone Number: (905) 576-6150; Toll Free: 1-877-482-0722
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Durham Catholic District School Board

FINANCE COMMITTEE MEETING

Monday, May 14, 2018

CEC Boardroom,

650 Rossland Road West, Oshawa

AGENDA

A. CALL TO ORDER

- a.1 Memorials and Prayers
- a.2 Roll Call and Apologies

B. APPROVAL OF AGENDA

- b.1 Changes to Printed Agenda
- b.2 Approval of Agenda

C. ANNOUNCEMENTS

D. NOTICE OF MOTIONS

E. DECLARATIONS OF INTEREST

- e.1 Declaration of Conflict of Interest

F. ACTIONS TO BE TAKEN

- f.1 Approval of Minutes – April 11, 2018
- f.2 Business Arising – April 11, 2018

G. PRESENTATIONS

H. STAFF REPORTS/DISCUSSION ITEMS

- h.1 2018/2019 Estimates – First Draft
- h.2 Stakeholder Input

I. ADJOURNMENT

J. CLOSING PRAYER



Durham Catholic District School Board

MEMORANDUM

To: Finance Committee
From: Ryan Putnam, Superintendent of Business & CFO
Date: May 14, 2018
Subject: **Finance Committee Minutes – April 11, 2018**

RECOMMENDATION:

Moved by _____, seconded by _____

“THAT the Finance Committee approve the minutes of the April 11, 2018 Finance Committee meeting.”

RATIONALE:

See attached.

RP:br
Attachment



Durham Catholic District School Board

MINUTES of the **FINANCE COMMITTEE** meeting which was held at the Catholic Education Centre on Wednesday April 11, 2018.

Present

M. Forster (Vice Chair)
P. Pulla (Teleconference)
J. Rinella (Alternate)

Regrets

T. Corless (Chair)

Staff

A. O'Brien
R. Putnam
T. Barill
J. Bowyer
B. Camozzi
M. Gray
R. Leclair
J. Mullins
G. O'Reilly
R. Rodriguez
M. Hammond

A. CALL TO ORDER

Vice Chair Forster called the meeting to order at 7:00 p.m.

a.1 Memorials and Prayers

Vice Chair Forster welcomed everyone in attendance and offered the opening prayer.

a.2 Roll Call and Apologies

Noted above.

B. APPROVAL OF AGENDA

b.1 Changes to the Printed Agenda

None.

b.2 Approval of Agenda

Motion No. FC-2018-04-11-01

Approval of Agenda

Moved by J. Rinella, seconded by P. Pulla

"THAT the Finance Committee approve the April 11, 2018 agenda."

Carried

C. ANNOUNCEMENTS

None.

D. NOTICE OF MOTIONS

None.

E. DECLARATIONS OF INTEREST

None.

F. ACTIONS TO BE TAKEN

- f.1 Motion No. FC-2018-04-11-02 Approval of Minutes - February 12, 2018

Moved by J. Rinella, seconded by P. Pulla

“THAT the Finance Committee approve the Minutes of the February 12, 2018 Finance Committee meeting.”

Carried

- f.2 Business Arising from the Minutes of February 12, 2018

None.

- f.3 Motion No. FC-2018-04-11-03 Approval of Minutes – April 9, 2018

Moved by J. Rinella, seconded by P. Pulla

“THAT the Finance Committee approve the Minutes of the April 9, 2018 Finance Committee Budget Consultation Session.”

Carried

- f.4 Business Arising from the Minutes of April 9, 2018

None.

G. STAFF REPORTS/DISCUSSION ITEMS

- g.1 Updated Multi-Year Budget Framework

Superintendent Putnam presented the Updated Multi-Year Budget Framework highlighting projected enrolment, 17/18 in-year cost pressures and 18/19 anticipated cost pressures including benefits transition, replacement costs, transportation and Employment Standards Act legislated changes. The first draft of the 2018/2019 Estimates will be presented in May with final budget approval in June 2018.

Motion No. FC-2018-04-11-04 Updated Multi-Year Budget Framework

Moved by J. Rinella, seconded by P. Pulla

“THAT the Finance Committee receive as information the Updated Multi-Year Budget Framework as presented by staff on April 11, 2018.”

Carried

g.2 **MOTION TO MOVE TO IN-CAMERA SESSION (8:05 p.m.)**

Motion No. FC-2018-04-11-05

Motion to Move into In-Camera Session

Moved by J. Rinella, seconded by P. Pulla

“THAT the Finance Committee meeting of April 11, 2018 move into In-Camera Session.”

Carried

RESUMPTION OF OPEN SESSION (9:21 p.m.)

H. **ADJOURNMENT**

Motion No. FC-2018-04-11-06

Adjournment

Moved by J. Rinella, seconded by P. Pulla

“THAT the April 11, 2018 meeting of the Finance Committee be adjourned.”

Carried

The meeting adjourned at 9:22 p.m.

K. **CLOSING PRAYER**

Closing prayer was offered by R. Putnam.

M. Forster, Vice Chair, Finance Committee

R. Putnam, Resource, Finance Committee

Recording Secretary: B. Rotondi



Durham Catholic District School Board

MEMORANDUM

To: Finance Committee
From: Ryan Putnam, Superintendent of Business & CFO
Date: May 14, 2018
Subject: **2018/2019 Estimates – First Draft**

RECOMMENDATIONS:

1. Moved by _____, seconded by _____

“THAT the Finance Committee receive the first draft of the 2018/2019 Estimates for information and discussion.”

RATIONALE:

Attached is the first draft of the 2018/2019 Estimates. Staff is pleased to present a proposed budget which does not require reliance on operating reserves. Following review and discussion with the Finance Committee, the draft budget will be presented to the Board of Trustees at the May 28, 2018 Regular Board meeting. The final budget will be reviewed with the Finance Committee on June 4, 2018 after which it will be presented to the Board of Trustees for approval at the June 11, 2018 Regular Board meeting.

RP:br
Attachment



Excellence | Equity | New Evangelization

Durham Catholic District School Board

Catholic Education: Learning & Living in Faith



2018/2019 Estimates (First Draft - May 2018)



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Mission Statement

We are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ.



2018/2019 Budget Highlights

- Alignment with key Strategic Plan goals and priorities
- Reflects public consultation and stakeholder input
- Ongoing investment in Religion and Faith Formation resources
- Continuation of Advancing Communication strategies
- Additional Student Services and Special Education supports
- Continuation of Safe and Healthy Schools initiatives
- Advances the Student Well-Being and Achievement mandate
- Provides Pathways to Success opportunities for all students
- Continuation of the Ministry of Education's Province-wide Math Strategy
- Dedicated resources towards Equity, Diversity and Indigenous Studies
- Provides Staff Development and Capacity Building opportunities
- 21st Century Learning strategies and Emerging Technology initiatives
- Support for after school Transportation and French programs
- Continuation of expanded French and Music program offerings
- Resources to support English as a Second Language students
- Enhancement and intensification of International Student programs
- Reflects ongoing implementation of the Long Term Accommodation Plan
- Ministry funding for Schools, Child Care and Family Centre spaces
- Growth in Continuing Education, Partnerships and Community Use
- Revisioning of Alternative Education supports and services
- Incorporates multi-year contract with School Bus Operators
- Allocation of School Administrators based on equity factors
- Allocation of School Support Staff based on equity factors
- Staff recruitment and retention strategies to better serve students
- Incorporates Provincial Labour Framework terms and conditions
- Compliant with Ministry funding enveloping requirements
- Compliant with Ministry legislated class size requirements
- Compliant with Provincial Employment Standards Act legislation
- Balanced budget without reliance on operating reserve fund
- Maintains a base level of reserves for contingency purposes

Table One – Projected Enrolment

Panel	2018/2019	2017/2018	Variance
Elementary	14,460	14,600	(140)
Secondary	6,312	6,359	(47)
Total	20,772	20,959	(187)

Table Two – Operating Revenue

Category	2018/2019	2017/2018
Ministry Grants (GSN)	\$240,020,231	\$233,511,745
Ministry Funding (EPO)	2,211,486	2,245,737
Recoveries – Secondments	885,319	634,735
Government of Canada	462,837	462,837
Other Provincial Agencies	884,782	960,476
Community Use of Schools	350,000	325,000
Continuing Education Fees	200,000	175,000
International Students	343,750	343,750
Partnership Agreements	550,000	514,155
Other Revenue	170,000	170,000
School Generated Funds	6,700,000	6,700,000
Technology Equalization Fund	0	500,000
Operating Reserve Fund	<u>Not required</u>	<u>1,000,000</u>
	<u>\$252,778,405</u>	<u>\$247,543,435</u>

Table Three – Operating Reserve Fund

Anticipated balance end of 2017/2018	\$1,621,442
Applied towards 2018/2019 Operations	<u>Not required</u>
Balance Available for Future Use	<u>\$1,621,442</u>

Planned Operating Expenses

Category	2018/2019	2017/2018
Salaries and Benefits	\$219,009,348	\$211,900,265
Student Transportation	7,177,320	6,777,320
Facilities Services	7,123,398	7,448,627
School Budgets	2,193,866	2,216,188
Information and Communication Technology	2,821,348	3,311,103
Academic Services	4,415,831	5,694,733
Business Services	702,664	702,664
Human Resources & Administrative Services	466,515	516,515
Mileage and Travel Allowances	536,640	536,640
Director's Office and Board Administration	234,954	242,859
Legal and Professional Services	364,109	364,109
Trustees and Student Representatives	212,017	212,017
Staff Development and Capacity Building	699,395	799,395
Corporate Communications	121,000	121,000
School Generated Funds	<u>6,700,000</u>	<u>6,700,000</u>
	<u>\$252,778,405</u>	<u>\$247,543,435</u>

Academic Services includes:

- Program Services
- Student Services
- Equity and Diversity
- Indigenous Studies
- Faith Formation
- French Immersion
- Early Years (FDK)
- Safe & Healthy Schools
- Student Success
- Student Achievement
- Continuing Education
- Alternative Education
- International Education

Staffing Summary by Position

Employee Group	2018/2019	2017/2018	FTE Change	% Change
<i>Elementary Teachers*</i>	857.57	861.37	(3.80)	(0.4%)
<i>Secondary Teachers*</i>	431.33	446.33	(15.00)	(3.4%)
Coordinators and Consultants	24.00	24.00	0.00	0.0%
<i>Principals and Vice-Principals</i>	73.50	75.00	(1.50)	(2.0%)
Secondments (External/Capital)	7.33	6.33	1.00	15.8%
Director of Education	1.00	1.00	0.00	0.0%
Supervisory Officers	8.00	8.00	0.00	0.0%
Middle Management	38.00	37.00	1.00	2.7%
Non-Union	17.00	17.00	0.00	0.0%
Chaplains and Faith Animator	8.00	8.00	0.00	0.0%
Student Services	41.80	41.80	0.00	0.0%
Educational Assistants	285.50	285.50	0.00	0.0%
<i>Early Childhood Educators*</i>	94.00	96.00	(2.00)	(2.1%)
Custodial and Maintenance*	184.00	184.00	0.00	0.0%
<i>Secretarial/Clerical/Technical*</i>	109.00	111.00	(2.00)	(1.8%)
Trustees	8.00	8.00	0.00	0.0%
Total	2,188.03	2,210.33	(22.30)	(1.0%)

Note 1 – categories in *italics* have an enrolment component to the annual allocation.

Note 2 – positions on Secondment are fully recoverable from the external agency or capital fund.

Note 3 – positions with an asterisk (*) are primarily determined by legislation or collective agreement.

Note 4 – compliant with Ministry funding for Administration, Special Education, Student Achievement.

Note 5 – the above table includes 26.8 FTE (12.6 Teaching and 14.2 Support Staff) which are funded by the Ministry of Education through the Provincial Labour Framework until August 2019.

Note 6 – the above table does not reflect new Ministry funded positions totaling \$955,277 in the areas of Special Education, Mental Health and Equity (positions to be determined).

2018/2019 Non-Operating Budget

Table One – Revenue Sources

Capital Priorities Funding	\$7,435,815
Child Care Funding	504,170
Family Centres Funding	504,170
School Renewal Allocation	2,953,564
School Condition Allocation	4,205,450
Greenhouse Gas Reduction Funding	467,270
Ministry Funded Debenture Payments	6,683,107
Multi-Year Technology Program	947,300
Educational Development Charges	<u>2,000,000</u>
	\$25,700,846

Table Two – Planned Expenses

St. Marguerite d'Youville C.S. Replacement School	\$8,444,155
School Renewal Program	2,953,564
School Condition Program	4,205,450
Greenhouse Gas Reduction Projects	467,270
Debenture Principal Payments	4,405,463
Debenture Interest Payments	2,277,644
Multi-Year Technology Program	947,300
Transfer to EDC Reserve	<u>2,000,000</u>
	\$25,700,846

Appendix One - Detailed Operating Expenses

Category	2018/2019	2017/2018
Salaries and Benefits		
Salaries – Teaching	\$138,182,727	\$135,696,588
Salaries – Support Staff	44,311,936	41,904,026
Statutory Benefits	11,865,135	11,470,176
Employee Benefits	19,400,050	17,679,976
Provincial Benefits Transition	0	1,000,000
Supply Teacher Costs	4,850,700	3,850,724
Lunch Hour Supervisors	398,800	298,775
Subtotal	\$219,009,348	\$211,900,265
Student Transportation		
Elementary	\$3,683,189	\$3,474,726
Secondary	2,025,640	1,911,001
Special Education	1,358,491	1,281,593
Administrative	110,000	110,000
Subtotal	\$7,177,320	\$6,777,320
Facilities Services		
Utilities	\$4,559,329	\$4,469,930
Maintenance	1,372,435	1,623,800
Snow Removal	600,000	600,000
Portable Moves	226,634	389,897
Custodial Supplies	365,000	365,000
Subtotal	\$7,123,398	\$7,448,627
School Budgets		
Elementary	\$1,108,080	\$1,122,324
Secondary	1,085,786	1,093,864
Subtotal	\$2,193,866	\$2,216,188

Appendix One - Detailed Operating Expenses (cont'd)

Category	2018/2019	2017/2018
Information Technology		
Software Licenses	\$852,000	\$1,302,000
Wide Area Network	639,000	639,000
Telephone Services	160,000	160,000
Multi-Year Program	650,000	650,000
Cellular Technology	150,000	150,000
Remaining	370,348	410,103
Subtotal	\$2,821,348	\$3,311,103
Academic Services		
Teaching and Learning	\$503,519	\$571,161
Student Services	761,400	823,180
Faith Formation	267,150	267,150
System/Regional Programs	350,000	350,000
Safe & Healthy Schools	143,223	68,284
Student Success	526,708	778,415
Student Achievement	57,478	118,393
Continuing Education	1,304,974	1,294,393
Alternative Education	121,500	236,500
International Education	46,000	105,391
Aboriginal Education	61,616	62,225
Parent Involvement	57,510	100,548
Outdoor Education	111,441	110,826
Assistive Technology	103,312	808,267
Subtotal	\$4,415,831	\$5,694,733

Appendix One - Detailed Operating Expenses (cont'd)

Category	2018/2019	2017/2018
Business Services		
Insurance	\$488,664	\$488,664
Audit and Actuarial Fees	60,000	60,000
Cafeteria Equipment	93,500	93,500
Remaining	60,500	60,500
Subtotal	\$702,664	\$702,664
Human Resources & Administrative Services		
Health and Safety	\$49,100	\$49,100
Summer Students	106,965	106,965
CPCO Membership	119,600	119,600
Employee Family Assistance Program	55,000	55,000
Remaining	135,850	185,850
Subtotal	\$466,515	\$516,515
Mileage and Travel Allowances		
Mileage Reimbursement	\$252,480	\$252,480
Travel Allowances	284,160	284,160
Subtotal	\$536,640	\$536,640
Director's Office and Board Administration		
Board Memberships	\$54,000	\$54,000
System Wide Events	20,000	20,000
Partnerships	25,000	25,000
School Celebrations	50,000	50,000
Remaining	85,954	93,859
Subtotal	\$234,954	\$242,859

Appendix One - Detailed Operating Expenses (cont'd)

Category	2018/2019	2017/2018
Legal and Professional Services		
Subtotal	\$364,109	\$364,109
Trustees and Student Representatives		
OCSTA Membership	\$104,017	\$104,017
Student Trustees	25,000	25,000
Professional Development	40,000	40,000
Other	43,000	43,000
Subtotal	\$212,017	\$212,017
Staff Development and Capacity Building		
Teacher Release Time	\$699,395	\$799,395
Subtotal	\$699,395	\$799,395
Corporate Communications		
Public Relations	\$50,000	\$50,000
JK/FI Registration	25,000	25,000
Trustee Initiatives	10,000	10,000
Website	20,000	20,000
Remaining	16,000	16,000
Subtotal	\$121,000	\$121,000
School Generated Funds		
Elementary	\$3,950,000	\$3,950,000
Secondary	2,750,000	2,750,000
Subtotal	<u>\$6,700,000</u>	<u>\$6,700,000</u>
	<u>\$252,778,405</u>	<u>\$247,543,435</u>

Strategic Plan Themes and Priorities

Witnessing Faith

Celebrating Equity, Excellence and New Evangelization



Creating and Sustaining a Caring Catholic School Culture

Building Relationships and Developing People

Teaching and Learning in the Formation of a Distinct Catholic Identity

Teaching and Learning

Leading and Learning in the 21st Century Classroom



Achieving Instructional Excellence

Instruction for the 21st Century

Assessment, Evaluation and Reporting

Expanding Pathways

Differentiating Opportunities for Every Student's Future



Adopting a Pathways Planning Mindset

Assisting Students with Transitions Planning

Promoting Student Engagement

Inspiring Leadership

Promoting a Culture of Professional Growth



Employee Performance Growth

Capacity Building

Board Leadership Strategy

Celebrating Inclusion

Personalization, Precision and Professional Development



Universal Design for Learning

Differentiated Practice

Precise and Personalized Intervention

Strategic Plan Themes and Priorities (cont'd)

Serving in Partnership

Building Connections to Enhance Catholic Education



Classroom, School and Board

Outreach and Programs

Parents, Stakeholders and Community Involvement

Emerging Technology

Empowering Today for a Changing Tomorrow



Infrastructure, Security and User Experience

Information Management

Ministry Compliance – Managing Information for Student Achievement (MISA)

Advancing Communications

Strengthening Relationships to Enhance Student Achievement



Collaborative Communication

Branding and Visual Identity

Community Engagement

Managing Resources

Establishing Sustainable Priorities and Raising Stakeholder Confidence



Financial Stability

Resource Management

System Accountability

Continuing Education

Serving the Needs and Interests of All Learners



Career Training and Personal Development

Expanding and Extending Programs

Promoting Student Engagement

Glossary – Ministry Funding

Grants for Student Needs (GSN)

The Ministry provides funding to School Boards based primarily on an enrolment based funding model on a per pupil basis to support the basic operations of a school system (eg – Teachers, Utilities, Consumable Supplies). Special purpose grants are provided to support specific students (eg – Special Education), services (eg - Transportation) or programs (eg – French Language Instruction). Certain funding areas have specific spending criteria (called envelopes) as outlined below.

Education Programs Other (EPO)

The Ministry provides funding through the various divisions (eg – Literacy and Numeracy, Student Success) to support specific targeted initiatives in support of current education priorities. These initiatives can change depending on the Provincial priorities and must be spent in support of the specific initiative. The funds support specified staffing, professional development (eg - teacher release time) and resources and typically require a dedicated report back to the Ministry with respect to expenditure and outcomes.

Ministry Funding Envelopes/Restrictions

Special Education

Funds may only be used for Special Education related expenditures.

Board Administration

Expenditure may not exceed Board Administration funding.

Operating Funds

May be used to support Operating or Capital Expenditures.

Capital Funds

May only be used to support Capital related expenditure.

Balanced Budget

The Operating budget does not require reliance on reserves.

Operating Reserves

Ministry requirement to maintain 1-2% for unexpected events.

Glossary – Academic Program Definitions

Student Achievement

Using the school effectiveness framework educators learn more about instructional strategies, student assessment and effective practice through observation, analysis and collaboration. The framework is also used as a tool to inform School and Board Improvement Plans. The Board has incorporated school effectiveness related funding into its Student Achievement and Professional Development programs and portfolios.

Teaching and Learning

Provides for curriculum related resources and supports for all subject areas including Music/Arts, Literacy, Numeracy, Religion, Sciences/Technology, Indigenous Studies, Health and Physical Education, 21st Century Learning/Innovation and e-Learning.

Student Success

The Student Success portfolio focuses on providing every student in Grades 7-12 with various pathways and opportunities to reach their ultimate potential and goals through such initiatives as Specialist High Skills Majors, Dual Credit, Transitions, Reengagement and Alternative Education programs.

Safe and Accepting Schools

The Ministry and Board believe that a safe, inclusive and accepting school environment is a necessary condition for student well being and achievement. Building a positive and inclusive school climate requires healthy and respectful relationships among and between students, staff, parents and the community.

Faith Formation

The Board budget provides for various faith formation related activities, retreats and celebrations in addition to the purchase of religion textbooks, Many Gifts resources and Bibles for our Grade 4 students.

Parent Involvement

The Ministry and Board recognize that student achievement improves when parents play an active role in their children's education and that parent engagement is a key factor in the enhancement of student well-being. The Ministry provides funding to Boards to support parent involvement activities at the district and school level through a base annual allocation as well as through specific application based grants (PRO – Parents Reaching Out).



Durham Catholic District School Board

MEMORANDUM

To: Finance Committee
From: Ryan Putnam, Superintendent of Business & CFO
Date: May 14, 2018
Subject: **Stakeholder Input**

RECOMMENDATION:

Moved by _____, seconded by _____

“THAT the Finance Committee receive and file stakeholder input received to date relating to the 2018/2019 Budget.”

RATIONALE:

There have been no further budget input submissions subsequent to the April 9, 2018 Public Consultation Session.

RP:br