

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



# **FINANCE COMMITTEE MEETING**

## **AGENDA**

*Monday, October 16, 2017*  
*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  
Main Fax Number: (905) 576-0953 - Board Web Site: [www.dcdsb.ca](http://www.dcdsb.ca)

*If you require accessibility related accommodations for attendance at this meeting, please notify the meeting organizer in advance of the meeting date so that arrangements can be made.*



**DURHAM CATHOLIC DISTRICT SCHOOL BOARD**

*Catholic Education: Learning and Living in Faith*

## Please read the following acknowledgment prior to meetings held in the DCDSB Boardroom

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### **Acknowledgement of a Traditional Land/Territory:**

We respectfully acknowledge that we, here in the Durham Region, are on the traditional lands of the Mississaugas of Scugog Island.

### **Opening Prayer and Full Acknowledgement:**

We respectfully acknowledge that we, here in the Durham Region, are on the traditional lands of the Mississaugas of Scugog Island. We acknowledge the generations of wise men and women – the story keepers and tellers - who have gone before us. We open our minds and hearts to the presence of Spirit to guide us through these explorations with good minds and good hearts. We receive the teachings of our brothers and sisters who generously share their ways, beliefs and traditions, where we find strong parallels and connections to our own Catholic beliefs and teachings. We humbly remember that originally, we are all of aboriginal roots somewhere on Mother Earth, no matter where our family stories begin, through which we can find common ground. With respect, we explore, learn and celebrate a small sampling of the richness that underpins all Aboriginal spiritual teachings, which ultimately seeks a greater connection to the Creator. We pray for those who we teach, that we may impart this knowledge with dignity, open minds and good hearts. We acknowledge the generations to come, in the hope that we remember that we are only custodians of what they will inherit. We give thanks for our brothers and sisters: four legs, wings, fins and insects – all part of the web of all life. We give thanks for the plants and the water that feed and nourish all of creation. We give thanks for the Sun, the life giver. For all of this, we graciously accept the responsibility of stewardship with gratitude. Amen



Durham Catholic District School Board

## **FINANCE COMMITTEE MEETING**

Monday, October 16, 2017

CEC Boardroom,

650 Rossland Road West, Oshawa

### **AGENDA**

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Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: October 16, 2017

Subject: **Finance Committee Minutes – June 5, 2017**

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Finance Committee approve the minutes of the June 5, 2017 Finance Committee meeting.”

**RATIONALE:**

See attached.

RP:cc  
Attachment



## Durham Catholic District School Board

**MINUTES** of the **OPEN SESSION** of the **FINANCE COMMITTEE** meeting which was held at the Catholic Education Centre on Monday, June 5, 2017.

Committee Members

M. Forster (Vice-Chair)  
J. McCafferty  
J. Rinella

Staff

A. O'Brien  
R. Putnam

Regrets

T. Corless (Chair)

**A. CALL TO ORDER**

Vice-Chair Forster called the meeting to order at 7:10 p.m.

a.1 Memorials and Prayers

J. McCafferty offered the opening prayer.

a.2 Roll Call and Apologies

Noted above

**B. APPROVAL OF AGENDA**

b.1 Changes to the Printed Agenda

Page 8 of the Agenda (Message from the Finance Committee) to be removed for updating prior to inclusion in the final report to the Board of Trustees.

b.2 Approval of Agenda

Motion No. FC-2017-06-05-01

Approval of Agenda

Moved by J. McCafferty, seconded by J. Rinella

"THAT the Finance Committee approve the June 5, 2017 agenda, as amended."

Carried

**C. ANNOUNCEMENTS**

None

**D. NOTICE OF MOTIONS**

None

**E. DECLARATIONS OF INTEREST**

None

**F. ACTIONS TO BE TAKEN****f.1 Approval and Signing of Minutes from the of the May 15, 2017 Finance Committee meeting**

Motion No. FC-2017-06-05-02

Approval of Minutes

Moved by J. Rinella, seconded by J. McCafferty

“THAT the Finance Committee approve the minutes of the May 15, 2017 Finance Committee meeting.”

Carried

**f.2 Business Arising from Minutes of the May 15, 2017 Finance Committee Meeting**

None.

**G. PRESENTATIONS**

None.

**H. REPORTS/DISCUSSION ITEMS****h.1 2017/2018 Estimates**

Superintendent Putnam reviewed the final draft of the 2017/2018 Estimates. Director O'Brien noted that staff was pleased to present a balanced budget which does not require reliance on operating reserves. The final budget will be presented to the Board of Trustees for approval at the June 12, 2017 Regular Board meeting. Director O'Brien thanked the Finance Committee and Senior Administration for their work this year.

Motion No. FC-2017-06-05-03

2017/2018 Estimates

Moved by J. McCafferty, seconded by J. Rinella

“THAT the Finance Committee receive as information the 2017/2018 Estimates.”

Carried

Motion No. FC-2017-06-05-04

2017/2018 Estimates

Moved by J. McCafferty, seconded by J. Rinella

“THAT the Finance Committee recommend that the Durham Catholic District School Board approve the 2017/2018 Estimates.”

Carried

## h.2 Stakeholder Input

There have been no further budget input submissions subsequent to the May 15, 2017 Finance Committee meeting.

Motion No. FC-2017-06-05-05

Stakeholder Input

Moved by J. Rinella, seconded by J. McCafferty

“THAT the Finance Committee receive and file stakeholder input received to date relating to the 2017/2018 Budget.”

Carried

## I. ADJOURNMENT 7:26 p.m.

Motion No. FC-2017-06-05-06

Adjournment

Moved by J. McCafferty, seconded by J. Rinella

“THAT the June 5, 2017 meeting of the Finance Committee be adjourned.”

Carried

## J. CLOSING PRAYER

Closing prayer was offered by J. Rinella

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Monique Forster, Vice-Chair

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R. Putnam, Resource

Recording Secretary: C. Cavalier



## Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: October 16, 2017

Subject: **Enrolment and Staffing Update**

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Finance Committee receive as information the Enrolment and Staffing Update as at October 16, 2017.”

**RATIONALE:**

At the time of preparing the 2017/2018 Estimates in June 2017 projected enrolment and related staffing was based on information as of the end of May 2017. Over the course of the summer and through September additional students have enrolled in the system. As of the end of September actual enrolment was 226 students (148 elementary, 78 secondary) above projected. The increased enrolment offsets an anticipated decline of 215 students based on initial projections in May. This result is extremely positive as it is the second consecutive year that there has been an overall net positive growth in enrolment from one year to the next (11 student increase from last year). In conjunction with the additional enrolment is the need for additional teaching staff in order to maintain compliance with legislation and collective agreement provisions with respect to class size. At this time of year all incremental funding associated with a student is directed to support the additional teaching staff required as basic overhead and operating costs have already been established. As such every 15 students supports the addition of a teacher using average funding and salary benchmarks. The increased enrolment of 226 students essentially funds the equivalent of 15 teachers. Of note Early Childhood Educators are also enrolment driven and consequently every 2 ECE's is equivalent to 1 teacher from a cost perspective. In order to maintain compliance with the various class size requirements an additional 14.57 teachers have been added and were able to be fully funded from within the incremental revenue from the increase in enrolment (refer to the attached updated Staffing Summary by Position). No additional ECEs were required based on class sizes. As such the budget position of the Board remains balanced without reliance on operating reserves following September start-up.

RP:cc  
Attachment



## Updated Staffing Summary by Position

Employee Group	June 2017	September 2017	FTE Change
<i>Elementary Teachers*</i>	844.80	858.20	13.40
<i>Secondary Teachers*</i>	444.16	445.33	1.17
Coordinators and Consultants	24.00	24.00	0.00
<i>Principals and Vice-Principals</i>	73.00	73.00	0.00
Secondments (External/Capital)	5.33	5.33	0.00
Director of Education	1.00	1.00	0.00
Supervisory Officers	8.00	8.00	0.00
Middle Management	33.00	33.00	0.00
Non-Union	17.00	17.00	0.00
Chaplains and Faith Animator	8.00	8.00	0.00
Student Services	41.80	41.80	0.00
Educational Assistants	285.50	285.50	0.00
<i>Early Childhood Educators*</i>	97.00	97.00	0.00
Custodial and Maintenance*	184.00	184.00	0.00
<i>Secretarial/Clerical/Technical*</i>	112.50	112.50	0.00
Trustees	8.00	8.00	0.00
<b>Total</b>	<b>2,187.09</b>	<b>2,201.66</b>	<b>14.57</b>

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 – the Board is compliant with the Administration & Governance envelope.

Note 5 – the Board is compliant with the Special Education envelope.

Note 6 – the Board is compliant with the Student Achievement envelope.

Note 7 – the above table includes 26.8 FTE (12.6 Teaching and 14.2 Support Staff) which are directly funded by the Ministry of Education through the Provincial Labour Framework.



## Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: October 16, 2017

Subject: **Operating Budget Factors**

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Finance Committee receive as information an overview of potential operating budget factors which may impact the current and/or upcoming budget.”

**RATIONALE:**

Staff is continually monitoring various operating budget factors which may impact the current and/or upcoming budget. Some of the more significant areas of focus are as follows:

- Projected enrolment
- Employee Benefits
- Supply Teacher Costs
- Actuarial Liabilities
- Transportation Contracts
- Utilities Costs
- Technology Licensing

Staff will be presenting the 2016/2017 year-end results in November 2017 and will continue to monitor the above expenditures with respect to potential budget implications.

RP:cc



## Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: October 16, 2017

Subject: **Strategic Directions**

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Finance Committee receive as information the Strategic Directions discussion on October 16, 2017.”

**RATIONALE:**

The Board's Strategic Plan *Discovery 2020* was launched in 2014 after more than a year of extensive consultation and development. Essentially the plan outlines the strategic priorities and action items for the Board over a five year period. Each year the Board Improvement Plan is developed and published based on the global Strategic Plan. The 2017/2018 Board Improvement Plan will be provided to Trustees at the upcoming October Board meeting. In order to achieve the intended outcomes the Board must ensure the annual budget is aligned with its strategic priorities and resources the key action items delineated in the multi-year Strategic Plan and annual Board Improvement Plan. Staff will review the Strategic Plan with a particular focus on current and future year initiatives which will require consideration and provision in the upcoming budget. The Finance Committee will then be asked to provide feedback to staff as to which strategic priorities and initiatives and/or specific areas of expertise they would like presented and discussed at future meeting dates in conjunction with the 2018/2019 budget process.

RP:cc



## Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: October 16, 2017

Subject: **Budget Process**

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Finance Committee receive as information the Budget Process discussion on October 16, 2017."

**RATIONALE:**

As per previous years provisional Finance Committee meeting dates have been established in the Board Master Calendar for December, January, February, April, May and June in support of the upcoming 2018/2019 Budget. The Chair will facilitate discussion and seek feedback from the members of the Finance Committee and staff with respect to a review of past processes and to affirm the process for the upcoming budget.

RP:cc

# 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.*



Durham Catholic District School Board