

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



# FINANCE COMMITTEE MEETING

## AGENDA

*Monday, December 11, 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, December 11, 2017

CEC Boardroom,

650 Rossland Road West, Oshawa

### **AGENDA**

	<b>Page</b>
<b>A. <u>CALL TO ORDER</u></b>	
a.1 Memorials and Prayers	
a.2 Roll Call and Apologies	
<b>B. <u>APPROVAL OF AGENDA</u></b>	
b.1 Changes to Printed Agenda	
b.2 Approval of Agenda	
<b>C. <u>ANNOUNCEMENTS</u></b>	
<b>D. <u>NOTICE OF MOTIONS</u></b>	
<b>E. <u>DECLARATIONS OF INTEREST</u></b>	
e.1 Declaration of Conflict of Interest	
<b>F. <u>ACTIONS TO BE TAKEN</u></b>	
f.1 Approval of Minutes – October 16, 2017	1
f.2 Business Arising – October 16, 2017	
<b>G. <u>DISCUSSIONS</u></b>	
g.1 Multi-Year Capital Program	6
g.2 Multi-Year Technology Program	7
g.3 2017/2018 Revised Estimates	8
g.4 2018/2019 Budget Schedule	26
<b>H. <u>ADJOURNMENT</u></b>	
<b>I. <u>CLOSING PRAYER</u></b>	



## Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: December 11, 2017

Subject: **Finance Committee Minutes – October 16, 2017**

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**RECOMMENDATION:**

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

“THAT the Finance Committee approve the minutes of the October 16, 2017 Finance Committee meeting.”

**RATIONALE:**

See attached.

RP:br  
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, October 16, 2017.

### Committee Members

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

### Staff

R. Putnam

### Regrets

#### **A. CALL TO ORDER**

Chair Corless called the meeting to order at 7:06 p.m.

##### a.1 Memorials and Prayers

T. Corless 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-2017-10-16-01

Approval of Agenda

Moved by J. McCafferty, seconded by M. Forster

"THAT the Finance Committee approve the October 16, 2017 agenda."

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 of the June 5, 2017 Finance Committee Meeting**

Motion No. FC-2017-10-16-02

Approval of Minutes

Moved by J. McCafferty, seconded by J. Rinella

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

Carried

**f.2 Business Arising from Minutes of the June 5, 2017 Finance Committee Meeting**

None.

**G. PRESENTATIONS**

None.

**H. REPORTS/DISCUSSION ITEMS****h.1 Enrolment and Staffing Update**

Superintendent Putnam provided the Finance Committee with an update with respect to September enrolment numbers and the related staffing complement required to comply with current class size legislation. It was noted that the increase in enrolment subsequent to passing the budget in June was sufficient to offset the cost of the additional teachers required to maintain class size compliance. No additional ECEs were required based on class sizes. In addition, Superintendent Putnam highlighted that the Board realized a net overall increase in enrolment for the second consecutive year.

Motion No. FC-2017-10-16-03

Staffing and Enrolment Update

Moved by J. McCafferty, seconded by M. Forster

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

Carried

## h.2 Operating Budget Factors

Superintendent Putnam reviewed potential cost pressures with regards to the current and future operating budgets. Such factors include employee benefits, actuarial liabilities, utilities costs and student transportation. Staff will continue to monitor the foregoing in relation to year end results, current year adjustments and cost pressures to be addressed in future budgets.

Motion No. FC-2017-10-16-04

Operating Budget Factors

Moved by J. McCafferty, seconded by M. Forster

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

Carried

## h.3 Strategic Directions

Superintendent Putnam indicated that the 2017/2018 Board Improvement Plan will be provided to the Board of Trustees at the upcoming October 23, 2017 Board meeting. He further noted that two areas of focus for the upcoming year are in the areas of Equity and Technology in addition to the emphasis on Numeracy. It was requested that Superintendent Bowyer attend a future Finance Committee meeting to provide an overview of the Poverty Reduction Strategy with a focus on current and anticipated resource requirements. Staff will also provide an overview of the multi-year Technology Enhancement and Equalization Strategy at a future Finance Committee meeting.

Motion No. FC-2017-10-16-05

Strategic Directions

Moved by J. Rinella, seconded by J. McCafferty

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

Carried

## h.4 Budget Process

Finance Committee meetings have been scheduled for the 17/18 school year as follows: December 11, January 15, February 12, April 9, May 14 and June 4. Superintendent Putnam reviewed the intended purpose of each meeting. Chair Corless suggested that future topics align with the Board Improvement Plan and could be finalized with the 2018 Finance Committee members following Board elections and committee appointments in December 2017.

Motion No. FC-2017-10-16-06

Budget Process

Moved by J. McCafferty, seconded by J. Rinella

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

Carried

**I. ADJOURNMENT 8:12 p.m.**Motion No. FC-2017-10-16-07Adjournment

Moved by J. Rinella, seconded by M. Forster

"THAT the October 16, 2017 meeting of the Finance Committee be adjourned."

Carried**J. CLOSING PRAYER**

Closing prayer was offered by M. Forster

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Theresa Corless, Chair

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R. Putnam, Resource**FUTURE MEETING DATES:**Monday, December 11, 2017; Monday, January 15, 2018; Monday, February 12, 2018;  
Monday, April 9, 2018; Monday, May 14, 2018; Monday, June 4, 2018

Recording Secretary: C. Cavalier





Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: December 11, 2017

Subject: **Multi-Year Capital Program**

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**RECOMMENDATION:**

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

"THAT the Finance Committee receive as information the Multi-Year Capital Program overview as provided by staff on December 11, 2017."

**RATIONALE:**

The Superintendent of Facilities Services will be in attendance at the December 11, 2017 Finance Committee meeting to provide an overview of the Multi-Year Capital Program.

RP:br



Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: December 11, 2017

Subject: **Multi-Year Technology Program**

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**RECOMMENDATION:**

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

"THAT the Finance Committee receive as information the Multi-Year Technology Program overview as provided by staff on December 11, 2017."

**RATIONALE:**

The Chief Information Officer will be in attendance at the December 11, 2017 Finance Committee meeting to provide an overview of the Multi-Year Technology Program.

RP:br



Durham Catholic District School Board

**MEMORANDUM**

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: December 11, 2017

Subject: **2017/2018 Draft Revised Estimates**

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**RECOMMENDATIONS:**

1. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Finance Committee receive and file the 2017/2018 Draft Revised Estimates.”

2. Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

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

**RATIONALE:**

A part of the regular financial cycle of School Boards across the Province is the preparation of Revised Estimates. This exercise essentially entails a review of the major underlying revenue and expenditure factors originally used in preparing the 2017/2018 Estimates. In addition, adjustments are made to include new information which was not known when the initial 2017/2018 school year budget was approved in June 2017.

To: Finance Committee  
Re: 2017/2018 Revised Estimates  
Date: December 11, 2017

As noted at the November 27, 2017 Board meeting, use of Operating Reserves was required in the 2016/2017 Financial Statements (totaling \$1.5 million) and will also be required in the 2017/2018 Revised Estimates (totaling \$1 million) to offset one-time costs (over a two-year period) resulting from the transition to the Provincial Benefit Plans and commensurate changes to the Board's Actuarial Liability. Otherwise, the budget continues to be balanced in terms of having sufficient anticipated revenue to support planned ongoing operating expenditure.

The budget presented continues to provide for expanded programs and services while maintaining a balanced budget during times of fiscal constraint. Such financial stability will provide the Board with the opportunity and capacity to advance the strategic directions outlined in the Discovery 2020 Strategic Plan ensuring that students and staff will be provided with the resources and supports necessary to foster positive student well-being and achievement now and into the future.

Staff will provide an overview of the adjustments made in the 2017/2018 Revised Estimates at the December 11, 2017 Finance Committee Meeting.

RP:br  
Attachment



Excellence | Equity | New Evangelization

Durham Catholic District School Board

*Catholic Education: Learning & Living in Faith*



# 2017/2018 Revised Estimates (Draft – December 11, 2017)



## Our Mission

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

## Our Vision

Each student in our Catholic learning community embodies excellence and equity by embracing the Ontario Catholic School Graduate Expectations – to be:

- a discerning believer;
- an effective communicator;
- a reflective, creative and holistic thinker;
- a self-directed, responsible lifelong learner;
- a collaborative contributor;
- a caring family member; and
- a responsible citizen.

## Our Catholic Values

**Faith**, evangelizing ourselves and others through scripture, sacrament, prayer and action in service with the home, school and parish.

**Hope**, giving witness to the belief that we can become who we are called to be.

**Love**, being present to others with care, compassion, solidarity, community and joy.

**Peace**, creating opportunities for contemplation, spirituality, reconciliation and forgiveness.

**Wisdom**, listening and responding to the Holy Spirit.

**Inclusion**, ensuring a sense of belonging by promoting the dignity and worth of each human life.

**Excellence**, building on God's grace to achieve our earthly and eternal vocations.

**Creativity**, celebrating diverse and innovative expressions of God's gifts.

**Service**, seeking out and responding to local and global needs with prudence, fortitude, humility and charity.

**Stewardship**, shepherding God's creation and resources for the common good.

**Responsibility**, demonstrating accountability and fidelity in our thoughts, words and deeds.

**Justice**, acting and serving with integrity in communion with the Gospel and teachings of Jesus.

## Index of Attachments

Attachment 1 - 2017/2018 Budget Highlights .....	4
Attachment 2 - Table One – Projected Enrolment .....	5
Attachment 2 - Table Two – Operating Revenue .....	5
Attachment 2 - Table Three – Operating Reserve Fund.....	5
Attachment 3 - Planned Operating Expenses.....	6
Attachment 4 - Staffing Summary by Position .....	7
Attachment 5 - Table One – Non-Operating Revenue.....	8
Attachment 5 - Table Two – Non-Operating Expenses .....	8
Attachment 6 - Appendix One – Detailed Operating Expenses.....	9
Attachment 7 - Strategic Plan Themes and Priorities.....	13
Attachment 8 - Glossary – Ministry Funding.....	15
Attachment 9 - Glossary – Academic Program Definitions.....	16

## ***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.



## 2017/2018 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
- Allocation of resources to support Equity and Indigenous Studies
- Provides Staff Development and Capacity Building opportunities
- 21<sup>st</sup> Century Learning strategies and Emerging Technology initiatives
- Conversion of two Secondary School Libraries to Learning Commons
- Creation of three Elementary School Learning Commons
- Resourcing of after school Transportation and French programs
- Continuation of expanded French and Music program offerings
- Additional staff to support English as a Second Language students
- Enhancement and intensification of International Student programs
- Reflects ongoing implementation of the Long Term Accommodation Plan
- Includes new location for Oshawa Continuing Education programs
- Incorporates Transportation savings from Regional Bell Time Study
- Allocation of School Administrators based on equity factors
- Allocation of School Support Staff based on equity factors
- Incorporates Provincial Labour Framework terms and conditions
- Reflects Provincial Discussion Table staffing investments
- Compliant with Ministry funding enveloping requirements
- Compliant with Ministry legislated class size requirements
- Requires use of operating reserve to offset one-time benefit costs
- Planned operating expenditure equals anticipated operating revenue
- Maintains basic level of reserves for contingency purposes



**Table One – Projected Enrolment**

<b>Panel</b>	<b>2017/2018 Revised Estimates</b>	<b>2017/2018 Estimates</b>	<b>Variance</b>
Elementary	14,600	14,362	238
Secondary	6,359	6,402	(43)
<b>Total</b>	<b>20,959</b>	<b>20,764</b>	<b>195</b>

**Table Two – Operating Revenue**

<b>Category</b>	<b>2017/2018 Revised Estimates</b>	<b>2017/2018 Estimates</b>
Ministry Grants (GSN)	\$233,511,745	\$233,175,549
Ministry Funding (EPO)	2,245,737	1,251,410
Recoveries – Secondments	634,735	634,735
Government of Canada	462,837	462,837
Other Provincial Agencies	960,476	832,375
Community Use of Schools	350,000	450,000
Continuing Education Fees	375,000	575,000
International Students	243,750	200,000
Partnership Agreements	300,000	300,000
Other Revenue	259,155	190,000
School Generated Funds	6,700,000	6,700,000
Technology Equalization Fund	500,000	500,000
Operating Reserve Fund	<u>1,000,000</u>	<u>Not required</u>
	<b><u>\$247,543,435</u></b>	<b><u>\$245,271,906</u></b>

**Table Three – Operating Reserve Fund**

Balance as at August 31, 2017	\$2,621,442
Applied towards 2017/2018 Budget	<u>(1,000,000)</u>
<b>Balance Available for Future Use</b>	<b><u>\$1,621,442</u></b>

Attachment 3

## Planned Operating Expenses

Category	2017/2018 Revised Estimates	2017/2018 Estimates
Salaries and Benefits	\$210,919,425	\$210,108,092
Student Transportation	6,777,320	6,878,203
Facilities Services	7,448,627	7,465,872
School Budgets	2,216,188	2,193,866
Information and Communication Technology	3,311,103	3,263,348
Academic Services	5,694,733	4,267,686
Business Services	702,664	642,664
Human Resources & Administrative Services	516,515	516,515
Mileage and Travel Allowances	536,640	523,440
Director's Office and Board Administration	242,859	234,859
Legal and Professional Services	364,109	364,109
Trustees and Student Representatives	212,017	212,017
Staff Development and Capacity Building	799,395	799,395
Corporate Communications	121,000	121,000
PDT Professional Development Funds	980,840	980,840
School Generated Funds	<u>6,700,000</u>	<u>6,700,000</u>
	<b><u>\$247,543,435</u></b>	<b><u>\$245,271,906</u></b>

Academic Services includes:

- Program Services
- Student Services
- Faith Formation
- French Immersion
- Early Years (FDK)
- Safe & Healthy Schools
- Student Success
- Student Achievement
- Continuing Education
- Alternative Education

## Attachment 4

## Staffing Summary by Position

Employee Group	2017/2018 Revised Estimates	2017/2018 Estimates	FTE Change	% Change
<i>Elementary Teachers*</i>	861.37	844.80	16.57	2.0%
<i>Secondary Teachers*</i>	446.33	444.16	2.17	0.5%
Coordinators and Consultants	24.00	24.00	0.00	0.0%
<i>Principals and Vice-Principals</i>	75.00	73.00	2.00	2.7%
Secondments (External/Capital)	5.33	5.33	0.00	0.0%
Director of Education	1.00	1.00	0.00	0.0%
Supervisory Officers	8.00	8.00	0.00	0.0%
Middle Management	35.00	34.00	1.00	2.9%
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>	96.00	97.00	(1.00)	(1.0%)
Custodial and Maintenance*	184.00	184.00	0.00	0.0%
<i>Secretarial/Clerical/Technical*</i>	112.00	112.50	(0.50)	(0.4%)
Trustees	8.00	8.00	0.00	0.0%
<b>Total</b>	<b>2,208.33</b>	<b>2,188.09</b>	<b>20.24</b>	<b>0.9%</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.

## 2017/2018 Non-Operating Budget

### Table One – Revenue Sources

Capital Priorities Funding	\$7,639,713
Child Care Centres Funding	3,534,232
Child and Family Centres Funding	1,008,340
Full Day Kindergarten Funding	1,008,340
School Renewal Funding	2,969,665
School Condition Allocation	8,640,858
Greenhouse Gas Reduction Funding	544,982
Community Hubs Funding	668,707
Ministry Funded Debenture Payments	6,683,107
Educational Development Charges	<u>2,000,000</u>
	<u>\$34,697,944</u>

### Table Two – Planned Expenses

Unnamed North Oshawa CES	\$11,168,903
Child Care Centres	1,517,552
Child and Family Centres	504,170
School Renewal Program	2,969,665
School Condition Program	8,640,858
Greenhouse Gas Reduction Projects	544,982
Community Hubs Projects	668,707
Debenture Principal Payments	4,195,465
Debenture Interest Payments	2,487,642
Transfer to EDC Reserve	<u>2,000,000</u>
	<u>\$34,697,944</u>

## Appendix One - Detailed Operating Expenses

Category	2017/2018 Revised Estimates	2017/2018 Estimates
Salaries and Benefits		
Salaries – Teaching	\$134,947,173	\$135,805,426
Salaries – Support Staff	41,672,601	41,369,390
Statutory Benefits	11,470,176	11,216,363
Employee Benefits	17,679,976	17,567,414
Provincial Benefits Transition	1,000,000	0
Supply Teacher Costs	3,850,724	3,850,724
Lunch Hour Supervisors	298,775	298,775
<b>Subtotal</b>	<b>\$210,919,425</b>	<b>\$210,108,092</b>
Student Transportation		
Elementary	\$3,474,726	\$3,566,297
Secondary	1,911,001	1,920,313
Special Education	1,281,593	1,281,593
Administration	110,000	110,000
<b>Subtotal</b>	<b>\$6,777,320</b>	<b>\$6,878,203</b>
Facilities Services		
Utilities	\$4,469,930	\$4,625,343
Maintenance	837,173	837,173
Snow Removal	600,000	600,000
Portable Moves	389,897	251,729
Custodial Supplies	365,000	365,000
Remaining	786,627	786,627
<b>Subtotal</b>	<b>\$7,448,627</b>	<b>\$7,465,872</b>
School Budgets		
Elementary	\$1,122,324	\$1,095,080
Secondary	1,093,864	1,098,786
<b>Subtotal</b>	<b>\$2,216,188</b>	<b>\$2,193,866</b>

## Appendix One - Detailed Operating Expenses (cont'd)

Category	2017/2018 Revised Estimates	2017/2018 Estimates
Information Technology		
Software Licenses	\$1,302,000	\$1,294,000
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	410,103	370,348
<b>Subtotal</b>	<b>\$3,311,103</b>	<b>\$3,263,348</b>
Academic Services		
Teaching and Learning	\$571,161	\$425,958
Student Services	823,180	593,139
Faith Formation	267,150	267,150
System/Regional Programs	350,000	350,000
Safe & Healthy Schools	68,284	68,284
Student Success	778,415	429,576
Student Achievement	118,393	71,496
Continuing Education	1,294,393	1,288,243
Alternative Education	236,500	236,500
International Students	105,391	100,000
Aboriginal Education	62,225	62,225
Parent Involvement	100,548	32,010
Outdoor Education	110,826	110,826
Assistive Technology	808,267	232,279
<b>Subtotal</b>	<b>\$5,694,733</b>	<b>\$4,267,686</b>

## Appendix One - Detailed Operating Expenses (cont'd)

Category	2017/2018 Revised Estimates	2017/2018 Estimates
Business Services		
Insurance	\$488,664	\$428,664
Audit and Actuarial Fees	60,000	60,000
Cafeteria Equipment	93,500	93,500
Remaining	60,500	60,500
<b>Subtotal</b>	<b>\$702,664</b>	<b>\$642,664</b>
Human Resources & Administrative Services		
Health and Safety	\$99,100	\$99,100
Summer Students	106,965	106,965
CPCO Membership	119,600	119,600
Employee Family Assistance Program	55,000	55,000
Remaining	135,850	135,850
<b>Subtotal</b>	<b>\$516,515</b>	<b>\$516,515</b>
Mileage and Travel Allowances		
Mileage Reimbursement	\$252,480	\$239,280
Travel Allowances	284,160	284,160
<b>Subtotal</b>	<b>\$536,640</b>	<b>\$523,440</b>
Director's Office and Board Administration		
Board Memberships	\$54,000	\$54,000
System Wide Mass	20,000	20,000
Partnerships	25,000	25,000
School Celebrations	50,000	50,000
Accessibility Supports	22,000	22,000
Remaining	71,859	63,859
<b>Subtotal</b>	<b>\$242,859</b>	<b>\$234,859</b>

## Appendix One - Detailed Operating Expenses (cont'd)

Category	2017/2018 Revised Estimates	2017/2018 Estimates
Legal and Professional Services		
<b>Subtotal</b>	<b>\$364,109</b>	<b>\$364,109</b>
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
<b>Subtotal</b>	<b>\$212,017</b>	<b>\$212,017</b>
Staff Development and Capacity Building		
Teacher Release Time	\$799,395	\$799,395
<b>Subtotal</b>	<b>\$799,395</b>	<b>\$799,395</b>
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
<b>Subtotal</b>	<b>\$121,000</b>	<b>\$121,000</b>
PDT Professional Development Funds		
<b>Subtotal</b>	<b>\$980,840</b>	<b>\$980,840</b>
School Generated Funds		
Elementary	\$3,950,000	\$3,950,000
Secondary	2,750,000	2,750,000
<b>Subtotal</b>	<b><u>\$6,700,000</u></b>	<b><u>\$6,700,000</u></b>
	<b><u>\$247,543,435</u></b>	<b><u>\$245,271,906</u></b>



## 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 21<sup>st</sup> Century Classroom



Achieving Instructional Excellence

Instruction for the 21<sup>st</sup> 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**

### **Ministry Funding Sources**

#### **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, Health and Physical Education, 21<sup>st</sup> 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: December 11, 2017

Subject: **2018/2019 Budget Schedule**

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**RECOMMENDATION:**

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

“THAT the Finance Committee receive as information the 2018/2019 Budget Schedule as reviewed by staff on December 11, 2017.”

**RATIONALE:**

Staff will review the 2018/2019 budget schedule (see future meeting dates below) and outline the major items to be presented/discussed/addressed at each of the meetings.

**FUTURE MEETING DATES:**

January 15, 2018 - Multi-Year Operating Budget

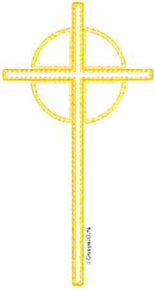
February 12, 2018 - 2018/2019 Budget Framework

April 9, 2018 - Public Consultation Meeting

May 14, 2018 - 2018/2019 Estimates (First Draft)

June 4, 2018 - 2018/2019 Estimates (Final Draft)

RP:br



# 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