

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



FINANCE COMMITTEE MEETING

AGENDA

Monday, May 13, 2019

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

Catholic Education: Learning and Living in Faith

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

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

FINANCE COMMITTEE MEETING

Monday, May 13, 2019

Catholic Education Centre

650 Rossland Road West, Oshawa

AGENDA

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MEMORANDUM

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: May 13, 2019

Subject: **Finance Committee Minutes – April 1, 2019**

RECOMMENDATION:

Moved by _____, seconded by _____

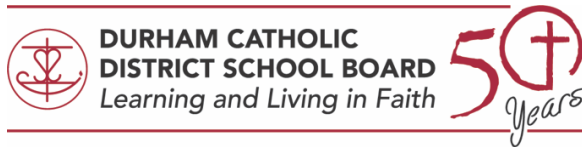
“THAT the Finance Committee approve the minutes of the Public Consultation Session of the Finance Committee of April 1, 2019.”

RATIONALE:

See attached.

RP:dm

Attachment



MINUTES of the **PUBLIC CONSULTATION SESSION** of the **FINANCE COMMITTEE** which was held at the Catholic Education Centre on Monday, April 1, 2019.

Present

M. Forster (Chair)
M. Ste. Marie (Vice Chair)
J. Rinella

Staff

A. O'Brien
R. Putnam
T. Barill
J. Bowyer

Regrets

A. CALL TO ORDER

M. Forster called the meeting to order at 7:15 p.m.

a.1 Memorials and Prayers

A. O'Brien 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-2019-04-01-01

Approval of Agenda

Moved M. Ste. Marie, seconded by J. Rinella

"THAT the Finance Committee approve the April 1, 2019 agenda."

Carried

C. ANNOUNCEMENTS

None.

D. NOTICE OF MOTIONS

None.

E. DECLARATIONS OF INTEREST

None.

F. ACTIONS TO BE TAKEN

None.

G. PRESENTATIONS

None.

H. DELEGATIONS**h.1 Public Consultation Input**

N. Dunning representing the Association of Professional Student Services Personnel (APSSP).

Ms. Dunning provided an overview of the services provided by APSSP expressing concern over the recent funding adjustments announced by the Ministry and their effect on services and supports that are provided to students with special education needs.

M. Forster extended thanks to Ms. Dunning for participating in the public input process and highlighting the supports and services that are needed by students.

M. Forster acknowledged receipt of an email submission from a member of the parent community.

M. Forster expressed anticipation of further input from the community.

I. REPORTS/DISCUSSION ITEMS

None.

J. MOTION TO MOVE IN-CAMERA (7:35 PM)

Motion No. FC-2019-04-01-02

Move In-Camera

Moved by J. Rinella, seconded by M. Ste. Marie

“THAT the Finance Committee meeting of April 1, 2019 move into In-Camera.”

Carried

(Open Session resumed at 8:45 PM)

K. ADJOURNMENT

Motion No. FC-2019-04-01-03

Adjournment

Moved by M. Ste. Marie, seconded by J. Rinella

“THAT the April 1, 2019 meeting of the Finance Committee be adjourned.”

Carried

L. CLOSING PRAYER

Closing prayer was offered by J. Rinella.

M. Forster, Chair, Finance Committee

R. Putnam, Resource, Finance Committee

Recording Secretary: D. Morton



MEMORANDUM

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: May 13, 2019

Subject: **2019/2020 Budget Estimates – First Draft**

RECOMMENDATIONS:

1. Moved by _____, seconded by _____

“THAT the Finance Committee receive the first draft of the 2019/2020 Budget Estimates for information and discussion.”

RATIONALE:

Attached is the first draft of the 2019/2020 Budget Estimates. Staff is pleased to present a budget which does not require reliance on operating reserves. The budget reflects recent announcements by the Ministry of Education with respect to funding and proposed class sizes. It should be noted that the revenue and expenses included in the first draft are based on information known at this time as staff is awaiting further details and the Ministry grants calculation package. It is anticipated that the necessary funding details and grants package will be made available to Boards prior to the preparation of the final draft of the budget in June. The Senior Team will be present on May 13th to review the adjustments made to their respective portfolios and to speak to the strategic directions for their respective areas for the coming year. Following review and discussion with the Finance Committee the draft budget will be provided to the Board of Trustees for information at the May 27, 2019 Regular Board meeting. The final budget will be reviewed with the Finance Committee on June 3, 2019 after which it will be presented to the Board of Trustees for approval at the June 10, 2019 Regular Board meeting.

RP:dm
Attachment



Excellence | Equity | New Evangelization

Durham Catholic District School Board

Catholic Education: Learning & Living in Faith



2019/2020 Budget Estimates (First Draft - May 2019)



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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.



2019/2020 Budget Overview

- Incorporates Provincial funding, policy and program directives
- Resources the Board's key Strategic Plan goals and priorities
- Ongoing investment in Religion and Faith Formation resources
- Continuation of Advancing Communication strategies
- Maintains critical Student Services and Special Education supports
- Continuation of Safe and Healthy Schools initiatives
- Supports the Student Well-Being and Achievement mandate
- Continues to provide Pathways to Success opportunities for all students
- Continuation of the Ministry of Education's Province-wide Math Strategy
- Maintains supports for Equity, Diversity and Indigenous Studies initiatives
- Provides core Staff Development and Capacity Building opportunities
- 21st Century Learning strategies and Emerging Technology initiatives
- Continuation of French Immersion and Music program offerings
- Resources to support English as a Second Language students
- Revisioning of Alternative Education supports and services
- Enhancement and integration of International Student programs
- Growth in Continuing Education, Partnerships and Community Use
- Incorporates multi-year contract with School Bus Operators
- Allocation of School Support Staff based on equity factors
- Staff recruitment and retention strategies to better serve students
- Reflects ongoing implementation of the Long Term Accommodation Plan
- Consistent with expiring Provincial terms and conditions
- Compliant with Ministry funding and enveloping requirements
- Consistent with proposed Ministry 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	2019/2020	2018/2019	Variance
Elementary	14,698	14,912	(214)
Secondary	6,466	6,383	83
Total	21,164	21,295	(131)

Table Two – Projected Operating Revenue

Category	2019/2020	2018/2019
Ministry Grants (GSN)	\$234,336,227	\$240,735,289
Ministry Funding (PPF/EPO)	1,186,500	1,915,902
Recoveries – Secondments	999,573	999,573
Government of Canada	437,924	437,924
Other Provincial Agencies	791,800	791,800
Community Use of Schools	750,000	350,000
Continuing Education Fees	200,000	200,000
International Students	443,300	487,500
Partnership Agreements	600,000	600,000
Other Revenue	170,000	170,000
School Generated Funds	6,700,000	6,700,000
Operating Reserve Fund	<u>Not required</u>	<u>Not required</u>
	<u>\$246,615,324</u>	<u>\$253,387,988</u>

Table Three – Operating Reserve Fund

Anticipated Balance end of 2018/2019	\$1,630,323
Applied towards 2019/2020 Operations	<u>Not required</u>
Balance Available for Future Use	<u>\$1,630,323</u>

Projected Operating Expenses

Category	2019/2020	2018/2019
Salaries and Benefits	\$212,758,743	\$219,208,797
Student Transportation	7,766,667	7,366,667
Facilities Services	7,502,048	7,156,048
School Budgets	2,243,479	2,246,009
Information and Communication Technology	2,784,600	2,828,100
Academic Services	4,152,227	4,616,688
Business Services	642,608	745,608
Human Resources & Administrative Services	285,900	441,515
Mileage and Travel Allowances	563,472	536,640
Director's Office and Board Administration	194,954	234,954
Legal and Professional Services	360,109	364,109
Trustees and Student Representatives	212,017	212,017
Staff Development and Capacity Building	327,500	609,836
Corporate Communications	121,000	121,000
School Generated Funds	<u>6,700,000</u>	<u>6,700,000</u>
	<u>\$246,615,324</u>	<u>\$253,387,988</u>

Academic Services includes:

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

Staffing Summary by Position

Employee Group	2019/2020	2018/2019	Difference
<i>Elementary Teachers*</i>	861.06	881.53	(20.47)
<i>Secondary Teachers*</i>	399.00	436.00	(37.00)
Coordinators and Consultants	21.00	27.50	(6.50)
<i>Principals and Vice-Principals</i>	72.50	74.50	(2.00)
Secondments (External/Capital)	8.33	8.33	0.00
Director of Education	1.00	1.00	0.00
Supervisory Officers	8.00	8.00	0.00
Middle Management	40.00	38.00	2.00
Non-Union	13.00	15.50	(2.50)
Faith Formation	7.00	7.60	(0.60)
Student Services	42.10	47.90	(5.80)
Educational Assistants	290.00	285.50	4.50
<i>Early Childhood Educators*</i>	94.00	106.00	(12.00)
Custodial and Maintenance*	178.50	184.00	(5.50)
<i>Secretarial/Clerical/Technical*</i>	105.50	109.00	(3.50)
Trustees	8.00	8.00	0.00
Total	2,148.99	2,238.36	(89.37)

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

Note 2 – positions with an asterisk (*) are primarily determined by legislation or collective agreement.

Note 3 – positions on Secondment are fully recoverable from the external agency or capital fund.

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



MEMORANDUM

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: May 13, 2019

Subject: **Stakeholder Input**

RECOMMENDATION:

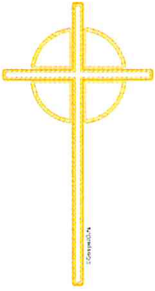
Moved by _____, seconded by _____

"THAT the Finance Committee receive and file stakeholder input received to date relating to the 2019/2020 Budget."

RATIONALE:

There have been no further budget input submissions subsequent to the April 1, 2019 Public Consultation Session.

RP:dm



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excellence in the light of Christ.*



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