



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Finance Committee Meeting

Agenda

Virtual Meeting

Monday, May 4, 2020
7:00 p.m.

St. Francis of Assisi Catholic Education Centre
650 Rossland Road West
Oshawa, ON L1J 7C4

Main Telephone Number: (905) 576-6150
Toll Free: 1-877-482-0722
Main Fax Number: (905) 721-8239

Board Web Site: 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.

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



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Finance Committee Meeting

Monday, May 4, 2020

7:00 p.m.

Catholic Education Centre

650 Rossland Road West, Oshawa

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A. Call to Order

- a.1 Memorials and Prayer
- 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 – February 3, 2020
- f.2 Business Arising – February 3, 2020

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G. Staff Reports

- g.1 2020/2021 Estimates – System Investments

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H. Information Items

I. Adjournment

J. Closing Prayer



Memorandum

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: May 4, 2020

Subject: **Finance Committee Minutes – February 3, 2020**

Recommendation

Moved by _____, seconded by _____

“THAT the Finance Committee approve the minutes of the February 3, 2020 Finance Committee meeting.”

Rationale

See attached.

RP/dm
Attachment



Minutes of the **OPEN SESSION** of the **Finance Committee Meeting** which was held at the Catholic Education Centre on Wednesday, February 3, 2020.

Present

M. Ste. Marie (Chair)
M. Forster (Vice-Chair)
J. Oldman (Ex-Officio)

Staff

T. Barill
R. Putnam

Teleconference

T. Chapman (Trustee)

Other Attendees

A. Dela Torre (Student Trustee)

Regrets

None

A. Call to Order

R. Putnam called the meeting to order at 7:03 PM.

a.1 Acknowledgement of Traditional Territory

R. Putnam acknowledged Traditional Territory.

a.2 Memorials and Prayer

R. Putnam offered the opening prayer.

a.3 Roll Call and Apologies

As above.

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B. Approval of Agenda

b.1 Changes to Printed Agenda

None

b.2 Approval of Agenda

Motion No. FC-2020-02-03-01
Approval of Agenda

Moved by J. Oldman seconded by M. Forster

“THAT the Finance Committee approve the February 3, 2020 agenda as printed.”

CARRIED

C. Announcements

None

D. Notice of Motions

None

E. Declarations of Conflict of Interest

None

F. Actions to be Taken

f.1 Election of Chair

J. Oldman nominated M. Ste. Marie as Chair of the Finance Committee.

M. Forster seconded the nomination. M. Ste. Marie accepted the nomination.

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Motion No. FC-2020-02 03-02
Election of Chair

Moved by J. Oldman seconded by M. Forster

“THAT the Finance Committee of the Durham Catholic District School Board
appoint M. Ste. Marie as Chair of the Finance Committee.”

CARRIED

M. Ste. Marie assumed the Chair.

f.2 Election of Vice-Chair

J. Oldman nominated M. Forster as Vice-Chair of the Finance Committee.

T. Chapman seconded the nomination. M. Forster accepted the nomination.

Motion No. FC-2020-02 03-03
Election of Vice-Chair

Moved by J. Oldman seconded by T. Chapman

“THAT the Finance Committee of the Durham Catholic District School Board
appoint M. Forster as Vice-Chair of the Finance Committee.”

CARRIED

f.3 Approval of Minutes

Motion No. FC-2020-02 03-04
Approval of the October 23, 2019 Minutes

Moved by J. Oldman seconded by M. Forster

“THAT the Finance Committee approve the minutes of the October 23, 2019
Finance Committee meeting.”

CARRIED

f.4 Business Arising from Minutes

None

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G. Staff Reports

g.1 Current Budget Overview

R. Putnam reviewed the current year budget information as contained in the 2019/2020 Revised Estimates report which was approved in December 2019 in order to provide an initial foundation for the upcoming 2020/2021 budget process. R. Putnam reviewed the estimates and revised estimate dates which are June for Estimates and December for Revised Estimates. Dates will be added to the reports going forward. He also reviewed the yearly reporting procedures with the Committee. M. Forster enquired about funding for International Education. T. Barill advised of a new position created for a dedicated staff member to do the administration of the International Education program and to be a liaison between students, schools, departments, home stay providers and agents.

Motion No. FC-2020-02-03-05
Current Budget Overview

Moved by M. Forster seconded by J. Oldman

“THAT the Finance Committee receive as information the Current Budget Overview as presented by staff on February 3, 2020.”

CARRIED

g.2 Multi-Year Budget Framework

R. Putnam presented to 2020/2021 Multi-Year Budget Framework including future cost pressures, student enrolment projections, financial exposures/risks and possible efficiencies/opportunities to be considered to ensure a balanced budget which supports the Board's Strategic Plan. R. Putnam and T. Barill responded to questions from the Committee. The budget framework will be presented to the full Board of Trustees at the February 24, 2020 Board meeting so all Trustees are aware of the Board's current and future financial position prior to the start of the 2020/2021 budget process.

Motion No. FC-2020-02-03-06
Multi-Year Budget Framework

Moved by M. Forster seconded by J. Oldman

“THAT the Finance Committee receive as information the Multi-Year Budget Framework as presented by staff on February 3, 2020.”

CARRIED

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g.3 Stakeholder Consultation Overview

R. Putnam advised that over the past number of years the following stakeholders have been engaged on an annual basis: SEAC, DCPIC, Student Senators, Employee Affiliates and Members of the Broader Catholic Community. In keeping with past practice, staff will attend the April/May meetings for SEAC, DCPIC and the Student Senators to provide an overview of the budget parameters and to receive feedback for consideration. Staff will also continue to dialogue with the various Employee Groups through ongoing Principal/Vice-Principal, Board Level Staffing Committee and Labour Management meetings. In addition, correspondence will be issued to the system and Parishes inviting public input with respect to the Board's budget and advising of the March 30, 2020 Public Consultation Session of the Finance Committee. Student Trustee Dela Torre asked if the Student Senate could be provided with an update and to solicit the student voice earlier in the process. Superintendent Putnam indicated he would attend the March Student Senate meeting to present the framework to the Student Senate and invite feedback from the student voice perspective.

Motion No. FC-2020-02-03-07
Stakeholder Consultation Overview

Moved by M. Forster seconded by J. Oldman

"THAT the Finance Committee receive as information the Stakeholder Consultation Overview as provided by staff on February 3, 2020."

CARRIED

g.4 2020/2021 Budget Schedule

The Committee reviewed the 2020/2021 Budget Schedule.

Future meeting dates:
March 30, 2020 – Public Consultation Session
May 4, 2020 – 2020/2021 Estimates (First Draft)
June 8, 2020 – 2020/2021 Estimates (Final Draft)

Motion No. FC-2020-02-03-08
2020/2021 Budget Schedule

Moved by M. Forster seconded by J. Oldman

"THAT the Finance Committee receive as information the 2020/2021 Budget Schedule as reviewed by staff on February 3, 2020."

CARRIED

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g.5 Job Evaluation and Pay Equity Update

R. Putnam updated the Committee on the current status of the Board's pay equity and job evaluation processes noting a commitment to have recommendations by the end of the school year.

Motion No. FC-2020-02-03-09
Job Evaluation and Pay Equity Update

Moved by M. Forster seconded by J. Oldman

“THAT the Finance Committee receive as information the Job Evaluation and Pay Equity Update as provided by staff on February 3, 2020.”

CARRIED

H. Information Items

None

I. Adjournment

Motion No. FC-2020-02-03-10
Adjournment

Moved by J. Oldman seconded by M. Forster

“THAT the Finance Committee meeting of February 3, 2020 be adjourned.”

CARRIED

The meeting adjourned at 9:22 PM

Closing prayer was provided by M. Ste. Marie.

M. Ste. Marie, Chair
Finance Committee

R. Putnam Resource
Finance Committee

Recording Secretary: Denise Morton



Memorandum

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: May 4, 2020

Subject: **2020/2021 Estimates – System Investments**

Recommendation

Moved by _____, seconded by _____

“THAT the Finance Committee receive as information an overview of proposed system investments to be included in the 2020/2021 Estimates.”

Rationale

As indicated in the Budget Update report at the April 27, 2020 Board meeting, the typical budget process has been impacted due to the closure of the education system and the Province's focus on the immediacy of the current pandemic situation. In particular, Boards are awaiting the release of Ministry funding information and financial package in order to calculate next year's grants and to complete the budget booklet. Boards have been advised that the Ministry intends to maintain stable funding from this year to next so that local budget planning can continue. In addition, recent Provincial agreements with the various education sector unions have provided a number of system investments that Boards are able to incorporate into their planning for next year. Senior Administration has engaged in a number of discussions in recent weeks and has developed a balanced budget plan that reflects new system investments and advances local strategic priorities. Staff will present the budget plan to the Finance Committee on May 4th with a focus on changes from this year to next and an emphasis on areas of new and/or increased investment. Staff intends to present a draft budget booklet to the Finance Committee on June 8th and to seek Trustee approval at the June 15th Board meeting provided the funding information is released in time. An update will be provided at the May 25th Board meeting as to the status of the information and budget timelines.

RP/dm

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
