



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

## Finance Committee Meeting

# Agenda

### Virtual Meeting

Monday, June 8, 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](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.

## 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



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## **Finance Committee Meeting**

Monday, June 8, 2020

7:00 p.m.

Virtual Meeting (Microsoft Teams)

### **Page**

#### **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

#### **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 – May 4, 2020
- f.2 Business Arising – May 4, 2020

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#### **G. Staff Reports**

- g.1 2020/2021 Budget Update
- g.2 2020/2021 Staffing Update
- g.3 Job Evaluation Update
- g.4 Pandemic Financial Update

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#### **H. Information Items**

#### **I. Adjournment**

#### **J. Closing Prayer**



## Memorandum

To: Finance Committee

From: Ryan Putnam, Superintendent of Business & CFO

Date: June 8, 2020

Subject: **Finance Committee Minutes – May 4, 2020**

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## Recommendation

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

“THAT the Finance Committee approve the minutes of the May 4, 2020 Finance Committee meeting.”

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## Rationale

See attached.

RP/dm  
Attachment



**Minutes** of the **OPEN SESSION** of the **Finance Committee Meeting** which was held through virtual meeting on Monday, May 4, 2020.

**Present**

M. Ste. Marie (Chair)  
M. Forster (Vice-Chair)  
T. Chapman (Member)  
J. Oldman (Ex-Officio)  
R. De Souza  
J. McCafferty  
A. Dela Torre (Student Trustee)  
S. Zamorano (Student Trustee)

**Staff**

R. Putnam  
T. Barill  
J. Bowyer  
S. Grieve  
S. Lee-Fernandez  
R. Leclair  
J. Mullins  
M. O'Reilly  
R. Rodriguez  
J. Wilson

**A. Call to Order**

M. Ste. Marie called the meeting to order at 7:00 PM.

**a.1 Acknowledgement of Traditional Territory**

M. Ste. Marie acknowledged Traditional Territory.

**a.2 Memorials and Prayer**

S. Zamorano offered the opening prayer.

**a.3 Roll Call and Apologies**

As above. Introductions were made.

Finance Committee Meeting Minutes  
Monday May 4, 2020  
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## **B. Approval of Agenda**

### **b.1 Changes to Printed Agenda**

None

### **b.2 Approval of Agenda**

Motion No. FC-2020-05-04-01  
Approval of Agenda

Moved by T. Chapman, seconded by J. Oldman

“THAT the Finance Committee approve the May 4, 2020 Agenda as printed.”

**CARRIED**

## **C. Announcements**

None

## **D. Notice of Motions**

None

## **E. Declarations of Conflict of Interest**

**e.1** None

## **F. Actions to be Taken**

### **f.1 Approval of Minutes**

Motion No. FC-2020-05-04-02  
Approval of the February 3, 2020 Minutes

Moved by M. Forster, seconded by T. Chapman

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

**CARRIED**

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Monday May 4, 2020  
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## **f.2 Business Arising from Minutes**

None

## **G. Staff Reports**

### **g.1 2020/2021 Estimates – System Investments**

Superintendent Putnam provided an overview of the discussions and deliberations to date noting that the typical budget process has been impacted by the Provincial shut down. Director Barill noted that this year's budget was the first time in many years that the Board isn't faced with a significant budget shortfall requiring expenditure reductions. Rather, this year's budget provides an opportunity to revisit areas of priority and to invest funds that are being provided to Boards as a result of the recent Provincial labour discussions. As such, the 2020/2021 budget is very positive with the underlying goal of providing stability to the system following a year of substantial unrest.

The Director, Superintendents, and Chief Information Officer then proceeded to address the following areas (as outlined in the attached presentation):

- Strategic Priorities
- Budget Framework
- Basic Assumptions
- System Investments including:
  - Student Services/Supports
  - Program/Faith Formation
  - Operations and Adjustments

Throughout the presentation staff and the Committee members/guest Trustees engaged in discussion on a variety of the topics, with some of the key areas of inquiry as follows:

- Student services supports and services
- Secondary staffing and course offerings
- Technology equalization strategy and infrastructure
- Distance Learning and support for the Edsby platform
- Numeracy strategy including an overview of UP math
- Faith formation and religion program supports
- Continuing, Alternative and International Education
- English as a Second Language supports
- Implementation of Contemporary Indigenous Studies
- Stewardship of resources and sustainability plan

Finance Committee Meeting Minutes  
Monday May 4, 2020  
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Superintendent Putnam concluded the presentation with a review of next steps and anticipated timelines for budget completion and approval citing an update will be provided at the May 25<sup>th</sup> Board meeting.

Motion No. FC-2020-05-04-03  
2020/2021 Estimates – System Investments

Moved by M. Forster, seconded by T. Chapman

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

**CARRIED**

## **H. Information Items**

**h.1** None

## **I. Adjournment**

Motion No. FC-2020-05-04-04  
Adjournment

Moved by M. Forster, seconded by T. Chapman

“THAT the Finance Committee meeting of May 4, 2020 be adjourned.”

**CARRIED**

The meeting adjourned at 8:45 PM

Closing prayer was provided by M. Ste. Marie.

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M. Ste. Marie, Chair  
Finance Committee

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R. Putnam, Resource  
Finance Committee





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# 2020/2021 Estimates: System Investments

Presented to: Finance Committee  
Date: May 4, 2020





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## **Discussion Items:**

- Strategic Priorities
- Budget Framework
- Basic Assumptions
- System Investments:
  - Student Services/Supports
  - Program/Faith Formation
  - Operations/Adjustments
- Moving Forward - Next Steps





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## Strategic Priorities

- Strategic Plan - *Discovery 2023: Renewing the Vision*
  - Three commitments: Excellence, Equity, Engagement
    - Overarching/underlying theme of New Evangelization
  - Five strategic priorities:
    - Witnessing Faith
    - Celebrating Inclusion and Well-being
    - Teaching and Learning
    - Expanding Pathways
    - Managing Resources
- Alignment of resources to reflect/advance strategic priorities





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## Budget Framework

- 19/20 balanced budget without reliance on reserves
- Q2 report and mid-year forecast confirms on target
- \$3M operating reserve, \$2.5M capital reserve, EDC account
- Projected enrolment: modest and steady system growth
- Multi-year technology, capital, transportation strategies
- Core operations, system staffing, programs and services
- Enhanced programming (FI, AMP, SHSM, OYAP, STEM)





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## Basic Assumptions

- Ministry funding to remain relatively stable (GSN and PPF)
- Inflationary increases to be funded (utilities, supplies)
- Provincial agreements to be ratified (salaries, benefits, SSF)
- Current Ministry programs and funding will continue (Math, CIV)
- Enrolment projections will materialize by September
- School will resume in the fall under normal operations
- 2019/2020 year end results will be consistent with Q2 forecast





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## **Student Services/Supports**

- Additional Elementary PST (8.3 FTE) and new EIC location
- Additional Educational Assistants based on SIP claims (2.5 FTE)
- Increase in Student Services personnel/disciplines (0.6 FTE)
- Specialized courses for Secondary Students (30 sections)
- Sections for smaller/priority neighbourhood Secondary schools
- Sections to keep Learning Commons accessible to students
- Technology Equalization Strategy to be refreshed





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## Program/Faith Formation

- Faith Formation, Religion Consultant positions to be reshaped
- Additional Consultant position to support online learning (Edsby)
- Increased ESL support (Elem 2 FTE, Sec 0.5 FTE, central 0.5 FTE)
- Gr 11 English: Contemporary Indigenous Voices (cap, resources, central)
- Provision release time/capacity building (numeracy, school improvement)
- Smaller Secondary average class size = more teachers, sections
- Instructional Technology Strategy to be refreshed





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## Operations/Adjustments

- Multi-year transportation contract (driver wages, recruitment, retention)
- Increase winter conditions budget (offset with sick leave plan savings)
- Additional school administrators based on enrolment thresholds (1.5 FTE)
- Assess Alt Ed locations, review/enhance Con Ed and Int'l Ed programs
- Complete pay equity and job evaluation processes
- Technology infrastructure to maintain/enhance service levels
- Establish a Stewardship of Resources Sustainability Committee







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## **Moving Forward – Next Steps**

- Ministry funding information expected early May
- Financial package to be released by mid-May
- System staffing processes well underway
- Stakeholder consultation and budget input ongoing
- Funding update at the May 25, 2020 Board meeting
- Draft budget booklet to Finance on June 8, 2020
- Trustee approval at the June 15, 2020 Board meeting





## Memorandum

To: Finance Committee

From: Ryan Putnam, Superintendent of Business and CFO

Date: June 8, 2020

Subject: **2020/2021 Budget Update**

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## Recommendation

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

“THAT the Finance Committee receive as information the June 8, 2020 Budget Update.”

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## Rationale

As indicated at recent Board and Committee meetings, 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 the technical 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 developed a balanced budget plan that reflects new system investments and advances local strategic priorities. Staff presented the budget plan to the Finance Committee on May 4, 2020 with a focus on changes from this year to next and an emphasis on areas of new and/or increased investment. At the time of writing this report it is unknown as to when the Ministry will be in a position to release the funding information and financial package. The Ministry has indicated, however, that the deadline for approving and submitting the 2020/2021 Estimates will be extended to accommodate the delay in the release of information. It is anticipated that the Ministry will extend the submission deadline to sometime in August 2020 to enable staff time to collate the necessary information and for Boards to approve the final budget. A Special Board meeting will be commissioned to approve the 2020/2021 Estimates once the updated timelines are known.

RP/dm



## Memorandum

To: Finance Committee

From: Ryan Putnam, Superintendent of Business and CFO

Date: June 8, 2020

Subject: **2020/2021 Staffing Update**

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## Recommendation

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

“THAT the Finance Committee receive as information the June 8, 2020 Staffing Update.”

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## Rationale

Notwithstanding the delay in the release of the detailed Ministry funding information and financial package, staff continues to staff the system for next year in preparation for September. Specifically, collection of student enrolment numbers, Elementary class organization, Secondary course offerings and timetabling, and the related staffing processes continue as per the normal schedule. In addition, the system investments noted at the May 4, 2020 Finance Committee meeting have been incorporated into the process and have begun to be posted and filled based on the commitments made by the Ministry in the recently negotiated Provincial Agreements. Finally, there have been a number of retirements across the system, such as Supervisory Officer, School Administration, Management and other support staff related positions. Staff will provide an update as to the status of the various staffing considerations for the upcoming 2020/2021 school year at the June 8, 2020 Finance Committee meeting.

RP/dm



## Memorandum

To: Finance Committee

From: Ryan Putnam, Superintendent of Business and CFO

Date: June 8, 2020

Subject: **Job Evaluation Update**

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## Recommendation

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

“THAT the Finance Committee receive as information the June 8, 2020 Job Evaluation Update.”

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## Rationale

One of the commitments in the Managing Resources section of the Strategic Plan is to review and refresh the Board's pay equity and job evaluation programs. This entails working with the various employee groups in relation to considerations specific to their group's compensation considerations as well as with the Board's job evaluation consultant. Presently, the two main areas of focus are the updating of the CUPE joint job evaluation terms of reference and the refresh of departmental organizational charts and related job descriptions to reflect budgeted positions and current assignments. Staff will provide an update as to the status, timelines and next steps in relation to both processes at the June 4, 2020 Finance Committee meeting.

RP/dm



## Memorandum

To: Finance Committee

From: Ryan Putnam, Superintendent of Business and CFO

Date: June 8, 2020

Subject: **Pandemic Financial Update**

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## Recommendation

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

“THAT the Finance Committee receive as information the June 8, 2020 Pandemic Financial Update.”

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## Rationale

As noted in the 2019/2020 Second Quarter Budget Status Report and Mid-Year Forecast (presented to Board in April 2020), staff has been maintaining an account of the financial impact and considerations in relation to the current pandemic related system closure. Specifically, areas affected or of relevance include supply/replacement cost savings, additional technology to support distance learning and virtual operations, and reduced revenue due to the suspension of community use, partnership and child care operations. Staff will provide an updated account of the pandemic related financial considerations with respect to the 2019/2020 fiscal year at the June 8, 2020 Finance Committee meeting.

RP/dm

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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.*



Durham Catholic District School Board

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