



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

Finance Committee Meeting

Agenda

Virtual Meeting

(Passcode: JY6NmP)

Monday, October 19, 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



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7:00 p.m.

St. Francis of Assisi 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 – June 8, 2020
- f.2 Business Arising – June 8, 2020

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G. Staff Reports

- g.1 2020-2021 Budget 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: October 19, 2020

Subject: **Finance Committee Minutes – June 8, 2020**

Recommendation

Moved by , seconded by

“THAT the Finance Committee approve the minutes of the June 8, 2020 Finance Committee meeting.”

Rationale

See attached.

RP/dm



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

Minutes of the **OPEN SESSION** of the **Finance Committee Meeting** which was held virtually on Wednesday, June 8, 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
J. Wilson
R. Rodriguez
L. Morgulis
M. Hammond

A. Call to Order

M. Ste. Marie called the meeting to order at 7:01 PM.

a.1 Acknowledgement of Traditional Territory

M. Ste. Marie acknowledged Traditional Territory.

a.2 Memorials and Prayer

M. Ste. Marie offered the opening prayer.

a.3 Roll Call and Apologies

As above.

B. Approval of Agenda

b.1 Changes to Printed Agenda

None.

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b.2 Approval of Agenda

Motion No. FC-2020-06-08-01
Approval of Agenda

Moved by seconded by M. Forster, seconded by J. Oldman

“THAT the Finance Committee approve the June 8, 2020 Agenda.”

CARRIED

C. Announcements

None.

D. Notice of Motions

None.

E. Declarations of Conflict of Interest

None.

F. Actions to be Taken

f.1 Approval of Minutes

Motion No. FC-2020-06-08-02
Approval of the May 4, 2020 Minutes

Moved by M. Forster, seconded by J. Oldman

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

CARRIED

f.2 Business Arising from Minutes

None.

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G. Staff Reports

g.1 2020/2021 Budget Update

R. Putnam provided an update noting that while the timing of the release of information remains uncertain the Ministry continues to confirm that Boards can expect stable funding from this year to next. Based on the balanced budget plan (presented in May) the Board is in good shape to proceed with the final budget when the financial package is released and actual grants can be calculated. The Ministry has indicated it will extend the submission deadline (likely to August 2020). Staff will commission a Special Board meeting for approval of the 2020/2021 Estimates following release of the information.

Motion No. FC-2020-06-08-03
2020/2021 Budget Update

Moved by J. Oldman, seconded by M. Forster.

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

CARRIED

g.2 2020/2021 Staffing Update

R. Putnam provided an update as to the status of the various staffing considerations for the upcoming 2020/2021 school year for both school and central locations. T. Barill advised that funding from a vacant Supervisory Officer position will be directed to create a new Officer of Equity and Engagement position for the Board. Director Barill provided details of what the position may entail, including responding to the workforce census, providing training for staff and leaders across the system, advocating for and supporting our Catholic School Communities, as well as networking, engagement and outreach.

Motion No. FC-2020-06-08-04
2020/2021 Staffing Update

Moved by M. Forster, seconded by J. Oldman.

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

CARRIED

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g.3 Job Evaluation Update

R. Putnam provided an update on the Job Evaluation processes including CUPE, Non-Union and Middle Management. Specifically, the CUPE Joint Job Evaluation Terms of Reference is being finalized and Non-Union organizational charts and job descriptions are being updated. Updates will be provided at various milestones in the process.

Motion No. FC-2020-06-08-05
Job Evaluation Update

Moved by T. Chapman, seconded by M. Forster.

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

CARRIED

g.4 Pandemic Financial Update

R. Putnam provided an update on the financial impact of the pandemic including the loss of revenue from childcare leases, partnership leases and Community Use of Schools permits as well as pandemic technology requirements and Facilities Services pressures which are being offset by supply teacher savings. Overall the financial impact is essentially neutral for the Board for the current fiscal year. The coming weeks will provide more information on the potential scenarios for school opening in the fall.

Motion No. FC-2020-06-08-06
Pandemic Financial Update

Moved by T. Chapman, seconded by M. Forster.

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

CARRIED

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H. Information Items

None.

I. Adjournment

Motion No. FC-2020-06-08-07
Adjournment

Moved by M. Forster seconded by J. Oldman

“THAT the Finance Committee Open meeting of June 8, 2020 be adjourned.”

CARRIED

The meeting adjourned at 7:41 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: October 19, 2020

Subject: **2020/2021 Budget Update**

Recommendation

Moved by _____, seconded by _____

“THAT the Finance Committee receive as information the 2020/2021 Budget Update.”

Rationale

Staff presented the updated 2020/2021 Budget booklet at the September 28, 2020 Board meeting. The report reflects actual enrolment and staffing following September reopening and incorporates known pandemic related impacts including the use of any remaining reserve funds to support safety measures and lower in-person class sizes. As a result of depleting the reserve the context and approach to future budgets has changed as does in-year budget and financial risk management strategies. Senior Administration is also in the process of preparing to present the Board Improvement Plan and a refresh of the Strategic Plan at upcoming Board meetings with the current financial situation being an underlying factor in determining planned system priorities. Staff will revisit the updated budget booklet from September 2020 (copy attached) noting any risks and/or potential opportunities to be considered along with key strategic investments and priorities that will need to be maintained notwithstanding the current financial situation.

RP:dm
Attachment



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

2020/2021 Estimates



Rooted in Faith

Excellence | Equity | Engagement

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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.



2020/2021 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
- Increased 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 Extended French programs
- Enhanced support for English as a Second Language students
- Revisioning of Alternative Education supports and services
- Ongoing support of Continuing and International Education programs
- Continued focus on Community Partnership opportunities
- 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
- Corporate restructuring to address risk factors and leverage efficiencies
- Reflects ongoing implementation of the Long Term Accommodation Plan
- Consistent with Provincial bargaining terms and conditions
- Compliant with Provincial Employment Standards Act legislation
- Compliant with Ministry funding and enveloping requirements
- Core staffing budget represents funded Ministry class size requirements
- Reflects expectations of the Ministry's School Reopening Guidelines
- Utilization of reserves to lower class sizes and maintain programming

Table One – Projected Enrolment

Panel	2020/2021 Estimates	2019/2020 Revised Estimates	Variance
Elementary	15,160	15,096	64
Secondary	6,547	6,528	19
Total	21,707	21,624	83

Table Two – Anticipated Operating Revenue

Category	2020/2021 Estimates	2019/2020 Revised Estimates
Ministry Grants (GSN)	\$251,045,373	\$239,452,063
Ministry Funding (PPF)	5,634,452	1,589,387
Recoveries – Secondments	939,910	1,013,709
Government of Canada	629,378	609,526
Other Provincial Agencies	858,903	858,903
Community Use of Schools	0	750,000
Continuing Education Fees	200,000	200,000
International Students	384,860	845,800
Child Care and Partnerships	600,000	650,000
Cafeteria Revenue	0	70,000
School Generated Funds	1,000,000	6,500,000
Operating Reserve Fund	<u>4,994,302</u>	<u>Not required</u>
	<u>\$266,287,178</u>	<u>\$252,539,388</u>

Table Three – Operating Reserve Fund

Anticipated 19/20 Operating Reserve	\$3,039,827
Ministry of Education Top-up to 2%	<u>1,954,475</u>
Balance Available for Use in 20/21	4,994,302
Applied to Offset Pandemic Pressures	<u>(4,994,302)</u>
Balance Remaining	<u>\$NIL</u>

Attachment 3

Planned Operating Expenses

Category	2020/2021 Estimates	2019/2020 Revised Estimates
Salaries, Benefits and Supply Costs	\$234,327,669	\$217,477,319
Student Transportation	9,475,753	7,766,667
Facilities Services	8,757,248	8,048,380
School Budgets	2,259,796	2,280,617
Information and Communication Technology	2,710,166	2,784,600
Academic Services	4,737,446	4,650,292
Business Services	666,442	654,921
Human Resources, Health and Safety	461,416	385,900
Mileage and Travel Allowances	563,472	563,472
Director's Office and Board Administration	194,954	294,954
Legal and Professional Services	360,109	360,109
Trustees and Student Representatives	212,017	212,017
Staff Development and Capacity Building	439,690	439,140
Corporate Communications	121,000	121,000
School Generated Funds	<u>1,000,000</u>	<u>6,500,000</u>
	<u>\$266,287,178</u>	<u>\$252,539,388</u>

Academic Services includes:

- Teaching and Learning
- 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

Attachment 4

Staffing Summary by Position

Employee Group	2020/2021 Estimates	2019/2020 Revised Estimates	Difference
<i>Elementary Teachers*</i>	925.04	876.63	48.41
<i>Secondary Teachers*</i>	444.00	406.67	37.33
Coordinators and Consultants	25.50	21.00	4.50
<i>Principals and Vice-Principals</i>	80.00	73.00	7.00
Secondments (External/Capital)	7.67	8.17	(0.50)
Director of Education	1.00	1.00	0.00
Supervisory Officers	7.00	8.00	(1.00)
Middle Management	42.00	42.00	0.00
Non-Union	13.00	13.00	0.00
Chaplains and Faith Animator	8.00	7.00	1.00
Student Services	43.70	42.10	1.60
Educational Assistants	300.00	297.50	2.50
<i>Early Childhood Educators*</i>	111.00	99.00	12.00
Custodial and Maintenance*	194.50	181.50	13.00
<i>Secretarial/Clerical/Technical*</i>	110.00	107.00	3.00
Trustees	8.00	8.00	0.00
Total	2,320.41	2,191.57	128.84

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.

Attachment 5

2020/2021 Non-Operating Budget**Table One – Revenue Sources**

Child Care Funding	\$7,760,181
School Renewal	3,132,321
School Condition Allocation	5,806,195
Ministry Funded Debenture Payments	6,683,107
Educational Development Charges	<u>3,750,000</u>
	\$27,131,804

Table Two – Planned Expenses

New Child Care Spaces	\$7,760,181
School Renewal Program	3,132,321
School Condition Program	5,806,195
Debenture Principal Payments	4,860,245
Debenture Interest Payments	1,822,862
Transfer to EDC Reserve	<u>3,750,000</u>
	\$27,131,804

2020/2021 Pandemic Related Financial Impact

Table One – Pandemic Pressures

Non-Ministry Revenue Decrease	\$1,895,000
Transportation – Capacity Restrictions	1,709,086
Virtual Schools – Staffing, Resources	1,105,091
Technology – Distance Learning, Virtual	250,000
Staffing – Teachers, ECE, Mental Health	4,672,434
Ministry Health and Safety Training	97,868
Facilities Services – Cleaning, Ventilation	<u>1,476,638</u>
	\$11,206,117

Table Two – Planned Offsets

Additional Ministry Funding	\$4,705,920
Deferral of 20/21 Budget Initiatives	1,255,895
Reallocation of Vacant Positions	250,000
Use of Operating Reserve to Balance	<u>4,994,302</u>
	\$11,206,117

Note: the above table does not include costs for personal protective equipment (PPE) for staff, bus drivers and students (as required) as well as additional cleaning supplies for schools as these items are being provided directly to Boards by the Ministry of Education.

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