



# Agenda

## GOVERNANCE COMMITTEE MEETING

Tuesday, January 17, 2017  
OPEN MEETING – 7:30-8:30 P.M.  
CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: Ruth Ciraulo

Trustees who are unable to attend are asked to please notify  
Andrea Bradley, Administrative Assistant  
(705) 748-4861 ext. 243 or by email: [abradley@pvnccdsb.on.ca](mailto:abradley@pvnccdsb.on.ca)

### A. Call to Order:

1. Opening Prayer.
2. Approval of Open Meeting Agenda.
3. Declarations of Conflicts of Interest.
4. Approval of the Minutes of the Open Meeting of the Governance Committee held on December 12, 2016. Page 3
5. Business Arising from the Minutes.

### B. Recommended Actions/Presentations:

1. Durham College: Contribution to Capital Program. Page 6

### C. Information Items:

1. Facilities Renewal: 2016-17 Projects. Page 22
2. Interim Financial Information: November 30, 2016. Page 23

### D. Old Business:

### E. New Business:

**F. Next Meeting:**

1. Monday, February 13, 2017 – 6:30 p.m.

**G. Conclusion:**

1. Closing Prayer.
2. Adjournment.



# Minutes

THE MINUTES OF THE OPEN MEETING OF THE GOVERNANCE COMMITTEE held on Monday, December 12, 2016 at 6:58 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

## PRESENT

Trustees: Mmes. Linda Ainsworth, Ruth Ciraulo (Chairperson), Christine Dunn,  
Michelle Griepsma, Helen McCarthy.  
Messrs. David Bernier, Mr. Daniel Demers.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace,  
Dawn Michie.  
Messrs. Michael Nasello, Timothy Moloney.

Guests: Mr. Stephen MacPhee.

Regrets: Mr. Zachary Smith (Student Trustee).

Recorder: Mrs. Andrea Bradley.

## **A. Call to Order:**

Ruth Ciraulo called the meeting to order.

### 1. Opening Prayer.

Ruth Ciraulo asked Isabel Grace to lead the Opening Prayer.

### 2. Approval of Open Session Agenda.

**MOTION:** Moved by Linda Ainsworth, seconded by Helen McCarthy, that the  
Open Meeting Agenda be accepted.

Carried.

3. Declarations of Conflicts of Interest.

4. Approval of the Minutes of the Governance Committee – Open Session held on November 14, 2016.

**MOTION:** Moved by Linda Ainsworth, seconded by Daniel Demers, that the Minutes of the Governance Committee – Open Session, held on November 14, 2016, be approved.

Carried.

5. Business Arising from the Minutes.

**B. Recommended Actions/Presentations:**

**C. Information Items:**

1. Student Uniform Vendor: Business Issues.

Stephen MacPhee, Purchasing, Planning, and Facilities Administration Manager, attended the Governance Meeting to inform trustees that on November 1, 2016 RHB Group LP, the current supplier of secondary student clothing, has filed for bank protection. Current contract with RHB will expire May 31, 2017. Request for Proposal for a vendor will be issued this week and closing at the end of January 2017. Stephen also stressed the importance of securing a new supplier sooner rather than later as many larger school boards will also be seeking suppliers. There may be a potential impact on secondary school budgets as they collect a commission rate on the sale of student clothing, and the current commissions owing to the Board might not be payable. The PVNCCDSB has requested to be placed on the creditor's list. Isabel Grace, Superintendent of Business and Finance, stated that there may be a need to help fund secondary schools for their lost commission.

2. 2016-2017 Revised Estimates Update.

Isabel Grace, Superintendent of Business and Finance, presented the 2016-2017 Revised Estimates Update Report to the Governance Committee. Isabel explained the report in detail and answered trustee questions.

**D. Old Business:**

**E. New Business:**

**F. Next Meeting:**

1. Tuesday, January 17, 2017 – 6:30 p.m.

**G. Conclusion:**

1. Closing Prayer.

Ruth Ciraulo asked Isabel Grace to lead the closing prayer.

2. Adjournment.

**MOTION:** Moved by David Bernier, seconded Linda Ainsworth,  
that the Governance Committee meeting adjourn at 8:15 p.m.

Carried.

Ruth Ciraulo  
Chairperson  
/ab

Isabel Grace  
Superintendent of Business




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# BUSINESS AND FINANCE

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## Report to the Governance Committee

**Meeting:** ☐ In Camera

☒ Open

**Presented for:** ☐ Information

☒ Approval

**Meeting Date:** January 17, 2017

**Presented by:** Isabel Grace, Superintendent of Business/Finance

**Subject:** Durham College Centre for Success, CFCE building project

**Recommended Action(s):** 1) That the Governance Committee recommends that the Board agree in principle to support the capital campaign for the furniture, fixtures and equipment for the Durham College Centre for Success, in the amount of \$124,140. 2) That the Governance Committee recommend to the Board that the Director prepare a report outlining funding options for future approval.

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### Background

Durham College is currently the site of the Centre for Success, used by students from Durham DSB, Durham Catholic DSB, Kawartha Pine Ridge DSB and PVNC Catholic DSB. Students from St. Stephen Catholic Secondary School have a long history of accessing the Centre for Success in the completion of their secondary school diplomas, and students of Holy Trinity Catholic Secondary School are also beginning to use the Centre.

Durham College is in the midst of a capital campaign to augment funds received from their Ministry in order to build a new Centre for Collaborative Education, which will house (among other things) the Centre for Success. To that end, Durham College has approached the four boards to support the costs of the furniture, fixtures and equipment costs related to the Centre, in a pro-rata proportion of the student population that comes from the four boards.

We have been advised that the other three boards are prepared to support this initiative, and Senior Administration is recommending the same. Information regarding options for funding this one-time contribution is still being gathered and the other boards are being contacted in this regard.

Attached are some of the supporting documents that have been received by the Director.

November 28, 2016

Michael Nasello  
 Director of Education  
 Peterborough Victoria Northumberland and  
 Clarington Catholic District School Board  
 1355 Lansdowne Street, West  
 Peterborough, ON K9J 7M3

Dear Michael,

As a follow up to recent conversations with Don Lovisa, I'm delighted to work with you to firm up Peterborough Victoria Northumberland and Clarington Catholic District School Board's commitment to provide capital support to the Centre for Success which will reside in Durham College's new Centre for Collaborative Education.

As a reminder we discussed and agreed in principle on capital contributions that support an equal contribution of common spaces and a proportion-based contribution for classroom spaces (based on your projected student needs). The projected total cost is \$838,000 as discussed. Below is a breakdown by school board based on student enrollment:

School Board	Costs Based on Student Population	Equal Share Cost	Total Contribution
Durham District School Board	\$364,720	\$15,500	\$380,220
Durham Catholic District School Board	\$162,960	\$15,500	\$178,460
Kawartha Pine Ridge District School Board	\$139,680	\$15,500	\$155,180
Peterborough Victoria Northumberland and Clarington Catholic District School Board	\$108,640	\$15,500	\$124,140
<b>TOTAL COSTS</b>	<b>\$776,000</b>	<b>\$62,000</b>	<b>\$838,000</b>

These numbers differ slightly than those offered by Don earlier this month. Larry Hope from Trillium Lakelands District School Board recently wrote to opt out of this funding model citing the difficult justification when they have zero enrollment in the program at Durham College. I have taken the liberty of recalculating their Equal Share Cost between the remaining four boards, increasing each by \$3,100.

For next steps, with your confirmation of the amount, Durham College is prepared to provide an invoice to each Board in January 2018 reflecting the confirmed commitment, with supporting documentation from the third party vendor(s).



*In the interim, I'm enclosing a letter of intent for your review. If this meets with your approval, please sign two copies and provide one back to me for our records.*

In order to recognize the support from our partnering school boards, Durham College will display a plaque thanking all four school boards in a prominent location of the Centre for Success. We would also be pleased to list each board on our donor wall if deemed appropriate.

Michael, I trust this way forward works for you. We are excited to be working with you and the other boards on this incredibly important program and are keen to formalize a public announcement very soon. As Don mentioned, this partnership also provides momentum to our capital campaign as we work to raise \$5 million to complete the CFCE.

Thank you again for your tremendous support. I will follow up with you early in January but please feel free to contact me if you have any questions or concerns.

Warmest regards,

A handwritten signature in black ink, appearing to read "Linda Marco". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Linda Marco  
Associate Vice-President, Development and Alumni Affairs  
President, Durham College Foundation





## DURHAM COLLEGE - CENTRE FOR COLLABORATIVE EDUCATION



Aerial View of Campus

Eastern Construction | Montgomery Sisam | Architecture Counsel Architects in Joint Venture





## DURHAM COLLEGE - CENTRE FOR COLLABORATIVE EDUCATION



View from Founders Gate

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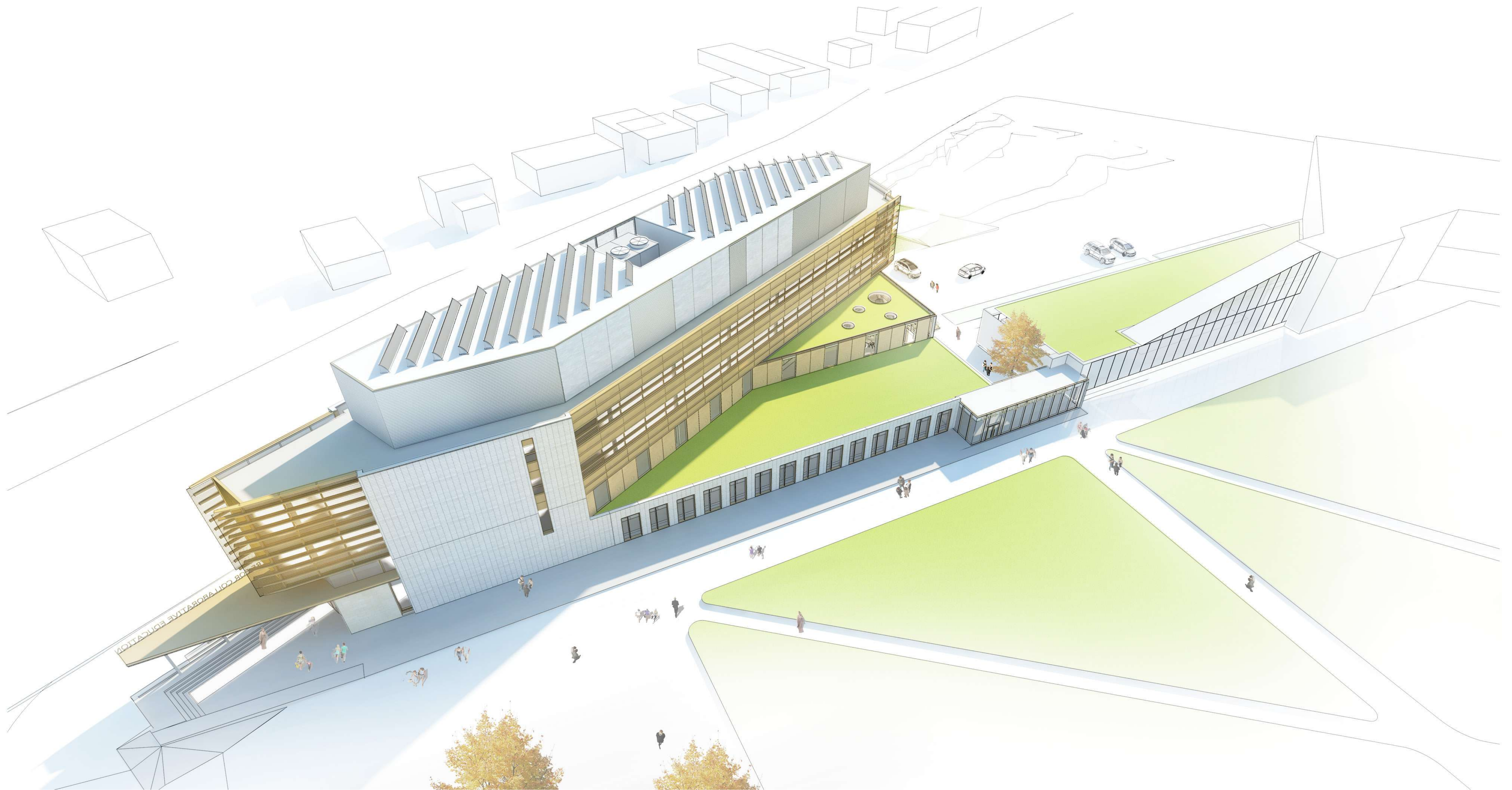
## DURHAM COLLEGE - CENTRE FOR COLLABORATIVE EDUCATION



View of South Entrance

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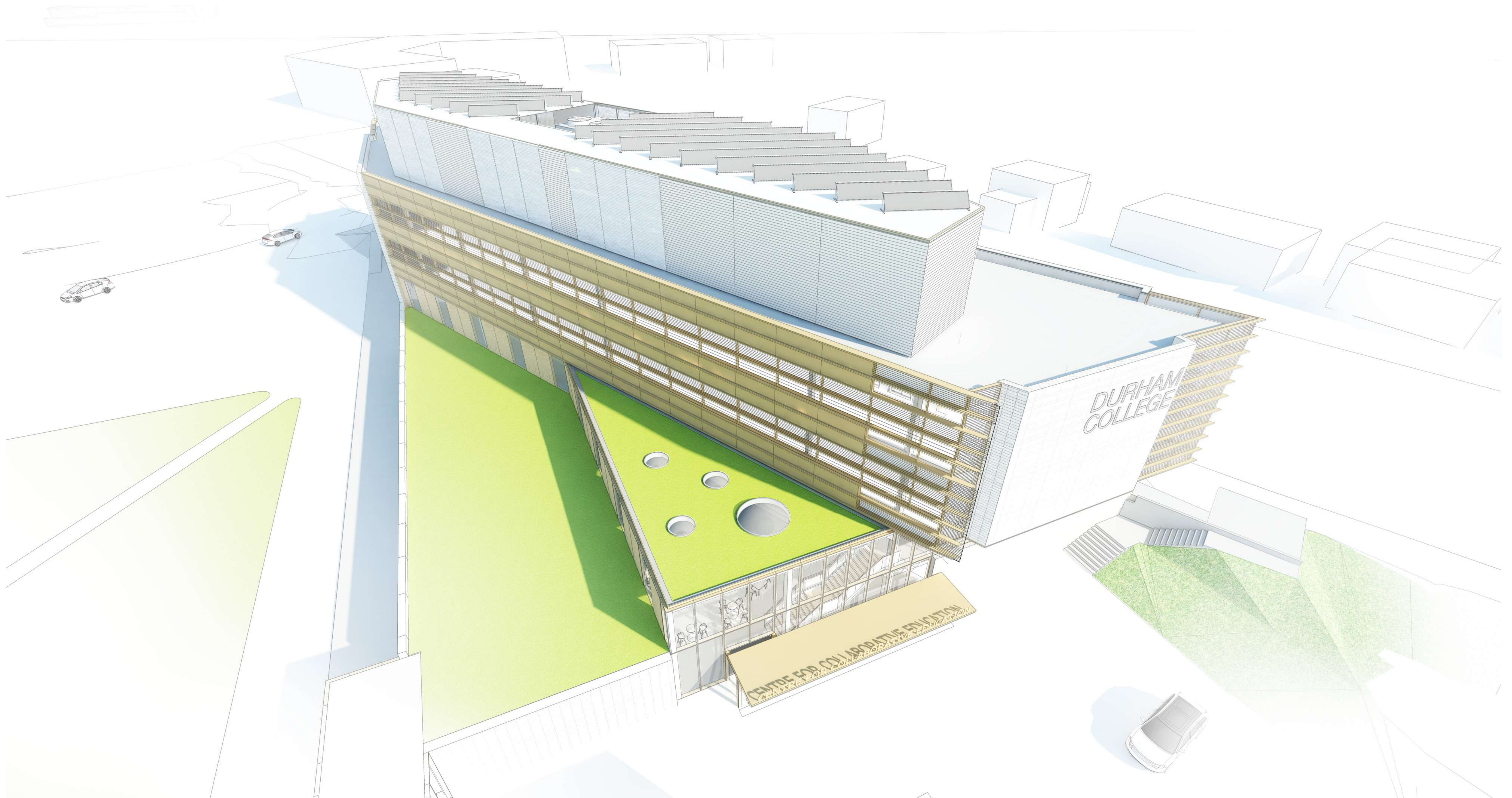
## DURHAM COLLEGE - CENTRE FOR COLLABORATIVE EDUCATION



Aerial View from North West

Eastern Construction | Montgomery Sisam | Architecture Counsel Architects in Joint Venture





## DURHAM COLLEGE - CENTRE FOR COLLABORATIVE EDUCATION



Aerial View from South West

Eastern Construction | Montgomery Sisam | Architecture Counsel Architects in Joint Venture





## DURHAM COLLEGE - CENTRE FOR COLLABORATIVE EDUCATION



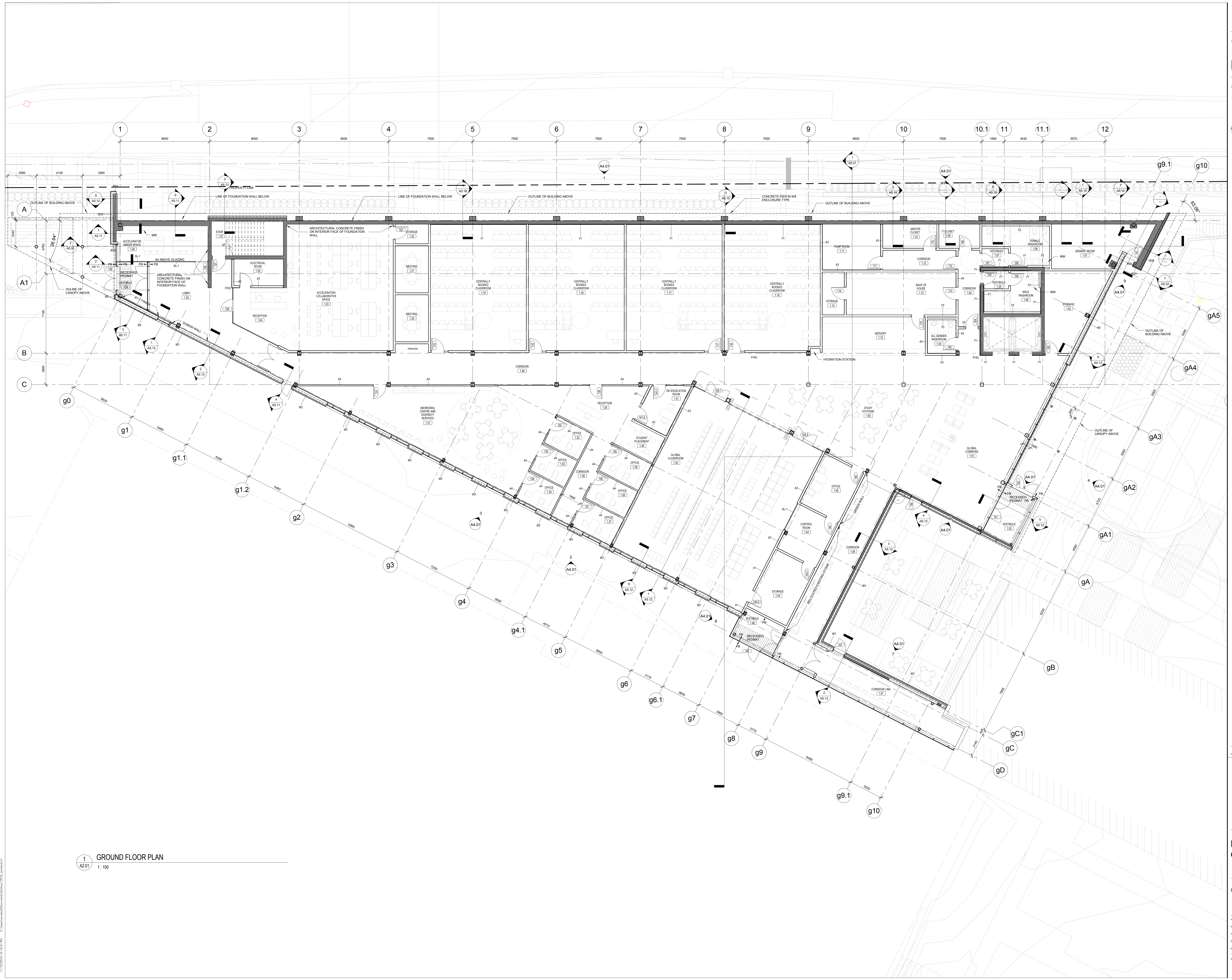
View from Simcoe Street

Eastern Construction | Montgomery Sisam | Architecture Counsel Architects in Joint Venture









1 GROUND FLOOR PLAN  
A2.01 1:100

#	date	revision	by
1			

All drawings and specifications are the property of the architect. The contractor shall verify all dimensions and information on site and report any discrepancy to the architect before proceeding.

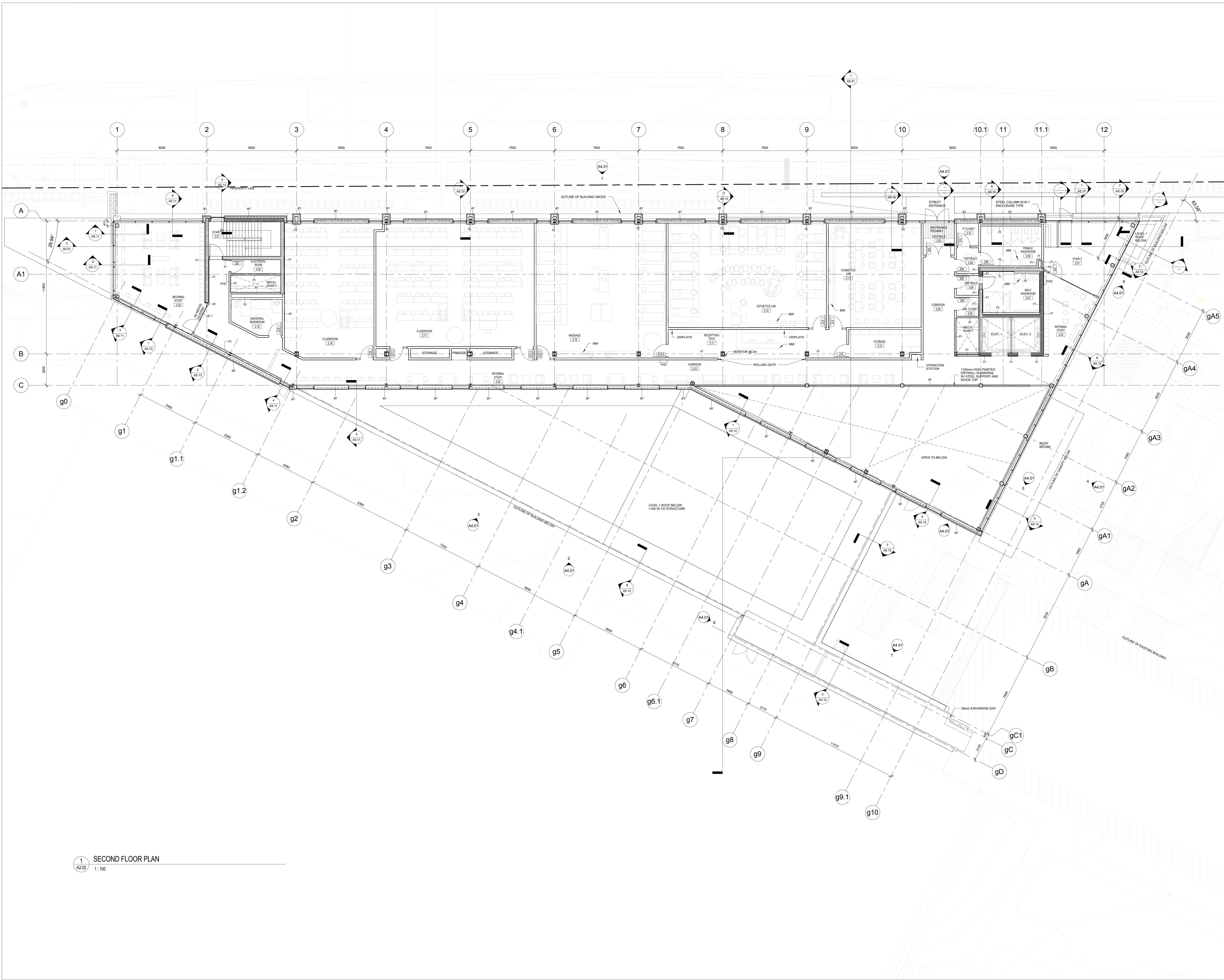
**DURHAM COLLEGE**  
**CFCE**

2000 Simcoe St. N., Oshawa, ON L1H 7K4

GROUND FLOOR PLAN

scale	1:100
drawn by	Author
revised by	Checker
job number	16036
plot date	16.10.07
drawing number	A2.01





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1	2000	1	AS

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**DURHAM COLLEGE**  
**CFCE**

2000 Simcoe St. N., Oshawa, ON L1H 7K4

**SECOND FLOOR PLAN**

scale:	1:100
drawn by:	Author
revised by:	Checker
job number:	16036
plot date:	16.10.07
drawing number:	A2.02



Montgomery Sisam Architects Inc.

157 Sandhill Avenue, Toronto, Ontario M5T 2C8 montgomerysisam.com  
Tel 416.364.8079 Fax 416.364.7723

**MontgomerySisam**

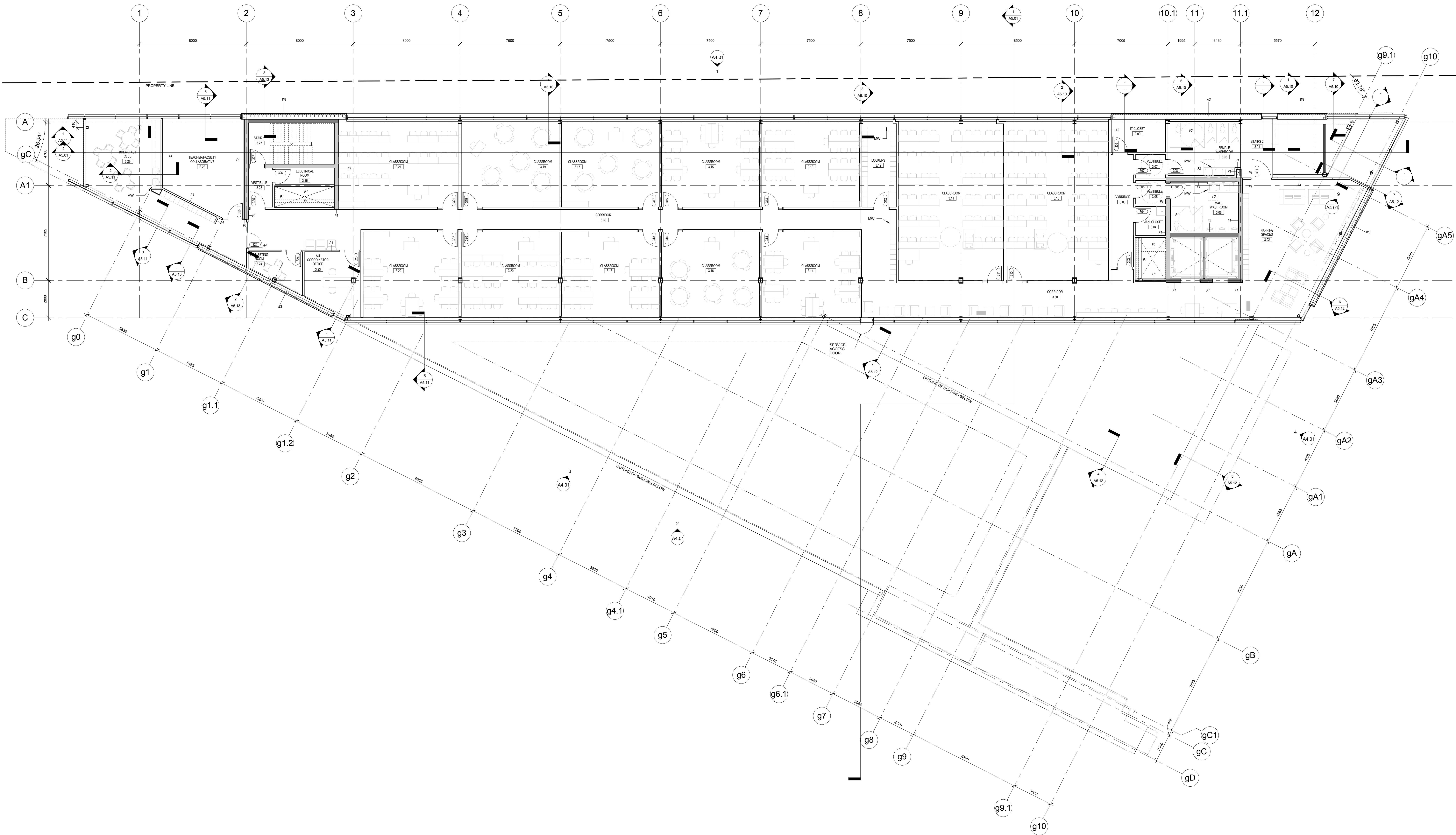
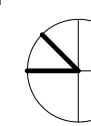
Architecture Counsel Inc.

110 Sandhill Avenue #400, Toronto, Ontario M5T 2C8 architecturecounsel.com  
Tel 416.603.1515 Fax 416.977.0636



True North

Project North



1 THIRD FLOOR PLAN  
A2.03 1:100

# date revision by  
revisions

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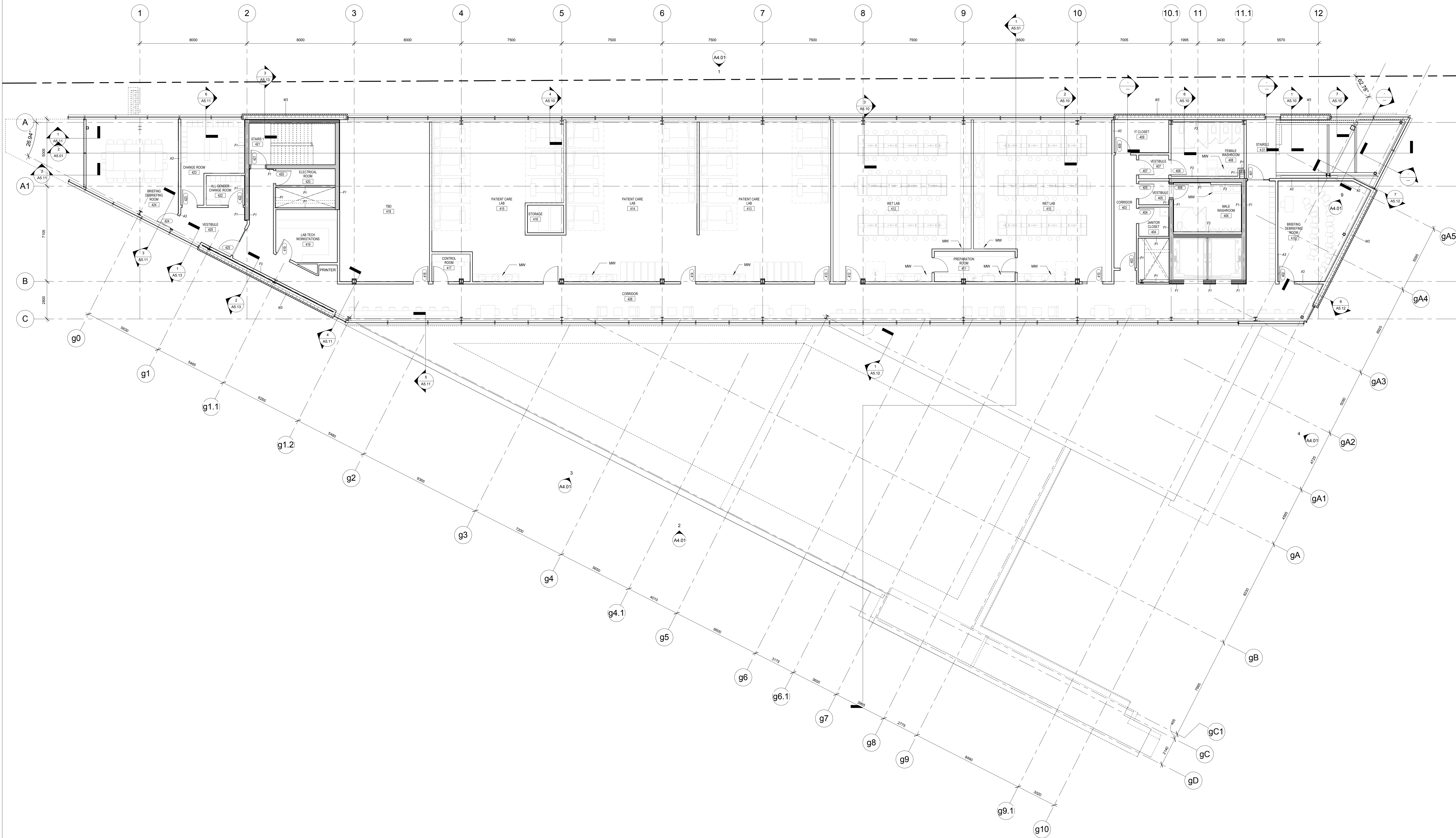
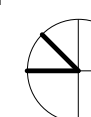
2000 Simcoe St. N., Oshawa, ON L1H 7K4

THIRD FLOOR PLAN

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drawn by Author  
reviewed by Checker  
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drawing number

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**1 FOURTH FLOOR PLAN**

A2.04 1:100

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**FOURTH FLOOR PLAN**

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reviewed by Checker

job number 16036

plot date 16.10.07

drawing number

**A2.04**



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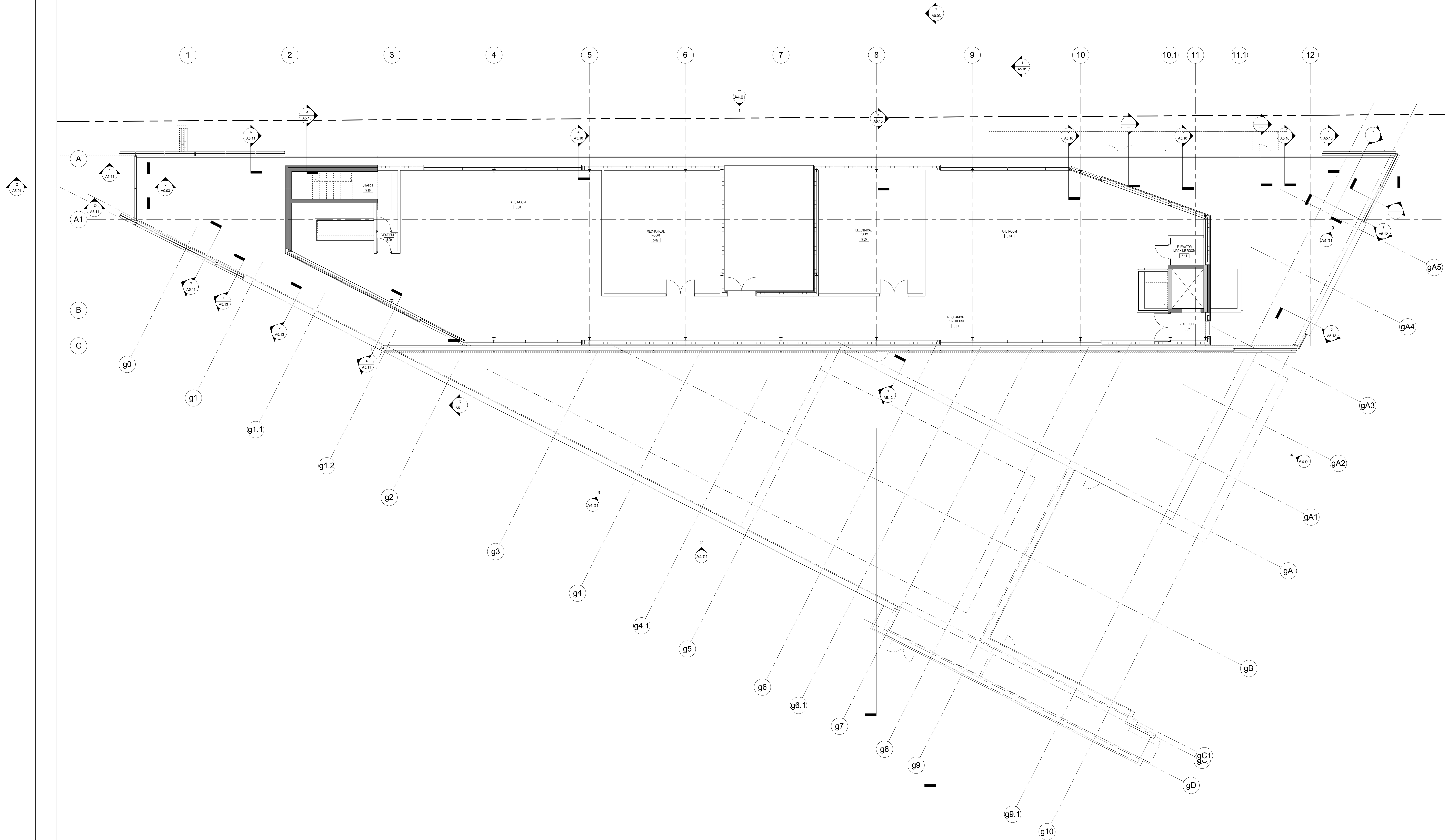
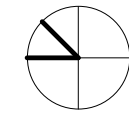
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Project North



**1** PENTHOUSE FLOOR PLAN  
A2.05 1:100

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**DURHAM COLLEGE**  
**CFCE**

2000 Simcoe St. N., Oshawa, ON, L1H 7K4

PENTHOUSE FLOOR PLAN

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drawn by: Author  
reviewed by: Checker  
job number: 16036  
plot date: 16.10.07

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**PVNCCDSB INTERIM FINANCIAL REPORT**  
**For the Period Ending August 31, 2017**

	2015-16		2016-17	
	Actual	Budget (Estimates)	Forecast (Revised Est)	Revised to Actual Change \$ Increase (Decrease) % Increase (Decrease)
<b>Grant Revenue</b>				
Foundation Alloc. - Elementary	51,606,227	52,532,677	53,110,465	577,788 1.10%
School Foundation - Elementary	7,405,742	7,350,202	7,387,822	37,620 0.51%
Foundation Alloc. - Secondary	25,597,163	26,041,866	26,260,581	218,715 0.84%
School Foundation - Secondary	3,207,296	3,245,363	3,265,794	20,431 0.63%
School Foundation - Additional Table Amount		89,628	89,628	- 0.00%
Safe Schools	292,583	298,502	301,667	3,165 1.06%
Special Education Alloc.	21,701,890	21,457,720	21,960,294	502,574 2.34%
Less SEA Funds Transferred to Deferred Rev for Future Years	-100,749	-	-	- 0.00%
Section 23	109,020	107,966	112,216	4,250 3.94%
Language Allocation	2,317,896	2,364,216	2,492,472	128,256 5.42%
First Nation, Metis and Inuit Education Supplemental Allocation	295,957	363,206	357,090	(6,116) -1.68%
Distant Schools Allocation	280,033	38,475	23,325	(15,150) -39.38%
Remote & Rural Allocation	745,050	669,499	628,007	(41,492) -6.20%
Learning Opportunity Alloc.	866,369	908,602	882,554	(26,048) -2.87%
SEF, OFIP Tutoring and SHSM	538,868	787,658	790,047	2,389 0.30%
Less: Learning Opportunity Alloc transferred to Deferred Revenue	-62,051	-	113,251	113,251 0.00%
Continuing Education, Adult, High Credit and Summer School	252,802	261,693	236,804	(24,889) -9.51%
Cost Adjustment and Teacher Qualification and Experience	15,762,985	15,350,613	14,168,562	(1,182,051) -7.70%
ECE Qualification and Experience	953,368	1,044,696	970,269	(74,427) -7.12%
Earned Leave Savings Reduction	-	(95,896)	(95,896)	- 0.00%
New Teacher Induction Program	83,912	87,081	83,696	(3,385) -3.89%
Transportation Allocation	9,985,186	10,261,638	10,269,657	8,019 0.08%
Administration & Governance	4,598,309	4,804,854	4,832,473	27,619 0.57%
School Operations Allocation	14,000,389	14,199,164	14,326,205	127,041 0.89%
Community Use of Schools	191,376	196,526	196,526	- 0.00%
Capital Debt Support - Interest Portion	3,326,536	2,896,796	2,896,796	- 0.00%
In year funding re 1415 Special Education final grant adjustment	94,249	-	-	- 0.00%
<b>Total Operating Grants for Student Needs</b>	<b>164,050,406</b>	<b>165,262,745</b>	<b>165,660,305</b>	<b>397,560 0.24%</b>
<b>Other Revenue</b>	<b>2,525,715</b>	<b>1,915,266</b>	<b>1,860,571</b>	<b>(54,695)</b>
<b>Ministry Grants - Targeted Funding</b>	<b>1,588,892</b>	<b>972,348</b>	<b>1,301,056</b>	<b>328,708</b>
<b>Sub-Total Revenue and Grants</b>	<b>168,165,013</b>	<b>168,150,359</b>	<b>168,821,932</b>	<b>671,573</b>
<b>Capital Grants and Revenue</b>				
School Renewal used for Operating Expenses - R&M	253,545	-	-	-
EDC Revenue used to fund prior land purchase and Study costs	291,505	-	-	-
<b>Sub-Total Revenue and Grants</b>	<b>168,710,063</b>	<b>168,150,359</b>	<b>168,821,932</b>	<b>671,573</b>
<b>Grants for Capital Purposes</b>				
School Renewal	830,847	1,878,911	1,878,911	-
School Conditioning Grant	2,430,206	1,248,879	1,248,879	-
<b>Total Grants for Capital Purposes</b>	<b>3,261,053</b>	<b>3,127,790</b>	<b>3,127,790</b>	<b>-</b>
<b>Total Revenue and Grants for Compliance Purposes</b>	<b>171,971,116</b>	<b>171,278,149</b>	<b>171,949,722</b>	<b>671,573</b>

**Notes**

Earned leave savings reduction - grant assumes there will be savings in teacher supply costs due to the earned leave incentive program  
If the board does not see a reduction in the average Teacher absentism than this reduction will not be applied - for budget supply  
cost budget was also reduced by \$95,896 to offset grant reduction

Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Operating Expenditures  
For the three month period ending November 30, 2016 with comparatives for the three month period ending November 30, 2015

Overlay_Category	COMPENSATION					
	YTD 2015-16 Exp	2015-16 Expense	Percentage	2016-17 Exp	Revised 2016-17 Budget	Percentage
51 CLASS TEACHERS	20,808,094	86,408,405	24.1%	21,237,396	87,719,480	24.2%
52 SUPPLY TEACH/EA/ECE	1,141,949	5,198,069	22.0%	1,202,340	4,637,361	25.9%
53 TEACHER ASSISTANTS	3,098,133	11,727,178	26.4%	3,057,379	11,717,527	26.1%
53 ECE	1,022,610	3,769,599	27.1%	1,021,204	3,846,482	26.5%
54 COMPUTERS		-				
55 TEXT/SUPPLIES						
56 PROF/PARA/TECH	868,735	3,395,043	25.6%	883,690	3,529,143	25.0%
57 LIBRARY/GUIDANCE	734,050	3,043,811	24.1%	736,723	2,924,993	25.2%
58 STAFF DEVELOP	57,102	193,101	29.6%	96,835	441,202	21.9%
59 COORD/CONSULT	539,617	2,270,302	23.8%	539,181	2,252,291	23.9%
61 PRINCIPALS/VPS	1,653,923	6,874,762	24.1%	1,668,478	6,824,551	24.4%
62 SCHOOL OFFICE	953,442	3,547,110	26.9%	912,171	3,409,438	26.8%
63 CONTINUING ED	6,855	182,101	3.8%	2,302	181,005	1.3%
64 TRUSTEES	16,966	74,031	22.9%	20,029	77,810	25.7%
65 DIRECTOR/SOS	224,770	917,391	24.5%	215,684	870,623	24.8%
66 BOARD ADMIN	676,178	2,678,656	25.2%	742,121	2,904,837	25.5%
67 DEPT HEADS	62,727	257,836	24.3%	63,477	257,783	24.6%
68 PUPIL TRANSP	94,387	278,564	33.9%	104,254	292,622	35.6%
70 SCH OPER/MTCE	2,184,907	8,382,145	26.1%	2,174,704	8,317,669	26.1%
71 SCH RENEWAL						
72 OTHER PUPIL ACCOM						
73 OTH/APPR DEBT						
75 AMORTIZATION						
78 OTH NON OPERATING						
80 PSAB FUTURE BENEFITS	-	1,639,500	0.0%	-	1,177,328	0%
Grand Total	34,144,445	140,837,604	24.2%	34,677,969	141,382,145	24.5%

OTHER					
YTD 2015-16 Exp	2015-16 Expense	Percentage	2016-17 Exp	Revised 2016-17 Budget	Percentage
5,852	40,096	15%	8,132	41,137	20%
428,849	1,407,366	30%	370,432	1,501,873	25%
949,553	3,214,650	30%	1,074,477	3,640,632	30%
33,649	174,354	19%	65,691	231,390	28%
461	2,617	18%	385		
51,803	170,232	30%	65,280	218,041	30%
15,759	79,656	20%	17,987	118,137	15%
10,144	49,486	20%	19,278	46,150	42%
205,880	562,096	37%	194,416	584,464	33%
407	13,331	3%		22,400	0%
5,552	31,107	18%	5,267	36,137	15%
26,362	76,372	35%	33,024	87,812	38%
337,487	1,443,887	23%	299,633	1,037,319	29%
-	-		-		
2,354,755	9,627,712	24%	2,412,271	10,084,720	24%
1,490,486	6,188,824	24%	1,402,918	6,324,994	22%
85,860	3,514,598	2%	122,683	3,127,790	4%
1,121,936	3,339,429	34%	1,045,624	2,911,796	36%
-	177,707	0%	-	189,871	
-	107,688		2,000	-	-
-					
7,124,795	30,221,208	24%	7,139,499	30,204,663	24%

TOTAL				Special Grants YTD	Special Grants YTD	Total YTD Expenses	Total YTD Expenses
YTD 2015-16 Exp	2015-16 Expense	2016-17 Exp	Revised 2016-17 Budget	2015-16 Exp	2016-17 Exp	2015-16	2016-17
20,813,946	86,448,501	21,245,528	87,760,617		17,293	20,813,946	21,262,821
1,141,949	5,198,069	1,202,340	4,637,361	4,990	493	1,146,939	1,202,833
3,098,133	11,727,178	3,057,379	11,717,527	1,011	942	3,099,144	3,058,321
1,022,610	3,769,599	1,021,204	3,846,482	2,562	1,099	1,025,172	1,022,303
428,849	1,407,366	370,432	1,501,873	220	634	429,069	371,066
949,553	3,214,650	1,074,477	3,640,632	39,648	4,213	989,201	1,078,690
902,384	3,569,397	949,381	3,760,533			902,384	949,381
734,511	3,046,428	737,109	2,924,993			734,511	737,109
108,905	363,333	162,115	659,243	103,268	140,236	212,173	302,351
555,376	2,349,958	557,168	2,370,428	1,887	6,778	557,263	563,946
1,664,066	6,924,248	1,687,755	6,870,701	7,761	5,623	1,671,827	1,693,378
1,159,322	4,109,206	1,106,587	3,993,902	25,427	21,253	1,184,749	1,127,840
7,262	195,432	2,302	203,405	1,591	300	8,853	2,602
22,518	105,138	25,297	113,947			22,518	25,297
251,132	993,763	248,708	958,435	7,752	810	258,884	249,518
1,013,666	4,122,543	1,041,755	3,942,156		1,450	1,013,666	1,043,205
62,727	257,836	63,477	257,783			62,727	63,477
2,449,142	9,906,276	2,516,525	10,377,342			2,449,142	2,516,525
3,675,393	14,570,969	3,577,622	14,642,663		67	3,675,393	3,577,689
85,860	3,514,598	122,683	3,127,790			85,860	122,683
1,121,936	3,339,429	1,045,624	2,911,796			1,121,936	1,045,624
-	-	-	-			-	-
-	177,707	-	189,871			-	-
-	107,688	2,000	-			-	2,000
-	1,639,500	-	1,177,328			-	-
41,269,239	171,058,812	41,817,468	171,586,808	196,117	201,191	41,465,356	42,018,659

Notes  
Compensation  
Trustees includes repayment of previous year overpayment error that was discovered in November 2015  
EA needs in the system putting pressure on the budget  
Supply costs include Teachers, EA's and ECE's - to date is higher than prior year and putting pressure on the budget  
Staff Development higher than prior as FNMI allocation now in GSN and Student Success prior year deferred revenue is available to spend in 1617  
Library/Guidance - high replacement costs in 1516 are impacting the year to date percentage comparison

Other  
All school budgets are allocated to Text/Supplies Line - Actual spending is recorded based on type of expenditure incurred- result is that some expenditure lines may appear to over/under budget ie School Office, Computers and Supply Teacher salaries and benefits  
Other Pupil Accom - represents the interest on the Provincial supported debt  
Board Administration Other -Includes Board office renovations in 1516  
School Renewal includes the School Conditioning projects funded by capital grants from the Province - those costs were not included in the revised budget which is reason for spending being higher than budget