



Agenda

GOVERNANCE COMMITTEE MEETING

Monday, April 3, 2017
OPEN MEETING – 6:45-8:30 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

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 March 6, 2017. Page 3
5. Business Arising from the Minutes.

B. Recommended Actions/Presentations:

1. EA Allocation model: process.

C. Information Items:

1. OCSTA AGM resolutions.
2. Interim Financial Report – February 28, 2017. Page 6
3. 2017-18 Budget Planning and GSN Release. Page 8

D. Old Business:

E. New Business:

F. Next Meeting:

1. Monday, May 8, 2017 – 6:30 p.m.

G. Conclusion:

1. Closing Prayer.
2. Adjournment.

2017-G-OP-9



Minutes

THE MINUTES OF THE OPEN MEETING OF THE GOVERNANCE COMMITTEE held on Monday, March 6, 2017 at 6:51 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

PRESENT

Trustees: Mmes. Linda Ainsworth, Ruth Ciraulo (Chairperson), Michelle Griepsma.
Messrs. David Bernier, Zachary Smith (Student Trustee).

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

Guests:

Regrets: Mr. Daniel Demers, Mrs. Helen McCarthy, Ms. Christine Dunn.

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 David Bernier, that the Open Meeting Agenda be accepted.

Carried.

2017-G-OP-10

3. Declarations of Conflicts of Interest.
4. Approval of the Minutes of the Governance Committee – Open Session held on February 13, 2017.

MOTION: Moved by Linda Ainsworth, seconded by Michelle Griepsma, that the Minutes of the Governance Committee – Open Session, held on February 13, 2017, be approved.

Carried.

5. Business Arising from the Minutes.

B. Recommended Actions/Presentations:

C. Information Items:

1. Letter of Concern: OUAC fees.

Michelle Griepsma, Board Chairperson, spoke to the Governance Committee about the added fee of \$50.00 for students to pay to change choice of university. After discussion, and insight from Student Trustee, Zachary Smith, Trustees decided to compose a letter to Dave Wallace, Executive Director, Ontario Universities Application Centre (OUAC), similar to letters from Durham District School Board and Peel District School Board, to strongly urge the OUAC to rethink the imposition of a \$50.00 change fee for the 2017-2018 applicants.

MOTION: Moved by David Bernier, seconded by Michelle Griepsma, that Trustees compose a letter to Dave Wallace, Executive Director, Ontario Universities Application Centre (OUAC), asking for a reevaluation of the imposition of a \$50.00 change fee for the 2017-2018 applicants.

Carried

2017-G-OP-11

2. Child Care in Our Schools: update.

Isabel Grace, Superintendent of Business and Finance, updated the Governance Committee on the child care programs that are offered in our schools and upcoming regulatory changes. Isabel reviewed programs for each area of the Board, showing which schools have extended day programs for full day kindergarten students, before and after school child care programs for 6-12 year olds, and full day child care programs. Also included was a listing Child Care Providers for each school and a link to the Child Care Provider's web site.

D. Old Business:**E. New Business:****F. Next Meeting:**

1. Monday, April 3, 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 7:24 p.m.

Carried.

Ruth Ciraulo
Chairperson
/ab

Isabel Grace
Superintendent of Business

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)
Grant Revenue				
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%
Total Operating Grants for Student Needs	164,050,406	165,262,745	165,660,305	397,560 0.24%
Other Revenue	2,525,715	1,915,266	1,860,571	(54,695)
Ministry Grants - Targeted Funding	1,588,892	972,348	1,301,056	328,708
Sub-Total Revenue and Grants	168,165,013	168,150,359	168,821,932	671,573
Capital Grants and Revenue				
School Renewal used for Operating Expenses - R&M	253,545	-	-	-
EDC Revenue used to fund prior land purchase and Study costs	291,505	-	-	-
Sub-Total Revenue and Grants	168,710,063	168,150,359	168,821,932	671,573
Grants for Capital Purposes				
School Renewal	830,847	1,878,911	1,878,911	-
School Conditioning Grant	2,430,206	1,248,879	1,248,879	-
Total Grants for Capital Purposes	3,261,053	3,127,790	3,127,790	-
Total Revenue and Grants for Compliance Purposes	171,971,116	171,278,149	171,949,722	671,573

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 absenteeism 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 six month period ending February 28, 2017 with comparatives for the six month period ending February 28, 2016

Overlay_Category	COMPENSATION					
	YTD 2015-16 Exp	2015-16 Expense	Percentage	2016-17 Exp	Revised 2016-17 Budget	Percentage
51 CLASS TEACHERS	43,133,113	86,408,405	49.9%	43,301,505	87,719,480	49.4%
52 SUPPLY TEACH/EA/ECE	2,613,593	5,198,069	50.3%	2,441,316	4,637,361	52.6%
53 TEACHER ASSISTANTS	6,199,542	11,727,178	52.9%	6,185,505	11,717,527	52.8%
53 ECE	2,075,385	3,769,599	55.1%	2,050,722	3,846,482	53.3%
54 COMPUTERS		-				
55 TEXT/SUPPLIES						
56 PROF/PARA/TECH	1,687,390	3,395,043	49.7%	1,697,213	3,529,143	48.1%
57 LIBRARY/GUIDANCE	1,542,293	3,043,811	50.7%	1,484,341	2,924,993	50.7%
58 STAFF DEVELOP	113,564	193,101	58.8%	179,157	425,602	42.1%
59 COORD/CONSULT	1,107,441	2,270,302	48.8%	1,096,308	2,252,291	48.7%
61 PRINCIPALS/VPS	3,356,906	6,874,762	48.8%	3,400,569	6,824,551	49.8%
62 SCHOOL OFFICE	1,858,683	3,547,110	52.4%	1,763,693	3,409,438	51.7%
63 CONTINUING ED	15,321	182,101	8.4%	5,323	181,005	2.9%
64 TRUSTEES	36,923	74,031	49.9%	40,114	77,810	51.6%
65 DIRECTOR/SOS	468,550	917,391	51.1%	429,489	870,623	49.3%
66 BOARD ADMIN	1,266,101	2,678,656	47.3%	1,417,477	2,904,837	48.8%
67 DEPT HEADS	127,532	257,836	49.5%	127,980	257,783	49.6%
68 PUPIL TRANSP	173,378	278,564	62.2%	186,472	292,622	63.7%
70 SCH OPER/MTCE	4,159,367	8,382,145	49.6%	4,065,558	8,317,669	48.9%
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	69,935,083	140,837,604	49.7%	69,872,742	141,366,545	49.4%

OTHER					
YTD 2015-16 Exp	2015-16 Expense	Percentage	2016-17 Exp	Revised 2016-17 Budget	Percentage
17,741	40,096	44%	18,003	41,137	44%
796,907	1,407,366	57%	641,199	1,501,873	43%
1,837,950	3,214,650	57%	1,714,140	3,640,632	47%
86,888	174,354	50%	127,360	231,390	55%
2,069	2,617	79%	2,026		
109,049	170,232	64%	88,631	218,041	41%
36,810	79,656	46%	39,410	118,137	33%
30,586	49,486	62%	26,386	46,150	57%
302,463	562,096	54%	281,108	584,464	48%
559	13,331	4%	989	22,400	4%
9,670	31,107	31%	18,964	36,137	52%
39,777	76,372	52%	64,245	87,812	73%
506,518	1,443,887	35%	488,514	1,037,319	47%
-	-				
4,761,514	9,627,712	49%	4,892,184	10,084,720	49%
2,954,277	6,188,824	48%	3,176,856	6,324,994	50%
232,798	3,514,598	7%	428,337	3,127,790	14%
1,711,536	3,339,429	51%	1,548,740	2,911,796	53%
-	177,707	0%	-	189,871	
-	107,688		2,000	-	-
-					
13,437,112	30,221,208	44%	13,559,092	30,204,663	45%

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
43,150,854	86,448,501	43,319,508	87,760,617	1,562	21,118	43,152,416	43,340,626
2,613,593	5,198,069	2,441,316	4,637,361	11,088	2,334	2,624,681	2,443,650
6,199,542	11,727,178	6,185,505	11,717,527	1,365	2,077	6,200,907	6,187,582
2,075,385	3,769,599	2,050,722	3,846,482	11,875	7,888	2,087,260	2,058,610
796,907	1,407,366	641,199	1,501,873	192,756	1,212	989,663	642,411
1,837,950	3,214,650	1,714,140	3,640,632	84,171	36,075	1,922,121	1,750,215
1,774,278	3,569,397	1,824,573	3,760,533	268		1,774,546	1,824,573
1,544,362	3,046,428	1,486,367	2,924,993		201	1,544,362	1,486,568
222,614	363,333	267,788	643,643	273,183	319,346	495,797	587,134
1,144,251	2,349,958	1,135,718	2,370,428	4,658	33,741	1,148,909	1,169,459
3,387,492	6,924,248	3,426,956	6,870,701	19,216	14,655	3,406,708	3,441,611
2,161,146	4,109,206	2,044,801	3,993,902	28,304	24,803	2,189,450	2,069,604
15,880	195,432	6,312	203,405	2,182	300	18,062	6,612
46,593	105,138	59,079	113,947			46,593	59,079
508,327	993,763	493,733	958,435	13,190	810	521,517	494,543
1,772,619	4,122,543	1,905,991	3,942,156	1,250	2,828	1,773,869	1,908,819
127,532	257,836	127,980	257,783			127,532	127,980
4,934,892	9,906,276	5,078,655	10,377,342			4,934,892	5,078,655
7,113,644	14,570,969	7,242,414	14,642,663		376	7,113,644	7,242,790
232,798	3,514,598	428,337	3,127,790			232,798	428,337
1,711,536	3,339,429	1,548,740	2,911,796			1,711,536	1,548,740
-	-	-	-			-	-
-	177,707	-	189,871			-	-
-	107,688	2,000	-			-	2,000
-	1,639,500	-	1,177,328			-	-
83,372,195	171,058,812	83,431,834	171,571,208	645,068	467,764	84,017,263	83,899,598

Notes

Compensation

Trustees includes repayment of previous year overpayment error that was discovered in November 2015

Supply costs include Teachers, EA's and ECE's - to date is lower than prior year but still expect to be over budget by year end

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

1% Lump Sum payment in 15/16 for Teachers and CUPE was paid by February 2016 which causes prior year to date to be slightly higherby .5% than 16/17 year to date percentage at end of February

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

BUSINESS AND FINANCE

Report to the Governance Committee

Meeting: ☐ In Camera

☒ Open

Presented for: ☒ Information

☐ Approval

Meeting Date: April 3, 2017

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: 2017-18 Budget Planning and GSN Release

Recommended Action(s): N/A

Budget Planning for 2017-18

During the Ministry consultation sessions on 2017-18 Education Funding, which took place November 2016, the Ministry confirmed the commitment to continue to build on the foundation set out in *Achieving Excellence: A Renewed Vision for Education in Ontario*. The Engagement session primarily focused on receiving feedback on:

Achieving Excellence: Renewed Mathematics Strategy

Highly Skilled Workforce

Enabling Digital Education

Equity in Education: Special Education Grant

Indigenous Education

Youth in Care

Enhancing Public Confidence: Next Steps in Community Hubs

School Board Administration and Governance

Compliance

Further Transformation of Other Transfer

Payments

Senior staff are responsible for developing the Board's annual budget for approval by the Board of Trustees. The following principles are key to the budget preparation process: ensuring the education needs of students are met; ensuring the budget is prepared within the funding allocation; and ensuring the budget reflects the Board's vision and supports the goals of the Board's multiyear strategic plan.

The Ministry of Education has four renewed education goals, as outlined on their website. These are:

- **Achieving Excellence:** Children and students of all ages will achieve high levels of academic performance, acquire valuable skills and demonstrate good citizenship. Educators will be supported in learning continuously and will be recognized as among the best in the world.
- **Ensuring Equity:** All children and students will be inspired to reach their full potential, with access to rich learning experiences that begin at birth and continue into adulthood.
- **Promoting Well-Being:** All children and students will develop enhanced mental and physical health, a positive sense of self and belonging, and the skills to make positive choices.
- **Enhancing Public Confidence:** Ontarians will continue to have confidence in a publicly funded education system that helps develop new generations of confident, capable and caring citizens.

2017-18 Budget Challenges

The following are challenges that will impact on the budgeting process:

1. Sick leave costs – Trends in employee absenteeism and resulting sick leave costs continue to put pressures on the Board's operations and finances. Managing absenteeism and staff wellness is an ongoing process.
2. Transition to new Employee Benefit trusts – the insured benefit costs have continued to increase, and the staggered transition to the new benefit trusts increases the risk that short term volatile claims costs will occur.
3. Special Education shortfall – As a result of the outputs of the Special Education Funding Working Group, the final year of implementation for the funding reductions will occur in 2017-2018.
4. Enrolment trends – while overall enrolment is growing or stable, there are pockets of decline which results in some schools experiencing higher operating costs per pupil than others.
5. System investments resulting from extension of Central/Local collective agreements – Consultation and expectations of local implementation are being carefully considered. Continuation of job security measures until

2019 impacts on the flexibility of the Board to respond to emerging needs or issues.

6. Information technology – Commitment to 21st Century Learning continues to require adequate resourcing to embed and support technology across the system on an equitable basis.

Actions planned for 2017-2018 will:

- i) reflect the feedback being gathered during the Strategic Priority refresh process;
- ii) continue to build on key initiatives that will be carrying forward from the previous fiscal periods;
- iii) and reflect Board and Ministry priorities.

The release of the 2017-2018 Grants for Student Needs (GSN) has not yet been announced but is expected to be early April. Commitments made by the Ministry as part of the Contract Extension agreements are already forming part of our internal budget preparation.

Tentative Timetable

Budget Preparation	February to May
Ministry release of Grants for Student Needs	unknown
Release of technical paper and EFIS	unknown
Staffing Allocations and Determination	April-May
Administrative Council Budget Review	May-June
Administrative Council Budget Approval	June
Governance Committee Budget Recommendation	June 12, 2017
Board Approval	June 27, 2017
Submission to Ministry of Education	June 29, 2017