



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

Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: February 27, 2023

Subject: **Minutes of the February 6, 2023 Finance Committee Meeting**

Origin: Marie Hammond, Chief Financial Officer

Please find attached a copy of the Minutes of the Finance Committee Meeting held on February 6, 2023.

TB/MH/II

Attachment: Minutes of the February 6, 2023 Finance Committee Meeting



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

Finance Committee Meeting Minutes

Durham Catholic District School Board
February 6, 2023 at 7:00 p.m.

Trustees Present

K. Beatty (remote), R. Damianopoulos, J. Emanuel, M. Forster

Director of Education Present

T. Barill

Senior Administration Present

S. Grieve, M. Hammond, R. Rodriguez (remote)

1. Opening

1.1. Memorials and Prayer

M. Hammond offered the opening prayer.

1.2. Land Acknowledgement

1.3. Roll Call and Apologies

1.4. Call to Order

M. Hammond called the meeting to order at 7:01 p.m.

1.5. Approval of Agenda

Motion FC20230106-01

“THAT the Finance Committee approve the Agenda of the February 6, 2023 Finance Committee meeting.”

Moved by M. Forster, Seconded by J. Emanuel.

CARRIED

1.6. Declarations of Interest

None

2. Items for Decision

2.1. Election of Chair

M. Hammond opened the floor for nominations for the position of Chair of the Finance Committee.

M. Forster nominated R. Damianopoulos as Chair of the Finance Committee. J. Emanuel seconded the nomination.

R. Damianopoulos accepted the nomination.

Motion FC20230106-02

"THAT the Finance Committee of the Durham Catholic District School Board appoint R. Damianopoulos as Chair of the Finance Committee"

Moved by M. Forster, Seconded by J. Emanuel.

CARRIED

2.1.1. Election of Vice Chair

R. Damianopoulos opened the floor for nominations for the position of Vice Chair of the Finance Committee.

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

J. Emanuel accepted the nomination.

Motion FC20230106-03

"THAT the Finance Committee of the Durham Catholic District School Board appoint J. Emanuel as Vice Chair of the Finance Committee"

Moved by M. Forster, Seconded by R. Damianopoulos.

CARRIED

2.2. Business Arising from June 13, 2022 Meeting

None

2.3. Approval and Signing of June 13, 2022 Minutes

Motion FC20230106-04

"THAT the Finance Committee approve the minutes of the June 13, 2022 Finance Committee Meeting."

Moved by M. Forster, Seconded by J. Emanuel.

CARRIED

3. Items for Discussion

3.1. Staff Reports

3.1.1. Committee Mandate and Terms of Reference

3.1.2. Budget Process Report 2023-2024

3.2. Presentation

3.2.1. 2023-2024 Budget Process

The 2023/2024 budget process has begun with the objective of developing a balanced budget to submit to the Ministry of Education following Trustee review and approval by the end of June 2023.

M. Hammond reviewed the highlights from the 2022/2023 Revised Estimates submission, stages of the 2023-2024 budget process, budget considerations and stakeholder consultation. Stakeholder consultation will be sought through three thought exchanges that align with the strategic priorities in the Board's new strategic plan. The exchanges are now open and available for input.

T. Barill explained the importance of making the connections between the Board's new multi-year strategic plan and the 2023/2024 budget and strategic priorities report which lays out the goals and direction for the upcoming school year.

M. Forster inquired about involving the broader community and parishes in the budget process. M. Hammond and T. Barill indicated that the consultation would be promoted through parent/guardian newsletters, the staff weekly Buzz, the Board's website and social media. Staff will also engage with Board committees, Student Senators and Employee Affiliates. Chair Damianopoulos suggested that parish priests be engaged as well as posting it in parish bulletins. Stakeholder input will be reviewed by the Finance Committee at the meeting on April 17, 2023.

Chair Damianopoulos enquired about the future possibilities and expansion of the Thoughtexchange platform and if any insight had been obtained through the recent conference attended by the director. T. Barill updated the committee on the experiences learned and shared at the conference as well as the future technological advancements the company is working towards.

M. Forster thanked Director Barill for her attendance at this session, M. Hammond for her presentation and for ensuring that the stakeholders will have the opportunity to respond and contribute to the budget process.

4. Other Business

4.1. Board Communications

None

4.2. Motion to Adjourn

Motion FC20230206-05

“THAT the Finance Committee Meeting of February 6, 2023 adjourn”

Moved by: M. Forster, Seconded by J. Emanuel.

CARRIED

The meeting adjourned at 7:51 p.m.

4.3. Closing Prayer

M. Forster offered the closing prayer.

Recording Secretary: L. Lane

Approved by:

R. Damianopoulos
Chair, Finance Committee

Marie Hammond
Resource, Finance Committee