



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

## **Memorandum**

To: Board of Trustees  
From: Tracy Barill, Director of Education  
Date: June 19, 2023  
Subject: **Minutes of the May 29, 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 May 29, 2023.

TB/MH/II

Attachment: Minutes of the May 29, 2023 Finance Committee Meeting



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

## **Finance Committee Meeting Minutes**

Durham Catholic District School Board  
May 29, 2023 at 7:00 p.m.

### **Committee Members Present**

Trustees R. Damianopoulos (Chair), M. Forster, J. Emanuel (Remote), M. Hall (Remote)

### **Director of Education Present**

T. Barill

### **Senior Administration Present**

K. Akomolafe, S. Grieve, M. Hammond, M. O'Neill, R. Rodriguez, P. Sorhaitz, D. Stargratt, K. Stevenson, J. Wilson, G. Winn (Remote)

### **Trustees Present**

K. Beatty, M. Ste. Marie

#### **1. Opening**

##### **1.1. Memorials and Prayer**

R. Damianopoulos offered the opening prayer.

##### **1.2. Land Acknowledgement**

R. Damianopoulos acknowledged the traditional lands.

##### **1.3. Roll Call and Apologies**

All members of the committee were present.

##### **1.4. Call to Order**

The meeting was called to order at 7:06 p.m.

##### **1.5. Approval of Agenda**

##### **Motion FC20230529-01**

"THAT the Finance Committee approve the Finance Committee Agenda for May 29, 2023"

Moved by M. Forster, Seconded by J. Emanuel

**CARRIED**

##### **1.6. Declarations of Interest**

None

## 2. Items for Decision

- 2.1. Approval and Signing of Minutes of Previous Meeting (April 17, 2023)

### **Motion FC20230529-02**

"THAT the Finance Committee approve the minutes of the April 17, 2023 Finance Committee Meeting"

Moved by M. Forster, Seconded by K. Beatty **CARRIED**

- 2.2. Business Arising from Previous Meeting

None

## 3. Items for Discussion

- 3.1. Presentation

- 3.1.1. 2023-2024 Budget and Priorities

The members of the Senior Administrative Team presented the Budget and Priorities for the 2023-2024 school year.

Director Barill emphasized in her opening remarks that 2023/2024 was a challenging budget year. Resource pressures have been created through the loss of Covid-19 Learning Recovery Funds and the Board's operating reserves had been depleted throughout the pandemic. The goal of a balanced budget has been met whereby spending does not exceed the funding received. In balancing the budget the following was considered: The Priorities outlined in the new Multi-Year Strategic Plan – Inspire 2026; Priorities of the Ministry of Education; and Community Feedback.

Director Barill provided an overview of the ministry priorities and direction for learning for 2023/2024 which include literacy, numeracy de-streaming, STEM (science, technology, engineering and math) and student mental health and well-being. Ministry funding focuses on resource teachers in the classroom versus release for teachers to obtain professional development. This will necessitate a change in the way the board delivers professional development.

The senior academic team presented the priorities specific to their respective portfolios under the Strategic Priorities of Supporting Faith and Well-Being; Advancing Human Rights and Equity and Improving Student Learning. K. Stevenson highlighted the spiritual theme for 2023/2024, Speaking with the Heart.

Corporate Services provide the foundation and structural supports to student learning and prioritize maximizing efficiencies and effectiveness across the board. The senior corporate team presented the departmental priorities for the upcoming school year.

M. Forster inquired whether student to technology ratios were adjusted for specific priority areas. R. Rodriguez explained how the board, through consultation with Principals and ICT staff, had created an equitable distribution of available funding to get all schools to 3:1 in 2021/2022 and now the goal for 2023/2024 was to maintain a 2:1 ratio of student to electronic device.

M. Ste. Marie asked whether there was available feedback from other school boards with regards to the benefit of a 1:1 student to technology ratio. R. Rodriguez indicated that representatives from various boards were preparing a proposal to the ministry for 1:1 student to device funding and that he would share a video of the students and staff at Archbishop Denis O'Connor speaking of their positive experiences this past school year (where there was a 1:1 ratio for grades 9 and 10). Archbishop Denis O'Connor will be expanded to a full 1:1 student to piece of technology ratio for 2023/2024.

M. Ste Marie asked for clarification on the meaning of Christian Meditation that was mentioned in the presentation. K. Stevenson explained that it involved breathing to centre with a focus on God and scripture.

Trustees inquired on how professional development would be delivered if release time funding was not available. Director Barill confirmed that primary professional development would occur on Professional Activity Days; however, there are other training opportunities such as capacity building through Principal and Vice Principal Meetings, Sharing of Excellence sessions, online learning, school staff meetings and LIFT (Learning and Innovation Funding for Teachers) funding for collaborative learning.

### 3.2. Staff Reports

#### 3.2.1. Draft Budget 2023-2024

M. Hammond reviewed the draft budget tables with the committee noting the significant changes year over year. M. Hammond highlighted the changes in enrolment and noted that the decrease seen in the elementary panel was normal at this point of the process. Enrolment has increased in both panels since the draft budget was developed and the board is now seeing a 44 student lift year over year.

M. Hammond explained that due to the challenges in balancing the budget there is currently no provision to the operating reserve. This will be contemplated again in the fall when revised estimates are calculated. Senior administration is hopeful that increased enrolment will allow for a modest provision at that time.

The current staffing complement was reviewed and M. Hammond indicated that the number of staff for literacy teachers, math facilitators and transition teachers has not been included at this point as details on the funding parameters have not yet been communicated by the province.

M. Ste. Marie inquired if class sizes had returned to normal since the pandemic and the director confirmed that yes, class sizes are now in accordance with the legislation.

K. Beatty inquired about the composition of senior administration and T. Barill indicated that it included all Superintendents, the Director of Education, the Chief Information Officer, the Human Rights and Equity Advisor and the Chief Financial Officer. The number remains unchanged at this point as the senior team contemplates the structure for next year including the funding of a new math lead at a Supervisory Officer level.

M. Ste. Marie asked about the increase in transportation costs and M. Hammond responded that the increase included costs attributable to the increases in bus operator contracts, retention and recruitment bonuses for drivers as well as a spare driver allocation. M. Ste. Marie further inquired if the increase in operator costs resulted from the new transportation framework or if those costs

would have been necessary without the new framework. M. Hammond confirmed that these costs would have been included in the 2023/2024 budget as per the contracts and that the new funding model helped to absorb the increases in costs.

**4. Other Business**

4.1. Board Communications

4.2. Motion to Adjourn

**Motion FC20220529-03**

"THAT the May 29, 2023 Finance Committee Meeting adjourn at 8:37 p.m."

Moved by M. Forster, Seconded by J. Emanuel

**CARRIED**

4.3. Closing Prayer

A closing prayer was offered by R. Damianopoulos.

Recording Secretary: L. Lane

Approved by:

R. Damianopoulos  
Chair, Finance Committee

Marie Hammond  
Resource, Finance Committee