



*The Niagara Catholic District School Board through  
the charisms of faith, social justice, support and leadership,  
nurtures an enriching Catholic learning community for all  
to reach their full potential and become living witnesses of Christ.*

*AGENDA AND MATERIAL*

## **SPECIAL BOARD MEETING**

**TUESDAY, JUNE 14, 2016  
7:00 P.M.**



*FATHER KENNETH BURNS, C.S.C. BOARD ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*

### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Burtnik -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Consideration of recommendation from the Committee of the Whole Meeting of June 14, 2016  
5.1 Annual Board Budget 2016-2017 A5.1

### **B. BUSINESS IN CAMERA**

### **C. REPORT ON IN CAMERA SESSION**

### **D. MOMENT OF SILENT REFLECTION FOR LIFE**

### **E. ADJOURNMENT**

#### ***BOARD BY-LAWS EXCERPT***

##### ***Special Meetings of the Board***

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: ANNUAL BOARD BUDGET 2016-2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Annual Board Budget 2016-2017, as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: June 14, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2016**

### **REPORT ON THE ANNUAL BOARD BUDGET 2016-2017**

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#### **BACKGROUND INFORMATION**

Annually, Senior Administrative Council and the Board of Trustees work together through a collaborative, consultative and transparent process in designing the Annual Board Budget.

On April 26, 2016 the Niagara Catholic District School Board approved the 2016-2017 System Priorities and the Director of Education, the Superintendent of Business and Financial Services and Senior Administrative Council was given the mandate to ensure resources were earmarked accordingly for all system priorities.

The Annual Budget process ensures that all internal key stakeholders were engaged and resources were aligned to ensure programs and services achieved their various key deliverables in 2016-2017. This outcome was an effective approach with transparency and accountability to all departments in Niagara Catholic.

On May 10, 2016 the Director of Education and Superintendent of Business & Financial Services presented for information the balanced 2016-2017 Annual Budget, which the Board endorsed at the May 24, 2016 Board Meeting.

In addition to a thorough engagement process with our key internal stakeholders, the Director of Education, the Superintendent of Business and Financial Services, members of Senior Administrative Council and Principals engaged our key external stakeholders for input and feedback on our projected balanced 2016-2017 Annual Budget. Presentations were made to the following groups and input and recommendations were solicited by the following:

- Principals at Director's Meetings
- School Staff Meeting
- Catholic School Councils
- Special Education Advisory Council (SEAC)
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Niagara Catholic Alliance Committee (NCAC)
- OECTA - Niagara Elementary Unit
- OECTA - Niagara Secondary Unit
- CUPE 1317

The Niagara Catholic District School Board is pleased to provide key feedback and changes made to our projected balanced budget after the May 10, 2016 Committee of the Whole Meeting and the May 24, 2016 Board Meeting.

For the review and consideration of the Board, we enclose the following information:

**APPENDIX A**

System Priorities 2016-2017

**APPENDIX B**

Consultation and Collaboration Results

**APPENDIX C**

Financial Change to the 2016-2017 Annual Balanced Budget

**APPENDIX D**

2016-2017 Annual Budget Reports

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the balanced 2016-2017 Annual Budget.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Annual Board Budget 2016-2017, as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

Recommended by: John Crocco, Director of Education, Secretary/Treasurer

Date: June 14, 2016

## **Consultation and Collaboration Results**

The extensive consultation and collaboration process provided feedback that continues to strengthen our 2016-2017 System Priorities. It should be noted that not all responses to the minimal feedback received resulted in changes to budget allocations.

All feedback received and summarized was reviewed for alignment and compliance with the Ministry of Education Achieving Excellence: A Renewed Vision for Education in Ontario, the Board's Mission, Vision and Values, Niagara Catholic's Vision 2020 Strategic Plan, System Priorities 2016-2017, Board Policies, terms and conditions and collective agreements for consideration in this report to the Committee of the Whole.

In addition to the supportive feedback received on a balanced Budget 2016-2017 submission, the following is a thematic summary of the minimal input and recommendations provided through the extensive budget consultation process.

### **PROVIDE SUPPORTS FOR SUCCESS**

- Additional investment in one Education Resource Teacher to address the dynamic needs of our Elementary Learning Strategies and Social Skills Classes.
- An increased investment in our allocation of resources to elementary school budgets to enhance classroom technology.
- An investment in professional development for numeracy and technology

### **STRENGTHEN HUMAN RESOURCE PRACTICES AND DEVELOP TRANSFORMATIONAL LEADERSHIP**

- A decentralized approach to the Board's professional development plan to specifically meet the needs of a school community.
- To establish a network of shared knowledge and best practices to building teaching capacity for each grade level.
- To optimize empty school spaces for potential professional development sites and review the supports provided at meetings.

### **ENHANCING TECHNOLOGY FOR OPTIMAL LEARNING**

- To enhance professional development to enable the learning through digital devices in the classroom.

### Financial Change to the 2016-2017 Annual Balanced Budget

	2016-2017	2016-2017	
	May 10, 2016	June 14, 2016	Change (+/-)
<b>OPERATING EXPENDITURES</b>	\$177,586,399	\$177,652,747	+\$66,348
Salary & Wages	\$29,239,922	\$29,245,964	+\$6,042
Employee Benefits	\$450,000	\$450,000	
Employee Future Benefits	<b>\$207,276,261</b>	<b>\$207,348,711</b>	<b>+\$72,390</b>
<b>TOTAL SALARIES &amp; FRINGE BENEFITS</b>		-----	-----
Professional Development	\$499,850	\$449,850	
Supplies & Services - Instruction	\$5,617,864	\$5,840,618	+\$222,754
Supplies & Services - Other	\$10,784,334	\$10,784,334	
Computer Equipment	\$1,901,100	\$1,901,100	
Furniture & Equipment	\$1,157,000	\$1,157,000	
Fees & Contracts	\$11,673,124	\$11,673,124	
		-----	
<b>Total Operating Expenditures</b>	<b>\$238,859,533</b>	<b>\$239,086,737</b>	<b>+\$295,144</b>
	=====	=====	=====
Debt Charges - unsupported Interest	\$509,531	\$509,531	
Debt Charges - Debentures LTD	\$3,347,883	\$3,347,883	
Depreciation and Amortization	\$10,574,234	\$10,574,234	
Non-operating Interest Expenses	\$117,487	\$117,487	
		-----	
<b>Total Capital Expenditures</b>	<b>\$14,549,135</b>	<b>\$14,549,135</b>	
	=====	=====	
<b>Total Expenditures</b>	<b>\$253,408,688</b>	<b>\$253,635,872</b>	<b>+\$295,144</b>
	=====	=====	=====
Amortization of Future Benefits	\$856,805	\$856,805	
		-----	
<b>Total Board Expenses</b>	<b>\$254,265,473</b>	<b>\$254,531,191</b>	<b>+\$295,144</b>

*\*The reinvestment to address the consultative process is not a result of additional revenue from Ministry Funding.*

## APPENDIX D

Projected Student Enrolment	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
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Elementary Enrolment - ADE	14,798	14,636	(162)
Secondary Enrolment - ADE	7,064	6,800	(264)
	-----	-----	-----
<b>Total Board Enrolment - ADE</b>	<b>21,862</b>	<b>21,436</b>	<b>(426)</b>
	=====	=====	=====

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.

ADE for Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.

Projected School Staffing	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Total Elementary School Teachers	835	830	(5)
Total Secondary School Teachers	480	463	(17)
	-----	-----	-----
<b>Total Board School Teachers</b>	<b>1,315</b>	<b>1,293</b>	<b>(22)</b>
	=====	=====	=====

### Average Class Size:

Kindergarten ELKP (Year 1, 2)	26:1	26:1
Primary (Grade 1 to 3)	19.8:1	19.8:1
Junior and Intermediate (Grade 4 to 8)	24.5:1	24.5:1
Secondary (Grade 9 to 12)	22:1	22:1
Early Childhood Educator	26:1	26:1

Expenditures by Department	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Operating Expenditures</b>			
Board Administration	\$8,030,693	\$7,688,786	(\$341,907)
Elementary Schools	\$125,948,860	\$127,632,311	\$1,683,451
Secondary Schools	\$65,209,330	\$65,222,972	\$13,642
Continuing Education	\$5,182,558	\$5,182,558	\$0
Facilities Operations	\$19,391,474	\$19,374,241	(\$17,233)
Facilities Maintenance	\$3,187,773	\$3,404,286	\$216,513
Student Transportation	\$9,720,800	\$9,553,860	(\$166,940)
Amortization of Future Benefits	\$856,805	\$856,805	\$0
Employee Future Benefits - Service Costs	\$450,000	\$450,000	\$0
Benefits - Maternity, WSIB, LTD	\$500,000	\$645,722	\$145,722
<b>Total Operating Expenses</b>	<b>\$238,478,293</b>	<b>\$240,011,542</b>	<b>\$1,533,249</b>
	-----	-----	-----
<b>Capital &amp; Other Expenditures</b>			
Facility Renewal	\$540,980	\$509,531	(\$31,449)
Interest on Capital	\$3,582,094	\$3,617,883	\$35,789
Depreciation & Amortization	\$11,335,000	\$10,304,234	(\$1,030,766)
Non-Operating Expenditures	\$117,487	\$117,487	\$0
<b>Total Capital &amp; Other Expenses</b>	<b>\$15,575,561</b>	<b>\$14,549,135</b>	<b>(\$1,026,426)</b>
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<b>Total Board Operating Expenditures</b>	<b>\$254,053,854</b>	<b>\$254,560,677</b>	<b>\$506,823</b>
	=====	=====	=====



	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Board Administration</b>			
Salary & Wages	4,421,903	4,370,328	(51,575)
Employee Benefits	943,890	950,940	7,050
Professional Development	114,450	130,450	16,000
Supplies & Services	1,098,950	1,032,150	(66,800)
Computer Equipment	35,000	35,000	0
Furniture & Equipment	20,000	15,000	(5,000)
Fees & Contracts	1,396,500	1,154,917	(241,583)
	-----	-----	-----
<b>Total Board Administration</b>	<b>8,030,693</b>	<b>7,688,786</b>	<b>(341,907)</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
Elementary Panel	-----	-----	-----
Salary & Wages	\$105,710,042	\$106,190,890	\$480,848
Employee Benefits	\$16,212,345	\$16,618,719	\$406,374
Professional Development	\$92,000	\$238,400	\$146,400
Supplies & Services			
School Instruction Budgets	\$1,126,434	\$1,424,912	\$298,478
Central Instruction Budgets	\$688,500	\$733,500	\$45,000
Central Other Budgets	\$428,500	\$472,640	\$44,140
Computers	\$1,162,239	\$1,124,050	(\$38,189)
Furniture & Equipment	\$470,000	\$470,000	\$0
Fees & Contracts	\$158,800	\$359,200	\$200,400
<b>Elementary Panel Total Expenditures</b>	----- \$126,048,860 =====	----- \$127,632,311 =====	----- \$1,583,451 =====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
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Salary & Wages	\$54,102,404	\$53,768,341	(\$334,063)
Employee Benefits	\$7,508,287	\$7,705,406	\$197,119
Professional Development	\$26,000	\$30,500	\$4,500
Supplies & Services			
School Instruction Budgets	\$1,089,306	\$1,035,331	(\$53,975)
Central Instruction Budgets	\$1,560,500	\$1,637,300	\$76,800
Central Other Budgets	\$215,500	\$200,044	(\$15,456)
Computers	\$393,000	\$703,050	\$310,050
Furniture & Equipment	\$140,133	\$70,000	(\$70,133)
Fees & Contracts	\$174,200	\$73,000	(\$101,200)
	-----	-----	-----
<b>Total Secondary Panel Expenditures</b>	\$65,209,330	\$65,222,972	\$13,642
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
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<b>Continuing Education School</b>			
Salary & Wages	\$3,508,784	\$3,508,784	\$0
Employee Benefits	\$621,199	\$621,199	\$0
Professional Development	\$35,500	\$35,500	\$0
Supplies & Services	\$1,009,575	\$1,009,575	\$0
Computer Equipment	\$7,500	\$7,500	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$0	\$0	\$0
	-----	-----	-----
<b>Total Continuing Education Expenditures</b>	<b>\$5,182,558</b>	<b>\$5,182,558</b>	<b>\$0</b>
	=====	=====	=====

Facilities Plant & Facilities Maintenance Services	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
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Salary & Wages	\$9,762,705	\$9,691,425	(\$71,280)
Employee Benefits	\$2,457,042	\$2,669,102	\$212,060
Professional Development	\$17,500	\$15,000	(\$2,500)
Supplies & Services			
Utilities	\$4,950,000	\$4,779,000	(\$171,000)
Cleaning & Operating	\$1,242,500	\$1,322,500	\$80,000
Site & Grounds Maintenance	\$1,515,000	\$1,515,000	\$0
Department Operation	\$169,000	\$169,000	\$0
Mechanical & Electrical	\$589,000	\$589,000	\$0
Building Maintenance	\$545,000	\$705,000	\$160,000
Computer Equipment	\$31,500	\$31,500	\$0
Furniture & Equipment	\$565,000	\$602,000	\$37,000
Fees & Contracts	\$735,000	\$690,000	(\$45,000)
<b>Total Plant Facilities Services</b>	<b>\$22,579,247</b>	<b>\$22,778,527</b>	<b>\$199,280</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Transportation</b>			
Salary & Wages	\$153,465	\$122,978	(\$30,487)
Employee Benefits	\$38,953	\$34,875	(\$4,078)
Professional Development	\$0	\$0	\$0
Supplies & Services	\$0	\$0	\$0
Computer Equipment	\$0	\$0	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$9,528,382	\$9,396,007	(\$132,375)
	-----	-----	-----
<b>Total Transportation Expenditures</b>	<b>\$9,720,800</b>	<b>\$9,553,860</b>	<b>(\$166,940)</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
<b>Special Education Funding</b>	-----	-----	-----
SEPPA Allocation	\$15,193,014	\$15,193,014	\$0
SEA Allocation	\$792,778	\$773,699	(\$19,079)
HNA / DSENA	\$11,516,582	\$11,618,425	\$101,843
Approval of SIP	\$60,000	\$60,000	\$0
Behavioural Expertise amount	\$144,967	\$146,107	\$1,140
<b>Special Education Allocation</b>	<b>\$27,707,341</b>	<b>\$27,791,245</b>	<b>\$83,904</b>
	=====	=====	=====
<b>Expenditures</b>			
Classroom Teachers	\$7,571,211	\$7,833,800	\$262,589
Occasional /Supply Teachers	\$68,640	\$105,315	\$36,675
Education Assistants, CYW	\$17,992,183	\$17,711,535	(\$280,648)
Textbooks, Learning materials, Supplies	\$1,024,200	\$1,024,200	\$0
Paraprofessionals, Mental Health Leader	\$1,502,357	\$1,366,022	(\$136,335)
Staff Development	\$15,000	\$15,000	\$0
Coordinators	\$338,779	\$345,139	\$6,360
	-----	-----	-----
	\$28,512,370	\$28,401,011	(\$111,359)
	-----	-----	-----
Less: Revenue Adj. Education Program - Other	\$0	\$0	\$0
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<b>Total Special Education Net Expenditures</b>	<b>\$28,512,370</b>	<b>\$28,401,011</b>	<b>(\$111,359)</b>
	=====	=====	=====
<b>Unspent (Overspent) Special Education Funding</b>	<b>(\$805,029)</b>	<b>(\$609,766)</b>	<b>\$195,263</b>
	=====	=====	=====

	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease)
	-----	-----	-----
<b>Board Administration Funding Allocation</b>			
Total Funding Allocation for board Administration	\$6,342,098	\$6,347,568	\$5,470
	-----	-----	-----
Restraint Savings	(\$64,921)	(\$64,921)	\$0
Revenue from Fees & Other	\$660,000	\$660,000	\$0
<b>Total Board Funding Allocation</b>	<b>\$6,937,177</b>	<b>\$6,942,647</b>	<b>\$5,470</b>
	-----	-----	-----
<b>Board Administration Expenditures</b>			
Net Expenditures relating to Board Administration	\$8,030,693	\$7,688,786	(\$341,907)
	-----	-----	-----
<b>Unspent (Overspent) Board Admin. Funding*</b>	<b>(\$1,093,516)</b>	<b>(\$746,139)</b>	<b>(\$347,377)</b>
	=====	=====	=====

\* noncompliant with Ministry funding