



MINUTES OF THE FINANCE COMMITTEE

Monday, January 15, 2018

**Grimsby-Lincoln Meeting Room
6:10 p.m.**

Present:

Trustee Committee Members: Kevin Maves (Chair), Sue Barnett, Lora Campbell,
Cheryl Keddy-Scott (for Jonathan Fast)

Regrets: Jonathan Fast

Trustee Observers: Helga Campbell

Administration: Warren Hoshizaki, Director of Education
Stacy Veld, Superintendent of Business Services
JoAnna Roberto, Supt. of Curriculum & Student Achievement (K-8)
Robert Dunn, Manager of Projects & Maintenance
Nicky Westlake, Controller of Finance
Brian Vander Vloet, Manager of Financial Services

Recording Secretary: Brenda Buckingham, Business Assistant

CALL TO ORDER

Chair Kevin Maves called the meeting to order at 6:0 p.m. Superintendent Veld introduced Brian Vander Vloet, the DSBN's newly hired Manager of Financial Services. The Committee welcomed Brian to his first Finance Committee meeting.

APPROVAL OF THE AGENDA

The agenda was reviewed and it was,

Moved by: Cheryl Keddy-Scott
Seconded by: Lora Campbell

"That the agenda be approved as presented."

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES OF THE NOVEMBER 15, 2017, MEETING

The minutes of the November 15, 2017, Finance Committee were reviewed and it was then,

Moved by: Sue Barnett
Seconded by: Lora Campbell

**"That the minutes of the November 15, 2017, Finance Committee meeting
be approved as presented."**

CARRIED UNANIMOUSLY

APPOINTMENT OF ARCHITECT – NEW WEST NIAGARA SECONDARY SCHOOL

Superintendent of Business Services Stacy Veld reported that the West Niagara Secondary School Accommodation Review process resulted in the Board approving, in March 2017, the construction of a 1,500 student capacity secondary school to accommodate the consolidation of Grimsby Secondary School, Beamsville District High School and South Lincoln High School, subject to Ministry of Education funding.

In June, 2017, the Ministry of Education approved approximately \$41 million in funding to the DSNB for this construction project, and a Request for Proposal was issued for the appointment of an architect. The school will be designed with a capacity of 1,533 students.

Three (3) pre-qualified architectural firms responded to the Request for Proposal (RFP). The proposals were evaluated by a team of DSNB staff, based on pre-selected criteria. Interviews with all three firms were also conducted. Following the evaluation and interview process, the Evaluation Team recommends the appointment of CS & P Architects.

Manager of Projects & Maintenance Robert Dunn noted that he has worked very successfully with CS & P Architects Inc. in the past on a project for McMaster University. This firm has also completed numerous secondary school projects for various school boards including Peel District School Board, Toronto District School Board and, recently, the Hamilton-Wentworth District School Board. This firm has committed to delivering the required resources to complete this project in accordance with the Board's schedule and to oversee the budget, etc., throughout the construction phase.

During discussion it was confirmed that the new school will have a synthetic play field. Director Hoshizaki also confirmed that, once the land purchase is finalized, community partnerships can be looked into, through the school administrators, e.g. for a theatre build. Design alterations can be accommodated if received early enough; otherwise additional costs would be incurred. Robert Dunn explained that time has been included in the schedule for these types of discussions.

Moved by: Cheryl Keddy-Scott
Seconded by: Sue Barnett

“That CS & P Architects Inc. be appointed Architects to the New West Niagara Secondary School project.”

CARRIED UNANIMOUSLY

INTERNATIONAL EDUCATION 2016-17 FINANCIAL REPORT

The 2016-17 International Education Financial Report was presented by Superintendent of Business Services Stacy Veld. It was noted that total revenue came in slightly under budget due to a minor decrease of 5.5 FTE in VISA students. There was, however, an increase of 19 FTE in the short term cultural program. Expenditures related to the delivery and administration of the international education programs and services totaled \$1,350,435, which is under budget compared to expenditures of \$1,493,077 and is attributable to underspending in business development. The net 2016-17 income for the international education program is \$375,000.

Superintendent Veld noted that, in 2011-12, it was approved that 30% of the year's net surplus (being \$112,000 for 2016-17) would be retained within the International Education program to fund future business development initiatives and that 70% (being \$263,000 for 2016-17) would be made available

to fund one-time DSBN strategic initiatives in the following year. The initiatives were to be developed by Senior Administration and in consultation with the Finance Committee. The recommended initiatives are to be based on the criteria that they:

- i) do not represent continuing cost commitments
- ii) do not replicate expenditures normally funded through the Ministry
- iii) will have a long-lasting and board-wide impact on student success.

With respect to the 2016-17 International Education surplus, and based on the above criteria, the Senior Administrative Team has recommended support for the following strategic initiatives:

- \$165,000 – To support playgrounds and early learning outdoor spaces
- \$ 60,000 – Education Foundation of Niagara (EFN) scholarships
- \$ 25,000 – To support physical education equipment for synthetic turf regional site
- \$ 13,000 – To support the student led Mental Health Symposium.

The Committee discussed each of the recommended initiatives and requested additional information. In response, Director Hoshizaki and Superintendents JoAnn Roberto and Stacy Veld confirmed that the playground funds will be allocated to those schools with greatest need, that the EFN will be responsible for the allocation of the scholarship funds, that the physical education equipment for synthetic fields has been recognized as it differs from that used in a natural turf field, and that the mental health funds will provide bussing assistance and support for the Mental Health Symposium.

The Committee members supported the allocation of the international education revenue as presented in the report, and applauded the breadth of assistance to schools across the Region and the strong financial management which resulted in the surplus funds.

Moved by: Lora Campbell

Seconded by: Sue Barnett

“That the International Education 2016-17 Financial Report be received.”

and

“That \$263,000 be allocated to support the Board’s strategic initiatives

as directed by the Finance Committee.”

CARRIED UNANIMOUSLY

2017-18 INTERIM FINANCIAL REPORT

Superintendent of Business Services Stacy Veld, with Controller of Finance Nicky Westlake and Manager of Financial Services Brian Vander Vloet, presented the first 2017-18 Interim Financial Report. It was explained that all school boards are required to submit revised budget estimates which reflect preliminary actual October 31st enrolment and the resulting changes to provincial grants and updates for other significant changes in revenues and expenditures. The first interim financial report is based on the revised estimates submitted to the Ministry of Education.

Following the Ministry of Education’s prescribed interim report format, the Committee was provided with various information schedules which set out year-to-date comparisons of actual revenue and expenditures, enrolment and staffing data to the prior year, explained key variances from budget and formed a conclusion as to projected surplus or deficit for the year. A schedule of other special initiative grants received to date was also provided.

A significant change from budget is attributed to the revised 2017-18 average daily enrolment (ADE) which is over projections by 444 or 1.2% (elementary enrolment is up by 430 ADE and secondary enrolment above budget by 14).

Revenue has increased over the budget by \$5.6 million, less expenditures, and is attributable to the increased student enrolment, short-term investment income, and EPO grants received following the development of the 2017-18 budget. Superintendent Veld noted that the holdback for elementary staffing has been utilized. The 2017-18 sick-leave budget had been increased by \$1 million and it is anticipated that those funds will be spent over the year.

Superintendent Veld reported that the use of \$2.7 million of general operating accumulated surplus was allocated in order to balance the budget. Based on preliminary data, there is an overall revenue increase of \$2.9 million, resulting in a net in-year surplus of \$236,000. The Committee was reminded that the preliminary projection is based on actual spending to October 31, 2017, which represents only two months of the fiscal year. Updated projections will again be provided at both the April and June 2018 Finance Committee meetings.

In response to Committee questions regarding the increase in enrolment this year, Senior staff reported that, although there was growth across the Region, it was particularly noticeable in Fort Erie and south Niagara Falls. The construction of new DSBN schools and the housing draw are contributing factors. The Committee also noted that liaison between secondary schools and their feeder schools is very strong - assisting students in the transition process is important. The new synthetic turf fields have also been a draw.

The Committee was pleased with the continued strong financial position of the DSBN, and it was then

Moved by: Sue Barnett
Seconded by: Lora Campbell

“That the 2017-18 Interim Financial Report, reflecting updated enrolments for October 31, 2017, and the resulting changes in revenues and expenditures, be received.”

CARRIED UNANIMOUSLY

NEXT MEETING

The next meeting will be at the call of the Chair.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Kevin Maves
Chair