



Budget Committee
Wednesday, December 13, 2023 – 3:00 pm
Boardroom and Microsoft Teams Meeting

Trustees: Rick Petrella (Chair), Carol Luciani, Dennis Blake, Mark Watson

Senior Administration & Staff Members:

Jagoda Kirilo, Manager of Financial Services
John Della Fortuna, Superintendent of Education
Kevin Greco, Superintendent of Education
Lorrie Ann Temple, Superintendent of Education – Mathematics
Mike McDonald, Director of Education & Secretary
Phil Wilson, Superintendent of Education
Scott Keys, Superintendent of Business & Treasurer
Katherine Reddicliffe, Recording Secretary

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee approves the Agenda of December 13, 2023.

Carried

1.4 Declaration of Interest: Nil.

1.5 Approval of the Minutes of June 21, 2023

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Budget Committee approves the Minutes of June 21, 2023.

Carried

1.6 Business Arising from the Minutes: Nil.

2. Staff Reports & Information Items

2.1 2023-24 Revised Estimates

Annually, the Ministry requires school boards to complete revised estimates to address significant changes from the original estimates submitted the previous in June of the previous year.



Reporting that a balanced budget continues to be projected for 2023-24.

The Board's overall ADE is projected to increase by 324 to 12,034. Expectation is to welcome over 1909 elementary students into our Catholic schools and over 130 at secondary schools. This is primarily attributed to the growth and migration we continue to see in several of the communities in our Board.

Overall, revenue and expenses are expected to increase by about \$5.4 million primarily from:

- As a result of our increase in overall ADE added:
 - An additional 13.9 classroom teachers.
 - An early childhood educator.
 - 0.4 FTE school clerical support.
- Added 17.0 FTE EAs to support student needs through approved Jordan's Principle applications.
- The revised estimates also include additional staff to support MEDU and Board strategic initiatives or programs:
 - Caretakers to support a clean and safe school at Notre Dame School.
 - Construction Supervisor/Coordinator to support our capital builds, school renewal and other construction projects which will be funded through our capital builds for a number of years.
 - Superintendent as previously approved by the Board and an executive assistant to support on the ongoing demands placed on Superintendents and other staff, specially related MEDU requests/initiatives and other strategic priorities. This will continue to allow Superintendents and other staff to visit schools and educators to further enhance the success of our students.
 - Student Attendance Counsellor to support student achievement and getting kids in class.

In addition, other expenses include projects and initiatives funded through PPF, supply/casual coverage for absences, predicted school funded activities, and additional demand for home to school transportation.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee refers the 2023-24 Revised Estimates Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

2.2 Annual Report on Accumulated Surplus

This report provides an update on the accumulated surplus balance following the 2022-23 year-end reporting. A summary is provided in Appendix A of the report.

As of August 31, 2023, the Board's accumulated a surplus balance is approximately \$29.9 million. This amount is comprised of:



- \$17.6 million in specific purpose amounts that the MEDU requires Boards to set aside and not available for use, of which about \$11.4 million is set aside for the unfunded portion of portable requirements.
- \$5.8 million of internally appropriated amounts, through board resolution.
- \$6.4 million is set aside for externally required commitments through accounting standards or MEDU direction that are adjusted annually.

It is imperative to note that the Board has an operating contingency greater than 2% of our operating allocation which, according to Ministry benchmarks, puts the Board in a low financial risk position.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee refers the Annual Report on Accumulated Surplus to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

2.3 2024-25 Budget Plan

The annual budget process presented to the Board outlining our timeline for submission of budget in accordance with Ministry regulations. The chart in the report outlines the dates most relevant to the Trustees including: three Budget Committee meetings, a public consultation survey, and Board approval dates.

Appendix A provides further details on the 2024-25 Budget Schedule.

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Budget Committee refers the 2024-25 Budget Plan Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

3. Trustee Inquiries: Nil.

4. Business of the *In Camera* Session:

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee moves to an *In Camera* Session.

5. Report on the *In Camera* Session:

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee approves the business of the *In Camera* Session.

6. Future Meetings

Chair Petrella noted that the next Budget Committee Meeting has been scheduled on Monday, May 13, 2024 - 3:00 pm.



BRANT HALDIMAND NORFOLK
Catholic District School Board

Minutes

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

7. Adjournment

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of December 13, 2023.

Carried

Next Meeting: Monday, May 13, 2024 - 3:00 pm