

TORONTO CATHOLIC DISTRICT SCHOOL BOARD SPECIAL MEETING Public Session

AGENDA June 11, 2019

Maria Rizzo, Chair
Trustee Ward 5

Michael Del Grande, Vice Chair
Trustee Ward 7

Nancy Crawford
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Markus de Domenico
Trustee Ward 2

Daniel Di Giorgio
Trustee Ward 10

Taylor Dallin
Student Trustee

Norman Di Pasquale
Trustee Ward 9

Angela Kennedy
Trustee Ward 11

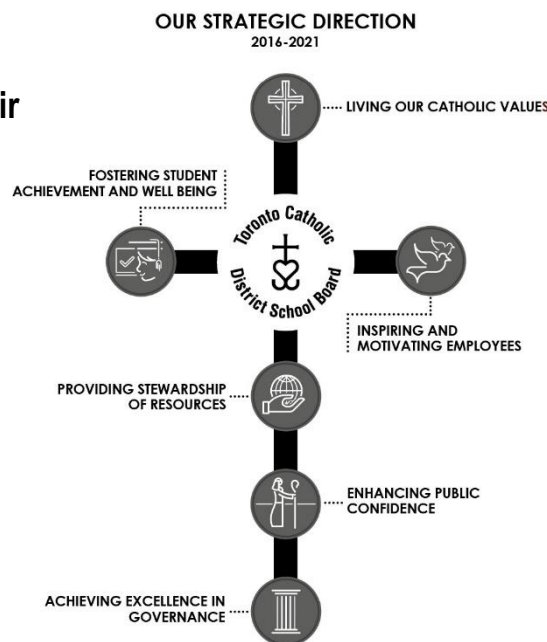
Ida Li Preti
Trustee Ward 3

Teresa Lubinski
Trustee Ward 4

Joseph Martino
Trustee Ward 1

Garry Tanuan
Trustee Ward 8

Joel Ndongmi
Student Trustee



MISSION

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Sonia Tomaz, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Maria Rizzo
Chair of the Board

OUR MISSION

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AGENDA SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

Maria Rizzo, Chair

Michael Del Grande, Vice-Chair

Tuesday, June 11, 2019

7:00 P.M.

Pages

1. Call to Order
2. Memorials and Opening Prayer
3. Singing of O Canada A Capella
4. Roll Call & Apologies
5. Approval of the Agenda
6. Reports from Private Session
7. Notices of Motions
8. Declarations of Interest
9. Approval and Signing of Minutes of the Previous Meeting - Nil
10. Presentations
11. Delegations
12. Consideration of Motions for which previous notice has been given

13. Unfinished Business from Previous Meetings
14. Matters referred/deferred from Committees/Board
15. Reports For Information
16. Reports of Officials Requiring Action of the Board of Trustees
 - 16.a 2019-20 Budget Estimates Overall and Instructional Volumes 1,2,3,4 1 - 17
 - 16.b 2019-20 Budget Estimates Non Instructional Volumes 5 & 6 18 - 27
17. Listing of Communications
18. Inquiries and Miscellaneous
19. Updating of Pending Items List
20. Closing Prayer
21. Adjournment



REPORT TO

SPECIAL BOARD

2019-20 BUDGET ESTIMATES OVERALL & INSTRUCTIONAL VOLUMES 1,2,3,4

“Dear children, let us not love with words or speech but with actions and in truth”

1 John 3:18

Created, Draft	First Tabling	Review
May 20, 2019	May 28, 2019	June 11, 2019
D. De Souza, Coordinator of Grants & Ministry Reporting G. Sequeira, Coordinator of Budget Services P. De Cock, Comptroller of Business Services & Finance		
RECOMMENDATION REPORT		

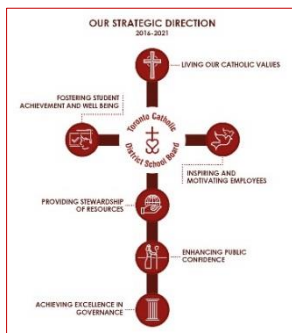
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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

As per the requirements set out in the Education Act, TCDSB's proposed budget estimates are balanced. The 2019-20 budget expenditure and revenue estimates appearing in Volumes 1 to 6 of the Budget Book are balanced; based on consensus enrolment and staffing projections, calculated Grants for Student Needs (GSNs), Other Program funding projections and numerous recommended reductions to service levels.

Two budget related reports have been submitted to facilitate Trustees with conflicts of interest on instructional related funding, at their own discretion, the opportunity to participate in non-instructional and reserve funding related discussions. Volumes 1 to 4 focus on both the overall budget as well as instructional related expenditures, while Volume 5 focuses on non-instructional expenditures and Volume 6 on financial sustainability.

The first volume appearing in the 2019-20 Budget Book provides an overall contextual summary. The Volume is meant to provide trustees, parents and other stakeholders a snapshot of TCDSB's profile as a large, urban, diverse and Catholic school board. Enrolment data refers to the number of students projected to attend TCDSB schools in 2019-20, and is the key driver for revenue and expenditure calculations. Enrolment projections show an increase of 441 elementary students and a decrease of (338) Secondary students for the 2019-20 school year. The total student population is projected to be 91,962

The overall Grants for Student Needs are projected to decrease. TCDSB is projected to derive 92.5% of its operational revenues from the Provincial Grants for Student Needs (GSNs). The remaining funds are received in the form of Priorities and Partnership Funds (PPF) (formerly known as Education Programs – Other or EPOs) and other government agencies. Total funding is expected to decrease by approximately \$4.3M. 2019-20 Revenue projections are as follows:

<i>Panel</i>	<i>2018-19 (\$B)</i>	<i>2019-20 (\$B)</i>	<i>Change (\$B)</i>
GSNs	1.06	1.06	(0.03)
Other Revenues	0.09	0.09	(0.02)
Total	1.15	1.14	(0.05)

The projected enrolment and estimated GSNs provide the capacity to determine the TCDSB's instructional and support service levels. The Education Act and its regulations concerning class sizes and required instructional minutes, consequently, prescribes TCDSB's service levels. The projected expenditures in the Instructional expenditure category are estimated in the table below. It should be noted that reductions in almost all areas of budget have been made in order bring the budget into balance. These reductions are almost exactly consistent with those cited in the May 9, 2019 Corporate Services Committee report. An updated listing of these reductions is separately provided in Appendix B and is also detailed in the Budget Book appearing in Volume 3.

<i>Instructional Expenditure Categories</i>	<i>2018-19 (\$M)</i>	<i>2019-20 (\$M)</i>	<i>Change (\$M)</i>
Classroom Teachers	641.0	638.9	(2.1)
Professionals & Paraprofessionals	57.3	56.0	(1.3)
In School Administration	68.7	69.2	0.5
Textbooks & School Computers	36.0	34.2	(1.7)
Education Assistants	54.3	53.1	(1.2)
Continuing Education	23.2	22.3	(0.9)
Resource Teachers	5.6	4.2	(1.4)
Occasional Teachers	32.6	32.5	(0.2)
Early Childhood Educators	27.1	27.9	0.7
Staff Development	2.9	2.9	0.0
Other Non-Operating	41.1	38.7	(2.4)
Total	989.8	979.9	(9.9)

B. PURPOSE

This report has been prepared for the Board of Trustees to receive and deliberate on the draft 2019-20 budget in preparation for approval at an upcoming June Committee or Board meeting. Any approved and balanced changes to the draft budget will be captured in the next iteration of the budget presented for approval.

C. BACKGROUND

1. ***Based on analysis and review of the announcements to date, service levels across almost all program and service areas need to be reduced in order to develop a balanced budget.*** The Ministry of Education announcements on April 26th impacted many program and service areas, and if the impacts are not addressed, then the operating budget would enter an unbalanced (deficit) position. Consequently, the 2019-20 Budget Estimates must contain service level reductions in order to develop a balanced budget in compliance with the Education Act.
2. ***Announcements for class size changes in some areas were made on March 15, 2019 (2019:B08).*** The new class size requirements for grades 4-8 and 9-12 impacts the TCDSB budget by approximately \$12.5M for the 2019-20 school year and reduces secondary teacher positions by approximately 350 Full-Time Equivalent (FTE) positions over the course of the next four years.
3. ***Current Collective Agreement Local Priorities Funding will expire.*** The expiration of the Local Priorities funding associated with the 2 year Collective Extension Agreements will decrease GSN funding by approximately \$11.1M. It equates to 119 Full-Time Equivalent (FTE) positions that spans almost all employee groups. The provincially negotiated extension agreements expire as of August 31st 2019.
4. ***The continuance of the International Language (IL) Program has been signalled as a primary focus for this Board.*** While the value of the IL program has been confirmed by both Trustees as well as through parent surveys, based on current labour arbitration settlements as well as certain legislative prescriptions, the IL program may lose all funding for the 2019-20 school year. Staff have yet to hear from the Ministry on whether Ministerial approval and all or part of the funding for this program will be provided for the 2019-20 school year. The assumptions in this report contain the notion that the program will continue at TCDSB, but that funding from the Province will be eliminated. This will create a cost pressure of \$8.9M.
5. ***The Ministry has not provided TCDSB specific PPF data.*** While Province wide figures were provided in the April 26th memo, the details specific to TCDSB have not been released. Similarly, the Technical Paper containing specific funding data and criteria was released on May 24th 2019, subsequent to the release of this report. Staff have made assumptions about the

continuation of various funds in order to produce the Budget Book. Staff do not expect large-scale swings in funding based on the unavailable data, but minor amendments may be necessary over the following week(s) depending on any TCDSB specific data that is released by the Ministry.

D. EVIDENCE/RESEARCH/ANALYSIS

Budget Consultation Feedback

1. The 2019-2020 budget consultation launched on April 3, 2019, and included an enhanced webpage with supporting documents and tools for local school communities to initiate consultations in a number of ways. Consultation tools included website, online and paper surveys with feature for Catholic School Parent Council (CSPC) identification, budget video, Frequently Asked Questions (FAQs), social media posts, and letters to schools, parents, parishes and other stakeholders.
2. A public consultation and virtual town hall was held on May 1, 2019, and staff held several meetings with stakeholders including unions, associations, Catholic Parent Involvement Committee (CPIC), Ontario Association of Parents in Catholic Education (OAPCE), Special Education Advisory Committee (SEAC) and Catholic Student Leadership Impact Team (CSLIT).
3. This broad, multi-faceted plan was designed to reflect the compassion and care dictated by applying the Catholic lens when considering how best to support our students. Emphasizing the importance of parent and community voice in these consultations underscores the Board's commitment to maintaining public confidence to ensure feedback is considered while complying with the Ministry of Education's directive to submit a balanced budget for the 2019-2020 fiscal year.
4. A report to Regular Board on May 16, 2019 provides a detailed version of the results of the public consultation. At a high level, public consultation showed a great deal of support for special education supports in both the elementary and secondary panel, 5th Block literacy program in the elementary panel, guidance teachers in the secondary panel, literacy/numeracy/tech-enabled resource materials, STEM and specialty focused programs and air-cooling/classroom furniture/playgrounds from a facilities perspective.

5. Staff attempted to use much of the public input provided as a guide towards recommended appropriate reductions, however it should be noted that considerations towards legislative restrictions, collective agreement restrictions and funding restrictions are also all factors in making these difficult decisions.

Overall Service Level Impacts

1. *Senior staff were able to identify a preliminary list of reductions that fully offset the funding shortfall in order to balance the budget.* Staff consolidated all mandated reductions, along with any mandated increases and offsets from Local Priority Funds. They then identified several preliminary labour and non-labour related reductions or revenue increases that could potentially fully offset the estimated funding shortfall. The following analysis provides a high-level summary of those potential recommendations (FTE = Full Time Equivalent). Appendix A provides a segregated view of these reductions in a similar format provided at Corporate Services Committee on May 9, 2019. The Budget Book (Volume 3) provides a detailed analysis of the proposed service levels adjustments (Appendix B).

Description	\$M	FTE
Increase based on enrolment change	1.20	12.5
Mandated Impacts from Elementary Class Size	3.30	32.1
Mandated Reductions from Secondary Class Size	(10.20)	(94.9)
Reductions Associated with Local Priority Fund	(9.70)	(118.9)
Other Elementary Panel Reductions	(3.20)	(31.0)
Other Net Secondary Panel Reductions	(0.40)	(4.0)
Board Administration and Governance Reductions	(1.15)	(10.0)
Other Non-Labour Impacts	(12.65)	-
	(32.80)	(214.2)

2. *The overall service level impact to the TCDSB amounts to a reduction of 214.2 FTE staff positions.* Reductions would be completed by way of attrition and senior staff are confident that no layoffs would occur, however the impact on the system will certainly be felt through service level reductions to students. The following table provides a high-level analysis of the employee groups that would be affected if the potential recommendations carried through the Preliminary Budget Estimates in June.

Employee Group	FTE
Toronto Secondary Unit (TSU)	(129.4)
Canadian Union of Public Employees (CUPE)	(60.7)
Toronto Elementary Catholic Teachers (TECT)	(12.6)
Management, Administrative and Professional Association (MAPA)	(7.0)
The Education Worker's Alliance of Ontario (EWAO)	(2.0)
Principals and Vice-Principals (P&VPs)	(1.5)
Executive Staff	<u>(1.0)</u>
	(214.2)

3. *Other options are also available to balance the budget.* Senior staff have also provided a few other options that could be used to balance the budget. This list is non-exhaustive; however, it should be kept in mind that the large majority of the Board's budget is restricted in terms of being applied either to specified programs or to classroom ratios. The following is a short list of other potential strategic offsets that are flexible types of funding and related to "Instructional". Another shortlist is provide under the complementary "Non-Instructional" report (inclusive of transportation related analysis).

Description	\$M
Move IL Programs to Evenings/Weekend Format	7.30
Introduce Paid Parking for Employees	3.20
Eliminate Non-Qualifying Student Transportation	3.00
School Block Budget Reductions	1.00

4. *Over the course of the year, the Board of Trustees passed previous motions for items to be considered in the 2019-20 Budget.* Appearing in the table below is a list of budget items that require consideration and decision to be included in this year's operating budget. In summary, the budget impact amounts to another \$2.1M to the operating budget for which additional service level changes are required. Trustees also recently passed a motion to maintain Special Education funding at the same level as the previous year. This was done without the benefit of knowing the shortfall faced by the Board and the GSN announcements. As part of the annual operating budget planning process, the Board of Trustees will make budget decisions, which in effect supersede all previous funding related motions and decisions as per normal practice. None of the amounts listed below have been included in the balanced

budget thus far. Should any of these items be included then an offsetting reduction in another expense area would be required.

Description	\$M
Restoration of School Block Budget to the 2014-15 budget allocation levels	(1.70)
Maximize the funding entitlement for Lunchtime Student Supervisors	(0.30)
Establish an Integrity Commissioner	(0.10)
Maintain Special Education Budget at Previous Year's Level	(3.00)
Total Impact	(5.10)

E. STAFF RECOMMENDATION

1. That the Board of Trustees refer this report and any accompanying approved motions and/or changes, to the Regular Board Meeting on June 13, 2019 for further deliberation and approval of the 2019-20 Preliminary Instructional Related Budget Estimates.

TORONTO CATHOLIC
DISTRICT SCHOOL

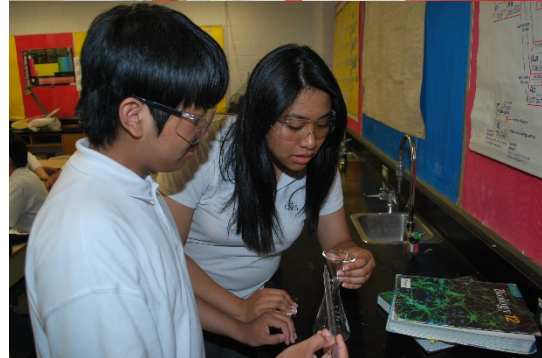
2019 - 2020 BUDGET ESTIMATES

Available at
[www.tcdsb.org/Board/
BudgetandFinance/
Documents](http://www.tcdsb.org/Board/BudgetandFinance/Documents)



Draft- until approved by Board of
Trustees

Expected on June 6, 2019



Draft 2019-2020 TCDSB Year Over Year Budget Impacts

Provincial Funding Decisions	\$M	\$M	\$M
Negative Impacts		Change	
Loss of Local Priorities Funding	(9.70)	(1.43)	(11.13)
Grades 9 to 12 Class Size Change (Year 1 Impact)	(7.70)	(0.22)	(7.92)
Grades 4 to 8 Class Size Change Impact	(4.50)	(0.04)	(4.54)
Loss of Secondary Programming Funds	(2.50)	0.04	(2.46)
Reduction in Gratuity Benefit Grant	(2.00)	-	(2.00)
Capital Debt Financing Adjustment	(1.90)	1.82	(0.08)
Decrease to Facilities Loading Factor (Class Size Changes)	(1.60)	0.63	(0.97)
Addition of International Student Recovery Amount	(1.60)	(0.17)	(1.77)
Loss of Cost Adjustment Allocation	(1.20)	0.01	(1.19)
Partial Loss of Early Childhood Educator Funding	(0.50)	(1.58)	(2.08)
Loss of Human Resource Transition Funding	(0.50)	0.04	(0.46)
Loss of TAG (Temporary Accommodation Grant)		(1.35)	(1.35)
	<u>(33.70)</u>	<u>-</u>	<u>-</u>
	(33.70) A	(2.24)	(35.94)
Positive Impacts			
Increase in Transportation Funding	7.60	(0.09)	7.51
Attrition Protection 5% Specialized Programming Exemption	1.13	0.29	1.42
Increase in Utilities Funding	0.75	-	0.75
Increase in Behavior Expertise Amount	0.50	(0.02)	0.48
Increase School Foundation Grant (P/VPs for Campuses)	0.10	0.21	0.31
Incr Adult Day Sch Supplement moved Cont Ed (Table amount)	-	1.46	1.46
Increase in Indigenous Education Allocations		0.15	0.15
	<u>10.08</u>	<u>-</u>	<u>-</u>
	10.08 B	2.01	12.09
Total Estimated Impacts from Provincial Announcements	(23.62)	=A+B	(23.85)
Net Impact of Enrolment Driven Changes			
Increase in Elementary Enrolment	2.50	(0.09)	2.41
Decrease in Secondary Enrolment	(1.30)	(0.59)	(1.89)
	<u>1.20</u>	<u>(0.68)</u>	<u>0.52</u>
	1.20 D	(0.68)	0.52
International Language Program Extended Day Elimination			
Loss of International Language Program Funding	(5.00)	-	(5.00)
Additional Teachers Due to Shortened Day	(2.30)	(0.04)	(2.34)
Transportation Impacts from Modified Day School Schedules	(1.60)	-	(1.60)
	<u>(8.90)</u>	<u>(0.04)</u>	<u>(8.94)</u>
	(8.90) E	(0.04)	(8.94)
Total Estimated Year Over Year Impacts (Funding Shortfall)	(31.32)	(0.95)	(32.27)

Draft 2019-2020 TCDSB Offsets to Balance Budget

(Positive figures denote increases in expenditure / Full Time Equivalent (FTE) where mandated)

	May 9/19		Change		May 28/19	
Combined	\$M	FTE	\$M	FTE	\$M	FTE
Increases / Reductions Based on Enrolment Changes						
Elementary Teacher Positions (Regular)	2.50	24.5	0.00	0.0	2.50	24.5
Secondary Teacher Positions (Regular)	<u>(1.30)</u>	<u>(12.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(1.30)</u>	<u>(12.0)</u>
	1.20	12.5	0.00	0.0	1.20	12.5
Mandated Impacts from Elementary Class Sizes						
Elementary Teacher Positions	3.30	32.1	0.00	0.0	3.30	32.1
Mandated Reductions Based on Secondary Class Size Changes						
Secondary Teacher Positions (Regular)	(7.70)	(72.0)	0.00	0.0	(7.70)	(72.0)
Secondary Teacher Positions (Programming)	<u>(2.50)</u>	<u>(22.9)</u>	<u>0.00</u>	<u>0.0</u>	<u>(2.50)</u>	<u>(22.9)</u>
	(10.20)	(94.9)	0.00	0.0	(10.20)	(94.9)
Draft Reductions Associated with Local Priority Funding						
Elementary Teachers - 5th Block	(2.40)	(24.0)	0.00	0.0	(2.40)	(24.0)
Education Assistants / Child and Youth Workers	(1.70)	(30.5)	0.00	0.0	(1.70)	(30.5)
Elementary Teachers - Regular Classroom	(1.40)	(14.2)	0.00	0.0	(1.40)	(14.2)
Secondary Teachers - ESL/ELL	(1.30)	(12.5)	0.00	0.0	(1.30)	(12.5)
Custodians, Trades and Maintenance Staff	(0.80)	(10.9)	0.00	0.0	(0.80)	(10.9)
Secondary Teachers - Special Education	(0.60)	(6.0)	0.00	0.0	(0.60)	(6.0)
School Secretaries	(0.40)	(6.7)	0.00	0.0	(0.40)	(6.7)
ESL and Nursery Instructors	(0.30)	(3.3)	0.00	0.0	(0.30)	(3.3)
Programmers, SS Supervisors, Other	(0.20)	(3.6)	0.00	0.0	(0.20)	(3.6)
Professional Student Services Personnel	(0.20)	(2.0)	0.00	0.0	(0.20)	(2.0)
Principals and Vice-Principals	(0.20)	(1.5)	0.00	0.0	(0.20)	(1.5)
Library Technicians	(0.10)	(2.2)	0.00	0.0	(0.10)	(2.2)
Board Administration, Clerical and Technical Staff	<u>(0.10)</u>	<u>(1.5)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.10)</u>	<u>(1.5)</u>
	(9.70)	(118.9)	0.00	0.0	(9.70)	(118.9)
Other Draft Labour Impacts to Offset Funding Shortfall						
Other Elementary Panel Reductions						
ESL Teachers	(2.50)	(24.0)	0.00	0.0	(2.50)	(24.0)
Resource Teachers	<u>(0.70)</u>	<u>(7.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.70)</u>	<u>(7.0)</u>
	(3.20)	(31.0)	0.00	0.0	(3.20)	(31.0)

Other Secondary Panel Reductions / Increases						
Secondary Teachers	(0.60)	(6.0)	0.00	0.0	(0.60)	(6.0)
Secondary Teacher - 5% Additional Attrition Protection	1.00	10.0	0.00	0.0	1.00	10.0
Resource Teachers	(0.60)	(6.0)	0.00	0.0	(0.60)	(6.0)
Workplace Accommodation Contingency	<u>(0.20)</u>	<u>(2.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.20)</u>	<u>(2.0)</u>
	(0.40)	(4.0)	0.00	0.0	(0.40)	(4.0)
Board Administration and Governance Reductions						
Non-Academic Staff Positions	(0.20)	(2.0)	0.00	0.0	(0.20)	(2.0)
Non-Academic Management Positions	(0.80)	(7.0)	0.00	0.0	(0.80)	(7.0)
Non-Academic Executive Position	<u>(0.15)</u>	<u>(1.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.15)</u>	<u>(1.0)</u>
	(1.15)	(10.0)	0.00	0.0	(1.15)	(10.0)
Total Other Draft Labour Impacts to Offset Funding Shortfall	(4.75)	(45.0)	0.00	0.0	(4.75)	(45.0)
Other Draft Non-Labour Impacts to Offset Funding Shortfall						
Adjust Non-Labour Budgets to Align with Historical Actuals	(3.05)		0.48	0.0	(3.53)	
Capital Debt Interest Expense Reduction	(1.90)		(1.82)	0.0	(0.08)	
Incr International Student Fees to Offset Recovery Plus orig	(1.85)		0.87	0.0	(2.72)	
Optimize Bell Times at International Language Schools	(1.60)		0.00	0.0	(1.60)	
Reduce Central Religious Materials Allocation	(1.50)		0.00	0.0	(1.50)	
Benefit Trust Rate Reduction	(1.10)		0.00	0.0	(1.10)	
Reduction in Non-Labour Facilities Expenditures	(0.25)		1.75	0.0	(2.00)	
Occasional Teacher Est usage due to Staff reductions	0.00		0.02	0.0	(0.02)	
Increase Permitting Fees (By 3%)	<u>(0.10)</u>		<u>0.00</u>	<u>0.0</u>	<u>(0.10)</u>	
	(11.35)	0.00	1.30	0.00	(12.65)	
Total Draft Offsets to Balance Budget	(31.50)	(214.2)	1.30	0.0	(32.80)	(214.2)

ESL = English as a Second Language

ELL = English Language Learner

Draft 2019-2020 TCDSB Offsets to Balance Budget*(Appendix A Provides Reductions by Employee Group)***Instructional***(Positive figures denote increases in expenditure / Full Time Equivalent (FTE) where mandated)*

	May 9/19		Change		May 28/19	
	\$M	FTE	\$M	FTE	\$M	FTE
Increases / Reductions Based on Enrolment Changes						
Elementary Teacher Positions (Regular)	2.50	24.5	0.00	0.0	2.50	24.5
Secondary Teacher Positions (Regular)	<u>(1.30)</u>	<u>(12.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(1.30)</u>	<u>(12.0)</u>
	1.20	12.5	0.00	0.0	1.20	12.5
Mandated Impacts from Elementary Class Sizes						
Elementary Teacher Positions	3.30	32.1	0.00	0.0	3.30	32.1
Mandated Reductions Based on Secondary Class Size Changes						
Secondary Teacher Positions (Regular)	(7.70)	(72.0)	0.00	0.0	(7.70)	(72.0)
Secondary Teacher Positions (Programming)	<u>(2.50)</u>	<u>(22.9)</u>	<u>0.00</u>	<u>0.0</u>	<u>(2.50)</u>	<u>(22.9)</u>
	(10.20)	(94.9)	0.00	0.0	(10.20)	(94.9)
Draft Reductions Associated with Local Priority Funding						
Elementary Teachers - 5th Block	(2.40)	(24.0)	0.00	0.0	(2.40)	(24.0)
Education Assistants / Child and Youth Workers	(1.70)	(30.5)	0.00	0.0	(1.70)	(30.5)
Elementary Teachers - Regular Classroom	(1.40)	(14.2)	0.00	0.0	(1.40)	(14.2)
Secondary Teachers - ESL/ELL	(1.30)	(12.5)	0.00	0.0	(1.30)	(12.5)
Secondary Teachers - Special Education	(0.60)	(6.0)	0.00	0.0	(0.60)	(6.0)
School Secretaries	(0.40)	(6.7)	0.00	0.0	(0.40)	(6.7)
ESL and Nursery Instructors	(0.30)	(3.3)	0.00	0.0	(0.30)	(3.3)
Programmers, SS Supervisors, Other	(0.20)	(3.6)	0.00	0.0	(0.20)	(3.6)
Professional Student Services Personnel	(0.20)	(2.0)	0.00	0.0	(0.20)	(2.0)
Principals and Vice-Principals	(0.20)	(1.5)	0.00	0.0	(0.20)	(1.5)
Library Technicians	<u>(0.10)</u>	<u>(2.2)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.10)</u>	<u>(2.2)</u>
	(8.80)	(106.5)	0.00	0.0	(8.80)	(106.5)
Other Draft Labour Impacts to Offset Funding Shortfall						
Other Elementary Panel Reductions						
ESL Teachers	(2.50)	(24.0)	0.00	0.0	(2.50)	(24.0)
Resource Teachers	<u>(0.70)</u>	<u>(7.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.70)</u>	<u>(7.0)</u>
	(3.20)	(31.0)	0.00	0.0	(3.20)	(31.0)
Other Secondary Panel Reductions / Increases						
Secondary Teachers	(0.60)	(6.0)	0.00	0.0	(0.60)	(6.0)
Secondary Teacher - 5% Additional Attrition Protection	1.00	10.0	0.00	0.0	1.00	10.0
Resource Teachers	(0.60)	(6.0)	0.00	0.0	(0.60)	(6.0)
Workplace Accommodation Contingency	<u>(0.20)</u>	<u>(2.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.20)</u>	<u>(2.0)</u>
	(0.40)	(4.0)	0.00	0.0	(0.40)	(4.0)
Total Other Draft Labour Impacts to Offset Funding Shortfall	(3.60)	(35.0)	0.00	0.0	(3.60)	(35.0)
Other Draft Non-Labour Impacts to Offset Funding Shortfall						

English as a Second Language Revenue Increase	(2.25)		(0.15)	0.0	(2.10)
All other areas of underspend Non-Salary	(0.50)		0.00	0.0	(0.50)
Curriculum and Accountability	(0.30)		0.00	0.0	(0.30)
Incr International Student Fees to Offset Recovery Plus orig	(1.85)		0.87	0.0	(2.72)
Reduce Central Religious Materials Allocation	(1.50)		0.00	0.0	(1.50)
Benefit Trust Rate Reduction	(1.10)		0.00	0.0	(1.10)
Occasional Teacher Est usage due to Staff reductions	0.00		0.02	0.0	(0.02)
	(7.50)	0.00	0.74	0.00	(8.24)
Total Draft Offsets to Balance Budget	(25.60)	(191.8)	0.74	0.0	(26.34) (191.8)

ESL = English as a Second Language

ELL = English Language Learner

Draft 2019-2020 TCDSB Offsets to Balance Budget*(Appendix A Provides Reductions by Employee Group)***Non- Instructional***(Positive figures denote increases in expenditure / Full Time Equivalent (FTE) where mandated)*

	May 9/19		Change		May 28/19	
	\$M	FTE	\$M	FTE	\$M	FTE
Draft Reductions Associated with Local Priority Funding						
Custodians, Trades and Maintenance Staff	(0.80)	(10.9)	0.00	0.0	(0.80)	(10.9)
Board Administration, Clerical and Technical Staff	<u>(0.10)</u>	<u>(1.5)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.10)</u>	<u>(1.5)</u>
	(0.90)	(12.40)	0.00	0.00	(0.90)	(12.40)

Other Draft Labour Impacts to Offset Funding Shortfall

Board Administration and Governance Reductions

Non-Academic Staff Positions	(0.20)	(2.0)	0.00	0.0	(0.20)	(2.0)
Non-Academic Management Positions	(0.80)	(7.0)	0.00	0.0	(0.80)	(7.0)
Non-Academic Executive Position	<u>(0.15)</u>	<u>(1.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.15)</u>	<u>(1.0)</u>
	(1.15)	(10.00)	0.00	0.00	(1.15)	(10.00)
Total Other Draft Labour Impacts to Offset Funding Shortfall	(2.1)	(22.4)	0.0	0.0	(2.1)	(22.4)

Other Draft Non-Labour Impacts to Offset Funding Shortfall

Increase in Insurance Recoveries - Facilities	0.00		0.50	0.0	(0.50)	
Increase in Cafeteria Revenues	0.00		0.13	0.0	(0.13)	
Capital Debt Interest Expense Reduction	(1.90)		(1.82)	0.0	(0.08)	
Optimize Bell Times at International Language Schools	(1.60)		0.00	0.0	(1.60)	
Reduction in Non-Labour Facilities Expenditures	(0.25)		1.75	0.0	(2.00)	
Increase Permitting Fees (By 3%)	<u>(0.10)</u>		<u>0.00</u>	<u>0.0</u>	<u>(0.10)</u>	
	(3.85)	0.00	0.56	0.00	(4.41)	
Total Draft Offsets to Balance Budget	(5.9)	(22.4)	0.6	0.0	(6.5)	(22.4)

*ESL = English as a Second Language**ELL = English Language Learner*

	(31.50)	(214.20)	1.30	0.00	(32.80)	(214.20)
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	(31.50)	(214.2)	1.30	0.0	32.80	(214.2)
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Draft 2019-20 Funding Shortfall Offsets Summary

			Change	Change		
	\$M	FTE	\$M	FTE	\$M	FTE
Total Estimated Year Over Year Impacts (Funding Shortfall)	(31.32)		0.95	0.00	(32.27)	
Current Total Draft Offsets to Balance Budget	<u>(31.50)</u>	(214.20)	<u>1.30</u>	<u>0.00</u>	(32.80)	(214.20)
Outstanding Offset (Amount of Further Reductions Required)	0.18		(0.35)	0.00	0.53	

Other Potential Ideas for Offsetting Funding Shortfall

Move IL Programs to Evenings/Weekend Format	(7.30)	(7.30)
Introduce Paid Parking for Employees	(3.20)	(3.20)
Eliminate "Non-Qualifying" Student Transportation	(1.00)	(1.00)
School Block Budget Reductions	<u>(1.00)</u>	<u>(1.00)</u>
	(12.50)	(12.50)

Summary of TCDSB Transportation Efficiency Opportunities

Description	# of Students Impacted	\$ Cost Savings (\$M)
Increase Transportation Boundary Increasing the transportation boundary from 1.5km to 1.6km (matching the TDSB boundary) could reduce the number of students receiving bussing services who live within the 1.5km to 1.6km boundary change. Currently, the TCDSB provides bussing services to 1,235 students within this range for Grades 1 to 8.	1,235	\$0.2
Eliminate Non-Qualifying Transportation Discontinue the practice of providing bussing services to students who live in a geographic area not qualifying on the basis of distance or hazard criteria; and such students continue to receive services on an ongoing basis year-over-year given Board approval.	6,256	\$3.0
Eliminate Courtesy Seats Discontinue the provision of courtesy seats for students who are accessing empty seats under one of the three conditions: <ol style="list-style-type: none"> 1. Empty seat (empty seat on a large capacity bus), 2. Extenuating Priority (these are mostly siblings of students with special needs so they can ride the same bus or students in fresh start programs), 3. Extenuating circumstances (when parents cannot get their child to an existing bus stop or school). 	6,068	\$0.7
Hazardous Transportation Conditions Hazard transportation is provided for students who meet the hazard criteria set out by the Board. This criteria is attached for reference. If the student encounters these hazards on their way to and from school then they are provided transportation. There is no need to apply or reapply, they are simply deemed eligible based on the transportation policy	1,261	



REPORT TO

SPECIAL BOARD

2019-20 BUDGET ESTIMATES NON INSTRUCTIONAL VOLUMES 5 & 6

"I appeal to you, brothers and sisters, in the name of our Lord Jesus Christ, that all of you agree with one another in what you say and that there be no divisions among you, but that you be perfectly united in mind and thought."

1 Corinthians 1:10

May 20, 2019

May 28, 2019

June 11, 2019

D. De Souza, Coordinator of Grant & Ministry Reporting

G. Sequeira, Coordinator of Budget Services

P. De Cock, Comptroller of Business Services & Finance

RECOMMENDATION REPORT

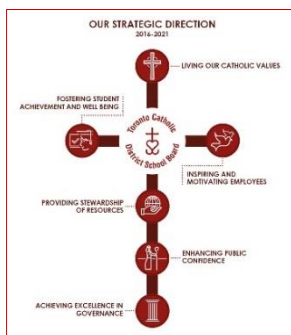
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

As per the requirements set out in the Education Act, TCDSB's budget estimates are balanced. The 2019-20 Non-Instructional budget expenditure estimates appearing in the Budget Book's Volume 5 is balanced; based on consensus enrolment and staffing projections, and calculated Grants for Student Needs (GSN) and other funding projections. Volume 6 provides an update regarding the financial reserve strategy facilitating the means by which the TCDSB can achieve further financial sustainability.

Two budget related reports have been submitted to facilitate Trustees with conflicts of interest on instructional related funding, at their own discretion, the opportunity to participate in non-instructional and reserve funding related discussions. Volumes 1 to 4 focus on both the overall budget as well as instructional related expenditures, while Volume 5 focuses on non-instructional expenditures and Volume 6 on financial sustainability. The two reports and associated Volumes of the Budget Book are intended to be read together for a fulsome understanding of the budget, but are separated for the purposes of public debate.

The projected enrolment and estimated GSNs provide the capacity to determine the TCDSB's non-instructional support service levels. The Education Act and its regulations concerning Board Administration and Governance, for example, establish upper expenditure limits and prescribe the trustee's honoraria calculations, and consequently, defines TCDSB's service levels. The projected expenditures in the Non-Instructional expenditure category appear in the table below:

<i>Non-Instructional Expenditure Categories</i>	<i>2018-19 Revised Estimates (\$M)</i>	<i>2019-20 Estimates (\$M)</i>	<i>Change (\$M)</i>
School Operations & Maintenance	98.0	97.9	(0.1)
Administration & Governance	25.5	25.6	0.1
Transportation	37.2	36.7	(0.5)
Other-Temporary Accommodations	3.9	3.2	(0.7)
Total	164.7	163.4	(1.3)

The cumulative staff time required to prepare this report was 210 hours.

B. PURPOSE

This report has been prepared for the Board of Trustees in order to approve the 2019-20 Budget Estimates for the Non-Instructional Expenditure Categories (Volume 5) and the Reserve Strategy (Volume 6), appearing in the attached 2019-20 Budget Book.

C. BACKGROUND

- 1. *Based on the analysis and review of the announcements to date, staff expect that service levels across all program and service areas will need to be reduced in order to develop a balanced budget.*** The Ministry of Education announcements on April 26th affect many program and service areas, and if the impacts are not addressed then the operating budget would enter an unbalanced (deficit) position. Consequently, the 2019-20 Budget Estimates must contain service level reductions in order to develop a balanced budget in compliance with the Education Act.
- 2. *Staff have been working on analysing the impacts of previous announcements.*** The following paragraphs provide a brief recap of previous announcements on March 15th, 2019 related to non-instructional impacts.
- 3. *Current Collective Agreement Local Priorities Funding will expire.*** The expiration of the Local Priorities funding associated with the 2 year Collective Extension Agreements will decrease GSN funding by approximately \$9.7M. It equates to 119 Full-Time Equivalent (FTE) positions that spans almost all employee groups. The provincially negotiated extension agreements expire August 31st 2019.
- 4. *Student Transportation funding increased by \$7.6M.*** The GSNs will provide stabilization funding to school boards that run efficient transportation operations wherein the costs of student transportation exceed the funding provided for that purpose. A 4% inflationary increase will also be added to the transportation funding. TCDSB will receive \$7.6M in additional funding to help with the transportation deficit.
- 5. *Funding for Facilities Maintenance and Operations will decrease overall.*** To align with the proposed changes to secondary class size, the Supplementary Area Factor for school facility operations will be adjusted. This change will be phased in over five years. The 2019-20 impact to TCDSB

is expected to be a reduction in funding of \$1.6M. An increase in funding will be provided to recognize inflation in utilities. For the TCDSB this equates to approximately \$0.75M. The net impact on Facilities Maintenance and Operations is estimated to be a decrease of \$0.85M.

6. ***Funding for Human Resource staffing has decreased.*** The Human Resource Transition Supplement, a fund within the Board Administration & Governance Grant to assist in managing the extension agreements, has been eliminated. This results in a funding decrease of \$0.5M for TCDSB.
7. ***The continuance of the International Language (IL) Program has been signalled as a primary focus for this Board.*** While the value of the IL program has been confirmed by both Trustees as well as through parent surveys, based on current labour arbitration settlements as well as certain legislative prescriptions, the IL program may lose all funding for the 2019-20 school year. Staff have yet to hear from the Ministry of Education on whether Ministerial approval and all or part of the funding for this program will be provided for the 2019-20 school year. The assumptions in this report contain the notion that the program will continue at TCDSB, but that funding from the Province will be eliminated. This will create a non-instructional cost pressure of \$1.6M related to transportation service adjustments at IL program schools.

D. EVIDENCE/RESEARCH/ANALYSIS

Budget Consultation Feedback

1. The 2019-2020 budget consultation launched on April 3, 2019, and included an enhanced webpage with supporting documents and tools for local school communities to initiate consultations in a number of ways. Consultation tools included website, online and paper surveys with feature for Catholic School Parent Council (CSPC) identification, budget video, Frequently Asked Questions (FAQs), social media posts, and letters to schools, parents, parishes and other stakeholders.
2. A public consultation and virtual town hall was held on May 1, 2019, and staff held several meetings with stakeholders including unions, associations, Catholic Parent Involvement Committee (CPIC), Ontario Association of Parents in Catholic Education (OAPCE), Special Education Advisory Committee (SEAC) and Catholic Student

Leadership Impact Team (CSLIT).

3. Comments around cost areas related to *facilities* that are most important, and should not be considered for reduction, included: air-cooling, flooring, lighting, painting, and access control and security. Some participants suggested grounds maintenance as an area that could be considered for reduction.
4. Participants were in favor of tightening up the *transportation* guidelines for non-qualifying and exceptional circumstance students. Feedback also suggested the need to increase the promotion of physical activity among their school communities.
5. When asked about *efficiencies*, participants suggested promoting community use of schools and increasing permit fees.
6. Public delegations identified playgrounds as an area for increased investment. The Ministry of Education does not provide funding for playground equipment, and consequently, school communities raise funds for equipment through fundraising efforts, grants, municipal funds and other sources of funding. The TCDSB normally funds the site preparation work for the implementation of any playground areas, which include asphalt remediation, pedestrian paving, fencing, gates and line painting. The 2018-19 approved School Renewal plan carries a budget for such initiatives totaling \$300,000. A staff member in the School Renewal Department is responsible for assisting CSPC's with playground implementation.

Non-Instructional Service Impacts

1. *Senior staff were able to identify a list of reductions that fully offset the funding shortfall in order to balance the budget.* Staff consolidated all mandated reductions, along with any mandated increases and offsets from Local Priority Funds. They then identified several labour and non-labour related reductions that could potentially fully offset the estimated funding shortfall. This would result in a reduction in expenditures of (\$2.4M) and a loss of (22.4) FTE. The Budget Book (Volume 5) provides a detailed analysis of the proposed service levels adjustments (Appendix 5).
2. *Other options are also available to balance the budget.* Senior staff

have also provided a few other options that could be used to balance the budget. This list is non-exhaustive; however, it should be kept in mind that the large majority of the Board's budget is restricted in terms of being applied either to specified programs or to classroom ratios. The following item below is another potential strategic offset within the non-instructional side.

Description	\$M
Eliminate "Non-Qualifying" Student Transportation	(3.00)

3. *Over the course of the year, the Board of Trustees passed previous motions for items to be considered in the 2019-20 Budget.* Appearing below is a budget item that requires consideration and a decision to be included in this year's operating budget. In summary, the budget impact for the non-instructional operating budget amounts to \$0.1M for which additional service level changes are required to offset.

Establish an Integrity Commissioner	(\$0.10)
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E. STAFF RECOMMENDATION

1. That the Board of Trustees refer this report and any accompanying approved motions and/or changes, to the Regular Board Meeting on June 13, 2019 for further deliberation and approval of a balanced budget with a base budget decrease in the Non-Instructional Category by (\$1.3M), inclusive of a reduction 22.5 FTEs, as further detailed in Volume V of the Budget Book.

TORONTO CATHOLIC
DISTRICT SCHOOL

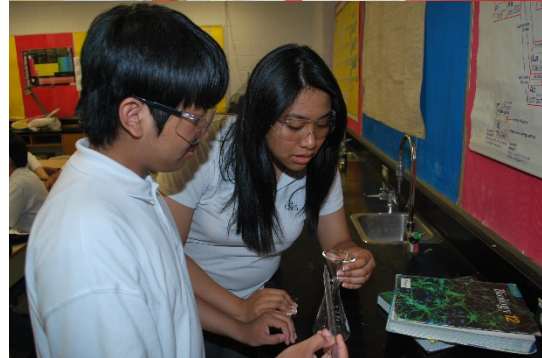
2019 - 2020 BUDGET ESTIMATES

Available at
[www.tcdsb.org/Board/
BudgetandFinance/
Documents](http://www.tcdsb.org/Board/BudgetandFinance/Documents)



Draft- until approved by Board of
Trustees

Expected on June 6, 2019



Draft 2019-2020 TCDSB Offsets to Balance Budget*(Appendix A Provides Reductions by Employee Group)***Non- Instructional***(Positive figures denote increases in expenditure / Full Time Equivalent (FTE) where mandated)*

	May 9/19		Change		May 28/19	
	\$M	FTE	\$M	FTE	\$M	FTE
Draft Reductions Associated with Local Priority Funding						
Custodians, Trades and Maintenance Staff	(0.80)	(10.9)	0.00	0.0	(0.80)	(10.9)
Board Administration, Clerical and Technical Staff	<u>(0.10)</u>	<u>(1.5)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.10)</u>	<u>(1.5)</u>
	(0.90)	(12.40)	0.00	0.00	(0.90)	(12.40)
Other Draft Labour Impacts to Offset Funding Shortfall						
Board Administration and Governance Reductions						
Non-Academic Staff Positions	(0.20)	(2.0)	0.00	0.0	(0.20)	(2.0)
Non-Academic Management Positions	(0.80)	(7.0)	0.00	0.0	(0.80)	(7.0)
Non-Academic Executive Position	<u>(0.15)</u>	<u>(1.0)</u>	<u>0.00</u>	<u>0.0</u>	<u>(0.15)</u>	<u>(1.0)</u>
	(1.15)	(10.00)	0.00	0.00	(1.15)	(10.00)
Total Other Draft Labour Impacts to Offset Funding Shortfall	(2.1)	(22.4)	0.0	0.0	(2.1)	(22.4)
Other Draft Non-Labour Impacts to Offset Funding Shortfall						
Increase in Insurance Recoveries - Facilities	0.00		0.50	0.0	(0.50)	
Increase in Cafetria Revenues	0.00		0.13	0.0	(0.13)	
Capital Debt Interest Expense Reduction	(1.90)		(1.82)	0.0	(0.08)	
Optimize Bell Times at International Language Schools	(1.60)		0.00	0.0	(1.60)	
Reduction in Non-Labour Facilities Expenditures	(0.25)		1.75	0.0	(2.00)	
Increase Permitting Fees (By 3%)	<u>(0.10)</u>		<u>0.00</u>	0.0	<u>(0.10)</u>	
	(3.85)	0.00	0.56	0.00	(4.41)	
Total Draft Offsets to Balance Budget	(5.9)	(22.4)	0.6	0.0	(6.5)	(22.4)
	(31.50)	(214.2)	1.30	0.0	32.80	(214.2)

Draft 2019-20 Funding Shortfall Offsets Summary

Other Potential Ideas for Offsetting Funding Shortfall

Eliminate "Non-Qualifying" Student Transportation	(1.00)
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Summary of TCDSB Transportation Efficiency Opportunities

Description	# of Students Impacted	\$ Cost Savings (\$M)
Increase Transportation Boundary Increasing the transportation boundary from 1.5km to 1.6km (matching the TDSB boundary) could reduce the number of students receiving bussing services who live within the 1.5km to 1.6km boundary change. Currently, the TCDSB provides bussing services to 1,235 students within this range for Grades 1 to 8.	1,235	\$0.2
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Eliminate Courtesy Seats Discontinue the provision of courtesy seats for students who are accessing empty seats under one of the three conditions: <ol style="list-style-type: none"> 1. Empty seat (empty seat on a large capacity bus), 2. Extenuating Priority (these are mostly siblings of students with special needs so they can ride the same bus or students in fresh start programs), 3. Extenuating circumstances (when parents cannot get their child to an existing bus stop or school). 	6,068	\$0.7
Hazardous Transportation Conditions Hazard transportation is provided for students who meet the hazard criteria set out by the Board. This criteria is attached for reference. If the student encounters these hazards on their way to and from school then they are provided transportation. There is no need to apply or reapply, they are simply deemed eligible based on the transportation policy	1,261	