



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON TRUSTEE SERVICES AND EXPENDITURES POLICY

"When you walk, they will guide you; when you sleep, they will watch over you; when you awake, they will speak to you." Proverbs 6:22

| Created, Draft | First Tabling | Review |
|---|-------------------|----------------|
| February 9, 2015 | February 17, 2015 | March 26, 2015 |
| Ann Andrachuk, Chair, Governance and Policy Committee Loretta Notten, Superintendent Governance and Policy | | |
| 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



Members of the Committee:

Ann Andrachuk, Chair
Angela Kennedy, Vice Chair
Maria Rizzo, Trustee Ward 5
Mike Del Grande, Trustee Ward 7
Gary Tanuan, Trustee Ward 8
Jo-Ann Davis, Trustee Ward 9
Nancy Crawford, Ex-Officio

A. COMMITTEE RECOMMENDATIONS

At the February 17th, 2015 Governance and Policy Committee, it was recommended that:

1. the report be referred back to staff to include all of the figures and details of administrative support for Trustees.

At the March 10th, 2015 Governance and Policy Committee, staff were directed to bring back with the report to Board on March 26th:

1. the results of investigating if part time central staff for Trustees could be hired who would be able to go out into the field and the cost involved.
2. the cost differential between an Administrative Assistant and Constituency Assistant for the provision of Trustee Services.
3. the costs of Trustee expenses and report back on unspent amounts on an annual basis
4. A review of the expenses for Chair and Vice-Chair and bring back to the Board

B. ORIGIN

TCDSB staff upon reviewing the changes to the 2014-15 Budget Expenditure Estimates approved at the Regular Board Meeting held on June 16, 2014 identified some additional reductions in the amount of \$9,630 (\$780 per trustee) to the trustees' expense budgets and a reduction of \$24,000 (\$2,000 per trustee to trustee assistant budgets), and consequently, amendments to the TCDSB Policy for Trustee Services and Expenditures (T.17) are required. Given that these changes in budget had been previously approved and also noting that the policy previously specified amounts, staff proposed articulating the policy in a manner that was appropriate to the amount approved, but also in such a way that the amount would be articulated in the policy appendices rather than in the policy itself. In this way – policy revision is not required every time the amount is updated.

C. EXECUTIVE SUMMARY

The Trustee Services & Expenditure Policy (T.17) provides trustees with equipment and support services required by the Trustees to carry out their responsibilities as a member of the board. The policy also reimburses Trustees for professional development activities and specific out of pocket expenses incurred in carrying out their duties. This report recommends amendments to Board Policy T.17 in order to incorporate approved changes contained within the 2014-15 Budget Estimates. At the February 17th, 2015 meeting of Governance there were questions raised regarding which items were captured in Trustee Services and which were captured in Support Services. A table (Appendix D) was added to the report to show the different categories to which Trustees can charge expenses: Trustee Support Services, Professional Development, Telephone, Data & Internet Services and Expenses paid by the Board. Expenses for Trustee Assistant would be additional.

There were some questions that were further discussed at the March 10th, 2015 meeting of the Governance Committee and the policy was approved with a request that the additional information be provided when the policy was brought forward to the full board for approval. Staff provide the following additional information:

- Representatives from the Leadership Development and Governance Branch of the Ministry of Education reported that there is nothing in the Education Act that prevents part time staff for Trustees going out into the field but that the Ministry's expectation is that the funding provided should provide the supports to Trustees in the best and most cost-efficient way, which they believe is a shared services model. It was suggested that the best use of tax-payers money is paramount, and it is best directed to a central staff position at the board.
- The salary and benefit cost of one full time equivalent (FTE) Trustee Administrative Assistant position had been estimated at \$84,000 per the Report to Board in March/April 2012. Each trustee is entitled to a budget of \$10,000 for Contracted Trustee Assistants (on a go forward), and so, the total maximum cost if all 12 trustees elected to contract a trustee assistant would amount to \$120,000. Thus if all

trustees were supported through one central staff position, this would create a cost differential of \$36,000 to be funded from Central Board Administration. Currently, given that not all trustees elected to contract a Trustee Assistant, the Central Trustee Administrative Assistant position was retained at 0.5 FTE creating a cost pressure of \$42,000 which was offset by the savings generated by the absence of each trustee's \$12,000 budget allocation (previously). On a go-forward a full-time Central Trustee Assistant would be retained per the Board motion of January 29th, 2015, creating a cost savings of \$ 36,000 for the board. If trustees chose to utilize the full \$120,000 allowed, the Board would have to consider if there is merit in 1.5 central staff or if it is better to leverage the savings from one central support constituent assistant.

- The Budget Status Report for the previous Trustees' term of office (December 1st 2013 thru November 30th 2014, and the Budget Status Reports for the Chair and Vice Chair have been attached as Appendix E for information and reference. In total, there was \$141, 360 available for Trustee Expenses, and as a collective \$ 60, 331.14 was expended, with \$ 81, 028.86 unspent. (See Appendix E)
- The approved job-description for a TCDSB Trustee Constituent Assistant is also attached. (See Appendix F)

D. APPENDICES

1. Appendix A: Revised Trustee Services and Expenditures Policy T. 17
2. Appendix B: Side by Side presentation of revised Trustee Services and Expenditures Policy
3. Appendix C: TCDSB's Operational Expense Procedures
4. Appendix D: TCDSB Trustee Expense Allowances (Individual and Pooled Resources)
5. Appendix E: Trustee Expenses 2014
6. Appendix F: TCDSB Trustee Constituent Assistant Job Description
7. Appendix G: Original Report to Governance Committee on Trustee Services and Expenditures T.17

E. MOTIONS

That the Board amend Board Policy for Trustee Services and Expenditures (T.17) as described in Section D of the Report and amended in Appendix A.

Motion as amended carried.