



Agenda

COMMITTEE OF THE WHOLE OPEN MEETING JUNE 10, 2024

Large Boardroom at 6:30 p.m.

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: John Connolly

Trustees/Members who are unable to attend the meeting
are asked to please notify Sarah Barker,
Administrative Assistant at sbarker@pvncdsb.on.ca .

A. Call to Order

1. Opening Prayer Superintendent Piggott
2. Land Acknowledgement Superintendent Heuchert
3. Approval of Agenda
4. Declarations of Conflict of Interest
5. Approval of the Minutes of the Meeting of Monday, May 13, 2024 Page 3
6. Business Arising from the Minutes

B. Recommended Actions/Presentations

1. Draft Budget 2024-2025 Report
Sean Heuchert, Superintendent B.1.a) R.A. Page 7
B.1.b) Report Page 8
B.1.c) Budget Report Page 15

C. Information Items

1. Notre Dame Capital Improvements Overview
Sean Heuchert, Superintendent C.1.a) R.A. Page 23
C.1.b) Report Page 24
C.1.c) Floor Plan (Current) Page 29
C.1.d) Floor Plan (Proposed) Page 30
C.1.e) Board Motion Page 37
C.1.f) Projections Page 38

D. Old Business



Agenda

E. New Business

1. Impact of Recreation Opportunities for PVNCCDSB regarding Bonnerworth Park Redevelopment Discussion

F. Next Meeting

1. September 16, 2024, Large Boardroom, 6:30 p.m.
2. October 21, 2024, Large Boardroom, 6:30 p.m.
3. November 11, 2024, Large Boardroom, 6:30 p.m.
4. December 9, 2024, Large Boardroom, 6:30 p.m.
5. January 13, 2025, Large Boardroom, 6:30 p.m.
6. February 10, 2025, Large Boardroom, 6:30 p.m.
7. March 17, 2025, Large Boardroom, 6:30 p.m.
8. April 7, 2025, Large Boardroom, 6:30 p.m.
9. May 12, 2025, Large Boardroom, 6:30 p.m.
10. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Adjournment
2. Closing Prayer

Superintendent Piggott

The Minutes of the Committee of the Whole Open Meeting held on Monday, May 13, 2024 at 6:45 p.m. in the Large Boardroom and by Google meet. (*)

PRESENT

Trustees: Chair Connolly (Committee Chairperson), Trustee MacKenzie (Board Chairperson), Trustee Martin, Trustee Tanguay, Trustee Leahy, Trustee Durst, Trustee Gaskell (Senior Student Trustee) Trustee Heitzner (Junior Student Trustee)(*).

Absent/Regrets:

Administration: Director O’Sullivan, Superintendent Armstrong, Superintendent Di Ianni, Superintendent Heuchert, Superintendent Selby, Superintendent Piggott, Superintendent Kahler.

Guests:

Recorder: Mrs. Sarah Barker.

A. Call to Order

Trustee Connolly called the meeting to order at 7:18 pm.

1. Opening Prayer

Superintendent Kahler led the Committee of the Whole in Opening Prayer.

2. Land Acknowledgment

Superintendent Heuchert respectfully acknowledged that the Committee of the Whole meeting is taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Approval of Agenda

Motion: Moved by Trustee Martin, seconded by Trustee Tanguay, that the Committee of the Whole Open Agenda for Monday, May 13, 2024 be accepted.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

5. Approval of the Minutes of the Committee of the Whole Open Meeting on Monday, April 8, 2024.

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Committee of the Whole Open Meeting Minutes from Monday, April 8, 2024 be accepted.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

B. Recommended Actions/Presentations:

1. R.A. Grants for Student Needs (GSN)/Core Education Funding (CEF) Update Report

Superintendent Sean Heuchert presented the Grants for Student Needs (GSN)/Core Education Funding (CEF) Update Report. The Board was invited to a call with the Ministry on April 11, 2024 to discuss the rebranding of the GSN, and how it is more streamlined. Some of the budget divisions have been collapsed in order to make reporting clearer to parents. The Board received the majority of the memorandum for funding on April 26, 2024, over a week later than the previous year. The Finance Department is working hard updating the financial categories changed or renamed as they do not align with the EFIS (Electronic Financial System). They are also focusing on the Bill 124 retro payments, while trying to prepare the draft budget for the 2024-2025 school year.

The Ministry is basing funding this year on the 2021 household census, previously using the 2011 household census. This will make the GSN more accurate, and more relevant funding. There were discussions regarding cost adjustments, staffing, Indigenous funding and the transportation budget.

Motion: Moved by Trustee Tanguay, seconded by Trustee Leahy, that the Committee of the Whole recommend that the Board receive the Grants for Student Needs (GSN)/Core Education Funding (CEF) Update Report.

Carried.

2. Cobourg Catholic Elementary School Accommodation Review Discussion

Superintendent Sean Heuchert discussed the motion in the Agenda regarding the Cobourg Catholic Elementary School Accommodation Review, that was passed in 2018. There was a lot of work, and public consultation that went into this review. The Board has been turned down for 6 Capital Priority submissions for a new school in Cobourg since this motion was passed.

The Capital Analyst suggested the Northumberland schools should go from 3 schools to 1 school. This would mean closing St. Michael CES and St. Joseph CES in Cobourg, in order to gain approval to build one new school at the Notre Dame CES location. Total enrollment at all three schools is currently 515 students.

A second option presented by the Capital Analyst was to add a renovation to Notre Dame CES, adding square footage. Due to not having accommodation pressures in this area, this will be a challenge for approval. This would also require waiting for the Capital Priorities submissions to open up again.

The third option presented is to renovate the existing square footage floor plan at Notre Dame CES, in Cobourg. This would include changing the 6 pie shaped classrooms and Library, to 5 new classrooms and a Learning Commons. They could close St. Michael CES with moving most students to Notre Dame CES, and move forward with the recommendation. The Ministry seemed more amenable to this plan. More details were not available, but could be explored if the committee wanted to move forward with exploring this option.

Motion: Moved by Trustee Tanguay, seconded by Trustee Martin, that the Board be presented with detailed plans for renovating the existing square footage floor plan at Notre Dame CES, in Cobourg, by changing the the 6 pie shaped classrooms and Library, to 5 new classrooms and a Learning Commons, along with taking the Committee on a Tour of the current Notre Dame CES to make a decision how to proceed.

Carried.

C. Information Items:

There were no information items.

D. Old Business:

There were no old business items.

E. New Business

There were no new business items.

F. Next Meeting:

1. Monday, June 10, 2024, Large Boardroom, 6:45 p.m.

G. Conclusion

1. Closing Prayer

Superintendent Kahler led the committee in closing prayer.

2. Adjournment

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Committee of the Whole meeting be adjourned at 8:16 pm.

Carried.

John Connolly
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance



B.1.a)

*Creating a culture of
faith, hope and love
to ensure equity
and well-being.*

Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend to the Board that the 2023-2024 Consolidated Expenses Budget, in the amount of \$221,823,763 be approved as presented.

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: In Camera
 Open

Presented for: Information
 Approval

Meeting Date: June 10, 2024

Presented by: **Sean Heuchert, Superintendent of Business and Finance**

Submitted by: Sean Heuchert, Superintendent of Business and Finance &
 Teri Smith, Chief Financial Officer

Subject: 2024-2025 Draft Budget Information

Recommended Action(s): That the Committee of the Whole recommend to the Board that the 2024-2025 Consolidated Expenses Budget, in the amount of \$221,823,763 be approved as presented.

Background:

On April 16, 2024, the Ministry of Education released the “Core Education Funding” and associated Technical Paper with funding guidance for 2024-2025. Since that time, administration has been reviewing its enrolment projections and related grant calculations, staffing allocations, resource needs and departmental requirements. The core objective of the 2024-25 budget process will be to match the Strategic and Operational priorities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board with available resources, and consequently develop a budget that is compliant with the Education Act.

Addressing Our Strategic Priorities:

Actions planned for 2024-25 are intended to reflect the Board's vision: Creating a culture of faith, hope and love to ensure equity and well-being. The Board's vision and mission are operationalized via the 2022-23 strategic pillars, which are:

- Being Creative
- Being Well
- Being Community

Our Strategic Priorities are:

- Inspiring Faith
- Valuing Relationships
- Nurturing Mental Health & Well-being
- Excellence in Teaching & Learning
- Ensuring Equity
- Expanding Technology
- Protecting the Environment
- Maximizing Resources

The following reports and updates were brought forward to trustees this fiscal year:

12 February 2024	Committee of the Whole - Review of Budget Timelines - Key Milestones and Activities
18 March 2024	Committee of the Whole - School Renewal Timelines and Process
13 May 2024	Committee of the Whole - Core Education Funding (CEF) Update
3 June 2024	Draft Budget Report Distributed to Trustees
10 June 2024	Committee of the Whole: 2024-2025 Draft Budget Information

Key components and/or changes within the Core Education Funding for 2024-2025

Core Education Funding (CEF) is comprised of the former 18 grants and 77 allocations re-organized into six funding pillars and 28 allocations to streamline the funding formula, making it easier to understand and improve school board accountability.

In June 2023, the Better Schools and Student Outcomes Act, 2023 was passed to enhance the province's public education system, including ensuring transparency and

strengthening accountability for parents and families. As part of this work, the ministry undertook a review of education funding to support the goals of streamlining the funding formula to make it simpler to understand and strengthening school board accountability with minimal redistributive funding impacts to school boards. (Ministry Memorandum 2024:B05)

The five key pillars for the Ministry of Education (as in Bill 98) remain the same:

- Increase Accountability and Transparency
- Ensure Effective Governance
- Maximizing Capital Assets
- Strengthen Teacher Training and Oversight
- Consistent Information and Approaches to Student Learning

The Ministry of Education has chosen to focus on making key investments in the following areas (Ministry Memorandum 2024:B05):

- Labour Related Changes
- Census Update - Phasing in 2021 Census Data
- Student Transportation
- Professional Assessments
- Special Education - SIP and SEA
- Streamlining and Simplifying Education Funding
- Strengthening Transparency

Local Challenges for 2024-25

Recent economic factors have had significant impacts on education budgets. Inflation and rising costs of living have had a broad impact on Board expenses, including construction, fuel, technology and other supplies and services on which we rely. While the GSN included some support for inflation, shown as a 2% increase in the non-staff portion of the School Operations Allocation, there are many other areas of the budget which remained constant, not addressing these additional costs and thereby reducing the buying power for our budget. Other pressures are noted below:

- Transportation
 - Special Transportation has been added to the Student Transportation Fund (STF) but our Local Priorities for Transportation has been reduced by a corresponding amount.
 - The Ministry has increased our STF allotment by 3.1%
 - Operator agreements have not yet been signed. Elements of the STF will be incorporated into agreements but market rates may not match our funding allotment.
- Indigenous Education
 - The mitigation funding received in 2023-2024 has ended.

- Special Education
 - The Board continues to spend over our allocated budget for Special Education. The Ministry continues to use a table amount for 2024/2025 which provided consistent funding from prior years.
- Sick Leave
 - Employee absences continue to put pressure on our budget. Our Employee Attendance Support Program has been updated for 2024-2025 and we expect to see savings on sick leave resulting from these changes.

In light of these challenges and throughout the budget process we have maintained school budgets to support schools and students. Central budget, particularly departmental budgets, have been reduced to meet these pressures. We are also working with the Ministry of Education in ensuring that some cost pressures are dealt with through our accumulated surplus (see below).

Expenditures in Support of Catholic Education

On an annual basis, budget decisions are made in support of the Board's mission to *accompany our students as we strive for excellence in Catholic Education* and to *...educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.*

These expenditures are funded using components of the many allocations provided in the CEF. Some of these expenditures are explicitly organized as part of the Faith portfolio. The more significant of these are as follows:

Centrally assigned staff: Religion and Family Life Consultant \$133,856

Support for resources and professional development regarding Religion and Family Life, including Diocesan contract \$191,953

Secondary School Chaplaincy Leads \$549,363

Total \$875,172

In addition, there are many expenditures in support of Catholic education incurred at the school level that are not individually captured for reporting purposes.

Resources specifically related to the Religion and Family Life Program are being phased in over a number of years. The 2024-25 budget continues an allocation to purchase resources related to this implementation. Resources will continue to be needed in future years to provide the annual rollout of additional grades and for professional development to support the new resources.

Projected Enrolment

Panel	Budget 2023/24	Revised 2023/24	Projected 2024/25	+/- from Revised

Elementary	10,163.00	10,172.00	10,194.00	+22.00
Secondary	4,733.50	4,664.00	4,858.00	+194.00
Total	14,896.50	14,836.00	15,052.00	+216.00

Projected 2024-2025 School Staffing Allocations

Funding for school boards through the Core Education Funding (CEF) is calculated using many different formulae to support particular components of classroom education. The Pupil Foundation Allocation formulae make significant use of benchmarks for staffing, salaries and benefits. The number of teaching staff allocated within the school system must conform to a number of regulatory requirements regarding Class sizes as follows:

- Full Day Kindergarten: class size average of 26
- Primary Classes: capped at 23, but 90% of classes must be 20 students or below
- Junior and Intermediate Classes: class size average of 24.5
- Secondary School: class size average of 23 except for E-learning classes which may have an average class size of 30.

The differences experienced between the number of teachers funded and the number of teachers allocated/staffed by boards is usually as a result of the pattern of dispersion of students within the board's geographic area.

School and System Organization

Schools are being organized for 2024-25 in a manner that will achieve the Ministry targets on class size, based on registration confirmed in the Spring 2024. Administration anticipates additional students will be enrolling prior to September, and changes may be necessary to reorganize classes at schools in September in order to meet the class size guidelines.

Staff allocations for central departments have been reviewed for the 2024-25 budget period in order to implement our Strategic Priorities, address the key Ministry initiatives, and meet legislative/operational due diligence and risk management. These changes affect the following areas for 2024-25:

Student Success:

- Re-allocation of existing SHSM funding to support an SHSM consultant

Learning Support Services:

- Continuation of Reading and Math Supports (REP Funding)
 - School Math Facilitators - 3.0 FTE
 - Staff to Support Reading Interventions - 4.0 FTE

Special Education Services:

- Addition of 1.0 FTE Speech Language Pathologist (Funding for Assessments in CEF)

Indigenous Education:

- Indigenous Lead and Coach (2.0 FTE)
- 2.0 FTE Consultants
- 1.0 FTE in Elementary for Indigenous Language
- 1.0 FTE in Secondary for Indigenous Language and Student Success
- 2.0 FTE Social Work

Labour Related Funding

The Ministry has made updates to the salary benchmarks, incorporating the following changes:

For CUPE staff, there was an increase of \$1 per hour in the 2023-2024 school year. Furthermore, there will be an additional \$1 per hour increase scheduled for the 2024-2025 school year. This funding allocation aligns with the CUPE central and local collective agreement.

Regarding teacher salary benchmarks, a provision for a 1.25% increase has been made for the 2022-23 and 2023-2024 school year. Additionally, there is another 1.25% increase set for the 2024-2025 school year. As the teacher collective agreement has not been finalized yet, this increase is accounted for as a contingent labor provision.

These adjustments to the salary benchmarks aim to address the evolving needs and agreements within the education sector, ensuring fair compensation for CUPE staff and teachers while taking into account the ongoing negotiations surrounding the teacher collective agreement.

The ministry is continuing to provide the Supports for Students Fund (SSF). The CUPE and OECTA portion of this funding is part of their respective collective bargaining agreements.

Accumulated Surplus

School boards are required to create budgets that are drafted in accordance with Public Sector Accounting Board (PSAB) reporting requirements, and which are in compliance with the Education Act. Generally, compliance with the Education Act requires total spending to be equal to or less than total revenue. There are circumstances where an in-year deficit is permissible if there were prior surpluses (called Accumulated Surplus).

The draw on the accumulated surplus is limited to ensure this action does not place the board in undue financial risk. The draw on accumulated surplus is limited to the lesser of:

- The board's Accumulated Surplus for the preceding year, and
- One percent of the board's operating revenue (approximately \$2.1 million)

For 2024-25, the draft budget is compliant with the above requirements, and will exceed revenue (i.e. deficit). Under new Ministry guidelines the Board may require the approval of the Minister of Education to be fully compliant.

The estimated opening balance of the Total Accumulated Surplus for the 2024-25 budget is \$29,216,072 and at year end we expect the balance to be \$28,850,832. The decrease in balance totals \$365,240.

Staff are recommending as part of this budget to highlight pressures we are experiencing. The first is Enterprise Resource Planning (ERP) software - the Board has engaged in a multi-year project with our ERP vendor to modernize the platform. We believe there is insufficient funding in the Core Education Funding for ERP software and are recommending we draw on accumulated surplus for 2024-2025. This will be a one-time draw on the internal restricted reserve fund that was set aside for this purpose. The second issue is related to a Capital Policy decision in 2019 where a portion of the Holy Cross field was deemed to be an unapproved Capital Project. Since that time we have taken \$131,075 each year from operating to cover the amortization expense of the unapproved portion of this project. Monies had been internally restricted to fund this project and hence we are reluctant to continue funding the amortization from operating. Staff are hopeful that by highlighting this as part of the deficit approval process we can expedite discussions to move this into compliance.

Concluding Comments

In conclusion, the 2024-2025 budget report reflects our unwavering commitment to providing a faith-filled, inclusive, and exceptional Catholic education for all students in the Peterborough Victoria Northumberland and Clarington Catholic District School Board. Despite the challenges posed by economic factors, changing funding, and ongoing pressures, we have remained steadfast in our pursuit of our strategic priorities. We have strived to align our budget with these priorities and minimize how the impact of these budget pressures is felt in the classroom.

We are grateful for the engagement and support of our dedicated trustees, senior administration and finance staff who have contributed their time, expertise, and passion to the budget development process. Together, we have carefully assessed the challenges and identified opportunities to enhance the educational experience for every student in our care.

B.1.c)

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Enrolment**

Day School Enrolment	Budget 2024/25	Revised 2023/24	Budget 2023/24	Actual 2022/23	Actual 2021/22	Actual 2020/21	Actual 2019/20
Junior Kindergarten	870.00	886.00	934.00	852.50	816.50	782.00	927.50
Senior Kindergarten	935.00	898.00	864.00	866.50	902.50	938.75	1,010.00
Grades 1-3	2,847.00	2,890.00	2,884.00	2,993.00	3,067.00	3,044.25	3,065.00
Grades 4-6	3,313.00	3,275.00	3,266.00	3,221.50	3,240.50	3,176.00	3,245.50
Grade 7-8	2,229.00	2,223.00	2,215.00	2,189.50	2,137.00	2,094.00	2,059.25
Elementary	10,194.00	10,172.00	10,163.00	10,123.00	10,163.50	10,035.00	10,307.25
Secondary	4,858.00	4,664.00	4,733.50	4,595.13	4,527.67	4,594.13	4,559.26
Total	15,052.00	14,836.00	14,896.50	14,718.13	14,691.17	14,629.13	14,866.51

Peterborough Victoria Northumberland and Clarington Catholic District School Board Budget - Staffing Summary - Full Time Equivalents (FTE)

	2024-25 Budget	2023-24 Revised	2023-24 Budget
Classroom Instruction, Teacher Assistants and Early Childhood Educators			
Classroom Instruction Staff, Facilitators and Coaches	804.96	806.14	811.14
Special Education Teachers	76.50	76.50	76.00
Educational Assistants, Autism Spectrum Disorder Workers and Itinerant Sp Ed	289.00	288.00	283.00
Early Childhood Educators	62.00	62.00	61.00
Student Support			
Social Services	11.00	12.00	12.00
Speech Services	5.50	5.00	5.00
Psychological Services	5.00	5.00	5.00
Indigenous Supports	4.00	4.00	-
Attendance Counselling	1.00	1.00	1.00
Computer Services	17.00	17.00	17.00
Chaplaincy Leader	5.57	5.57	5.57
Library and Guidance			
Library Teachers	4.33	4.67	4.67
Guidance Teachers	12.50	12.32	12.32
Learning Commons Specialists and E Learning Secretary	22.71	22.71	22.71
School Administration			
Principals and Vice-Principals (Administrative Time)	53.67	53.67	53.67
Administrative Support Staff	58.51	58.51	58.51
Consultants, Central Principals/Vice-Principal/Leads, Support Staff	21.30	20.80	20.80
Administration and Governance			
Trustees	9.00	9.00	9.00
Director and Supervisory Officers (including those that are Program Leads)	7.00	7.00	7.00
Director and Supervisory Officers Office	6.00	6.00	6.00
Finance and Accounting	5.00	5.00	5.00
Payroll	4.00	4.00	4.00
Procurement, CEC Support and Community Use	3.91	3.91	3.91
Human Resource Administration and Health and Safety	8.00	8.00	8.00
Communications and Records Management	2.57	2.57	2.57
School and CEC Operations			
Managerial Staff and Administrative Supports	6.00	6.00	6.00
Custodial	93.75	93.75	91.50
Maintenance	10.00	10.00	10.00
Transportation - Consortia Staff	4.00	4.00	4.00
Total Staffing FTE	1,613.79	1,614.13	1,606.38

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Revenues**

	Budget 2024/25	Revised Budget 2023/24	Increase (Decrease) Revised From Budget
General Operating Grants and Transfers from Deferred Revenue			
Classroom Staffing Fund (CSF)	99,633,682	96,773,302	2,860,380
Learning Resources Fund (LRF)	30,785,619	30,791,073	(5,454)
Special Education Fund (SEF)	27,988,305	27,094,864	893,441
School Facilities Fund	17,734,321	17,058,634	675,687
Student Transportation Fund (STF)	13,812,789	13,386,288	426,501
School Board Administration Fund (SBAF)	5,392,378	5,278,133	114,245
General Core Education Funding (Core Ed)	<u>195,347,094</u>	<u>190,382,294</u>	<u>4,964,800</u>
Estimated 2024/25 Benchmark increases due to cumulative Bill 124 impact	5,853,904	-	5,853,904
Less Transferred to Deferred Capital for Minor TCA	(971,975)	(845,843)	(126,132)
Subtotal	<u>200,229,023</u>	<u>189,536,451</u>	<u>10,692,572</u>
Capital Grants used for Operating Expenses			
Temporary Accommodation	89,684	85,898	3,786
Interest on Capital	1,190,467	1,559,661	(369,194)
Subtotal	<u>1,280,151</u>	<u>1,645,559</u>	<u>(365,408)</u>
Other Revenues			
Other Provincial Grants	2,111,911	3,341,215	(1,229,304)
School Generated Funds	5,232,400	4,932,752	299,648
Investment Income	800,000	800,000	-
Federal Fees - Tuition	271,510	269,642	1,868
Fees and Revenues from Other Sources	1,043,358	975,534	67,824
Education Development Charges for Land	600,000	5,141,389	(4,541,389)
Amortization of Deferred Capital Contributions	9,890,170	10,257,689	(367,519)
	<u>19,949,349</u>	<u>25,718,221</u>	<u>(5,768,872)</u>
Total Revenue	<u>221,458,523</u>	<u>216,900,231</u>	<u>4,558,292</u>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses**

	Budget 2024/25		Revised Budget 2023/24		Budget 2023/24	
	\$	%	\$	%		
INSTRUCTION						
Classroom Teachers	100,133,953	45.1%	96,091,816	45.0%	97,083,151	46.0%
Supply Teachers, Teacher Assistants and RECE	5,274,255	2.4%	5,343,482	2.5%	4,991,599	2.4%
Teacher Assistants	18,424,606	8.3%	17,074,001	8.0%	16,760,696	7.9%
Early Childhood Educators	4,333,910	2.0%	4,051,574	1.9%	4,049,918	1.9%
Textbooks/Supplies	5,150,713	2.3%	5,566,817	2.6%	5,322,548	2.5%
Computers	729,452	0.3%	787,419	0.4%	787,419	0.4%
Professionals, Paraprofessionals	5,361,810	2.4%	5,066,560	2.4%	4,860,413	2.3%
Library and Guidance	3,516,971	1.6%	3,388,338	1.6%	3,344,969	1.6%
Staff Development	916,318	0.4%	1,242,568	0.6%	1,541,299	0.7%
Department Heads	300,429	0.1%	288,201	0.1%	281,820	0.1%
Principals and Vice-Principals	7,910,173	3.6%	7,852,456	3.7%	7,817,136	3.7%
School Office - Secretarial and Supplies	4,920,472	2.2%	4,635,998	2.2%	4,602,760	2.2%
Coordinators and Consultants	3,816,897	1.7%	3,546,950	1.7%	3,374,931	1.6%
Continuing Education	450,972	0.2%	446,900	0.2%	263,925	0.1%
Amortization	965,200	0.4%	1,079,682	0.5%	1,041,017	0.5%
TOTAL INSTRUCTION	162,206,131	73.1%	156,462,762	73.3%	156,123,601	73.9%
ADMINISTRATION						
Trustees	156,060	0.1%	149,355	0.1%	148,458	0.1%
Director and Supervisory Officers	1,044,388	0.5%	1,043,444	0.5%	1,020,020	0.5%
Board Administration	4,874,444	2.2%	4,582,365	2.1%	4,569,718	2.2%
Amortization	195,957	0.1%	184,879	0.1%	172,445	0.1%
TOTAL ADMINISTRATION	6,270,849	2.8%	5,960,043	2.8%	5,910,641	2.8%
TRANSPORTATION						
Pupil Transportation	15,394,804	6.9%	15,095,344	7.1%	14,437,370	6.8%
TOTAL TRANSPORTATION	15,394,804	6.9%	15,095,344	7.1%	14,437,370	6.8%
PUPIL ACCOMODATION						
School Operations and Maintenance	18,408,971	8.3%	17,482,544	8.2%	17,151,813	8.1%
Other Pupil Accommodation	1,405,194	0.6%	1,535,786	0.7%	1,286,186	0.6%
Amortization	9,336,044	4.2%	9,591,448	4.5%	9,276,172	4.4%
TOTAL PUPIL ACCOMODATION	29,150,209	13.1%	28,609,778	13.4%	27,714,171	13.1%
OTHER						
School Generated Funds	5,232,400	2.4%	4,932,752	2.3%	4,650,759	2.2%
Other non-Operating	-	0.0%	245,000	0.1%	100,000	0.0%
Provision for Contingencies	3,569,370	1.6%	2,175,724	1.0%	2,321,358	1.1%
TOTAL OTHER	8,801,770	4.0%	7,353,476	3.4%	7,072,117	3.3%
TOTAL EXPENSES	221,823,763	100.0%	213,481,403	100.0%	211,257,900	100.0%

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses by Object**

Expenses	Budget 2024/25		Revised 2023/24		Budget 2023/24	
	\$	%	\$	%	\$	%
Salaries and Wages	141,032,717	63.6%	134,789,777	63.1%	134,239,053	63.5%
Employee Benefits	27,551,339	12.4%	26,563,321	12.4%	26,210,234	12.4%
Staff Development	709,243	0.3%	928,898	0.4%	1,437,993	0.7%
Supplies and services	16,014,889	7.2%	15,849,373	7.4%	15,407,638	7.3%
Interest	1,405,194	0.6%	1,535,786	0.7%	1,286,186	0.6%
Rental	23,148	0.0%	23,953	0.0%	23,953	0.0%
Fees and contract services	20,784,910	9.4%	20,283,837	9.5%	19,500,626	9.2%
Other, includes PPE, Fees and Memberships	235,752	0.1%	474,725	0.2%	341,225	0.2%
Provision for Contingencies	3,569,370	1.6%	2,175,724	1.0%	2,321,358	1.1%
Amortization of tangible capital assets	10,161,849	4.6%	10,529,955	4.9%	10,272,631	4.9%
Amortization of Asset Retirement Obligation	335,352	0.2%	326,054	0.2%	217,003	0.1%
	221,823,763	100.0%	213,481,403	100.0%	211,257,900	100.0%

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Surplus (Deficit) Available for Compliance**

	Budget 2024/25	Revised Budget 2023/24	Budget 2023/24	Increase (Decrease) Revised from Budget
Total Grants and Revenue	221,458,523	216,900,230	210,923,636	4,558,293
Total Expenses	221,823,763	213,481,403	211,257,900	8,342,360
Total Surplus (Deficit)	<u>(365,240)</u>	<u>3,418,827</u>	<u>(334,264)</u>	<u>(3,784,067)</u>
Less Amount Not Available for Compliance:				
Accrued Interest	(25,273)	(23,875)	(23,875)	(1,398)
Committed Capital Projects Amortization	140,603	141,140	141,136	(537)
Asset Retirement Obligations	335,352	326,054	217,003	9,298
EDC Revenues Recognized for Land	(360,000)	(5,141,389)	-	4,781,389
Subtotal	<u>90,682</u>	<u>(4,698,070)</u>	<u>334,264</u>	<u>4,788,752</u>
Total Surplus (Deficit) Available for Compliance	<u>(274,558)</u>	<u>(1,279,243)</u>	<u>(0)</u>	<u>1,004,685</u>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Capital Expenditures by Funding Source**

	Budget 2024/25	Revised Budget 2023/24	Budget 2023/24
	\$	\$	\$
School Renewal	2,314,574	2,224,398	2,299,905
School Condition Improvement (SCI)	5,486,101	5,478,159	5,478,159
Land funded by Education Development Charges	-	8,877,180	-
Minor TCA	971,975	845,843	823,843
Capital Equipment funded by Donation/School Generated Funds	-	172,137	-
Subtotal- Various building improvements	8,772,650	17,597,717	8,601,907
School Renewal - St Joseph Douro Addition	-	144,221	-
Subtotal- St Joseph Douro Addition	-	144,221	-
Total Capital Allocation - Budgeted Spend	8,772,650	17,741,938	8,601,907

Capital projects are approved throughout the year and may span more than one fiscal period.

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Detail of Accumulated Surplus/(Deficit)
For the year ended August 31, 2025

	Sept 1, 2024	Committed Capital Adjustment for Compliance	In-Year Increase (+) / Decrease (-)	Aug 31, 2025
	\$	\$	\$	\$
Available for Compliance - Unappropriated				
Operating Accumulated Surplus (previously working & operating funds)	5,534,685		-25,351	5,509,334
Total Unappropriated	5,534,685		-25,351	5,509,334
Available for Compliance - Internally Appropriated				
Other Purposes - Operating				
School Activities	276,159		0	276,159
Program Equipment	173,625		0	173,625
IT Software	166,000		-148,132	17,868
Holy Cross Field Capital	120,000		30,000	150,000
Committed Capital Projects	3,468,495		-271,678	3,196,817
Committed Capital Projects Adjustment	0	-140,603	140,603	0
Other Purposes - Capital:				
Facilities/Sites	121,952		0	121,952
Total Internally Appropriated	4,326,231	-140,603	-249,207	3,936,421
Total Accumulated Surplus / (Deficit) Available for Compliance	9,860,916	-140,603	-274,558	9,445,755
Unavailable for Compliance				
Interest to be Accrued	-49,534		25,273	-24,261
School Generated Funds	1,910,090		0	1,910,090
Revenues recognized for land	22,348,025		360,000	22,708,025
Committed Capital Projects Adjustment	0	140,603	-140,603	0
Asset Retirement Obligations	-4,853,425		-335,352	-5,188,777
Total Unavailable for Compliance	19,355,156	140,603	-90,682	19,405,077
Total Accumulated Surplus/(Deficit)	29,216,072	0	-365,240	28,850,832



C.1.a)

*Creating a culture of
faith, hope and love
to ensure equity
and well-being.*

Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend that the Board receive the Notre Dame Capital Improvements Overview for information.

Notre Dame Capital Improvements

Report to Committee of the Whole

Meeting: Open ▾

Presented for: Information ▾

Meeting Date: 10 June, 2024

Presented by: Sean Heuchert, Superintendent of Business and Finance

Submitted by: Staff

Subject: Notre Dame Capital Improvements Overview

Recommended Action(s): None

Background:

Current Status

PVNCCDSB has three Catholic elementary schools in the town of Cobourg: St Michael CES, Notre Dame CES and St Joseph CES.

St. Michael Catholic Elementary School (C.E.S.) was originally constructed in 1893 with three small additions built in 1905, 1952 and 1958. The building and site have significant limitations in the physical plant, accessibility and program. The facility also has issues that are not compliant with current Building Code, and any renovations and/or retrofits (required to meet current standards) would be cost prohibitive. Retrofit needs (and resulting costs) are extensive and there are instructional spaces that are absent completely or undersized in this school facility. Staff estimate that addressing the outstanding repairs, inclusive of building code and accessibility requirements would cost \$15.7M. The projected enrolment for September 2024 is 161 students.



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Notre Dame C.E.S. was constructed in 1962, had an addition built in 1967 and a 6-classroom Portapak installed in 2005. The portapak was added to the school to make up for the undersized and triangular-shaped classroom configuration within the original building (drawings attached). Notre Dame C.E.S. has limitations with the mechanical/heating systems and has significant program space shortcomings in the JK-Grade 8 facility. The Portapak (6) is nearing the end of its useful life. The projected enrolment for September 2024 is 154 students.

St. Joseph C.E.S. was built in 1960 with a major addition being added in 1991. The building is in generally good condition; it has been well maintained with some recent renovations. The 1991 addition represents two thirds of the school's gross area footprint and, as such, the school is a relatively new facility. The projected enrolment for September 2024 is 194 students.

Utilization for 2024/2025:

School	Students (E/F)	Capacity	Utilization
St. Michael C.E.S.	0/161	259	62%
Notre Dame C.E.S.	154/0	325	47%
St. Joseph C.E.S.	194/0	294	66%

The Board approved the following (contingent on capital improvements at Notre Dame):

1. Closure of St. Michael C.E.S.
2. Transfer of French Immersion program to Notre Dame C.E.S.
3. New School Boundaries for English to rebalance Notre Dame C.E.S. and St. Joseph C.E.S.
 - a. All current Notre Dame students be allowed to continue at Notre Dame regardless of boundary.

Utilization upon consolidation:

School	Students (E/F)	Capacity	Utilization
Notre Dame C.E.S.	120/175	280/315	94%
St. Joseph C.E.S.	229/0	229/294	78%

The above assumes 100% of students will avail themselves of the legacy agreement in the Board's Accommodation recommendation. We expect as students graduate from Notre Dame that utilization will increase at St. Joseph and decrease at Notre Dame. We expect to see an average of 0.9% growth year over year for the schools serving Cobourg. In 2031 we forecast serving 533 students and 103% utilization across the two schools. This will significantly strengthen our case for a replacement school in Cobourg.

Capital Improvement

The Ministry has given verbal approval for an extensive renovation at Notre Dame with the caveat that the same square footage must be maintained.

Facilities Services has worked with an architect to develop plans that meet the Ministry requirement while also addressing some of the existing issues at Notre Dame C.E.S:

- Pie shaped classrooms
- Electric heating
- Roof replacement
- Learning Commons
- Staff Room

The renovation will include the following elements:

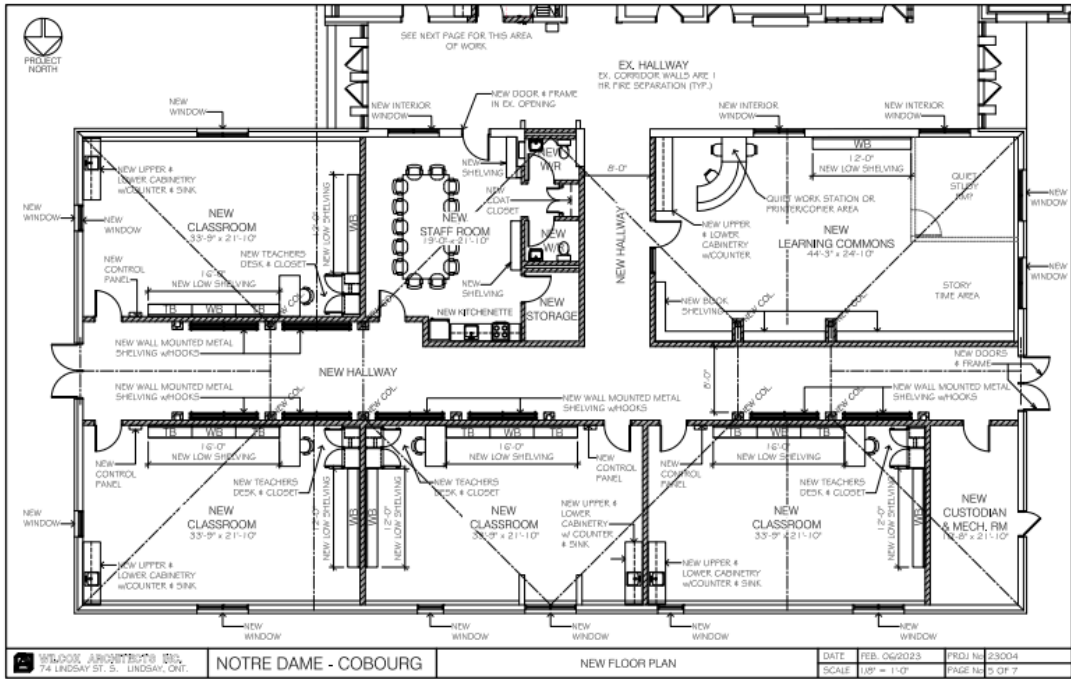
- New single ply fully adhered membrane and R30 insulation
- Install new concrete block walls as per layout (see below)
- Metal doors and frames.
- Power operator for library and universal washroom
- New double glazed aluminum windows and exterior doors/frames
- Rigid insulation and drywall for exterior walls



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- New acoustic tile ceilings throughout
- New vinyl tile flooring and vinyl base
- New ceramic tile flooring and wall tile in universal washroom
- New cabinetry, white/tackboards, coat racks and washroom accessories/grab bars
- Painting of all walls and doors/frames
- Two gas fired boilers and piping throughout
- Unit ventilators for all classrooms complete with fresh air/heating
- New split system for Learning Commons and Staff Room with heat recovery/fresh air (heating and cooling)
- New LED lighting with sensors/dimmers
- New receptacles and conduit for computer/telephone wiring
- New roof (metal deck)

Layout (larger version attached in the appendix):





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and well-being.*

Project Timelines:

Planning: Fall 2024 - work with architect to finalize plans and scope of work, issue tender to identify contractor.

Permitting and Engineering: Fall 2024/Winter 2025 - work with municipality and architect to secure building permits and prepare for demolition.

Demolition: Winter 2025 - Secure area for renovation, demolish and remove material from site. Validate and remediate foundation for build.

Construction: Spring/Summer 2025 - Build Frame and Roof

Construction: Summer 2025/Fall 2025 - Close in and interior work

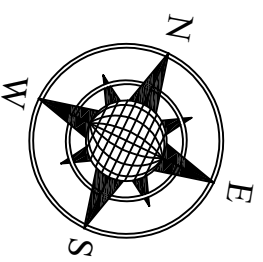
Open classrooms September 2026. Portables will be required for enrolment over 200.

Appendices:

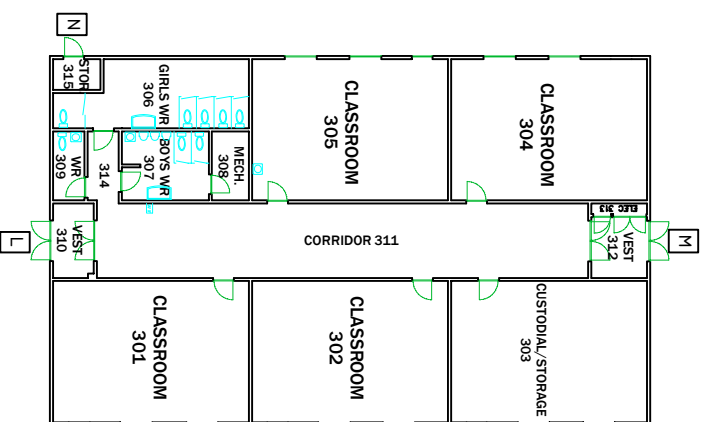
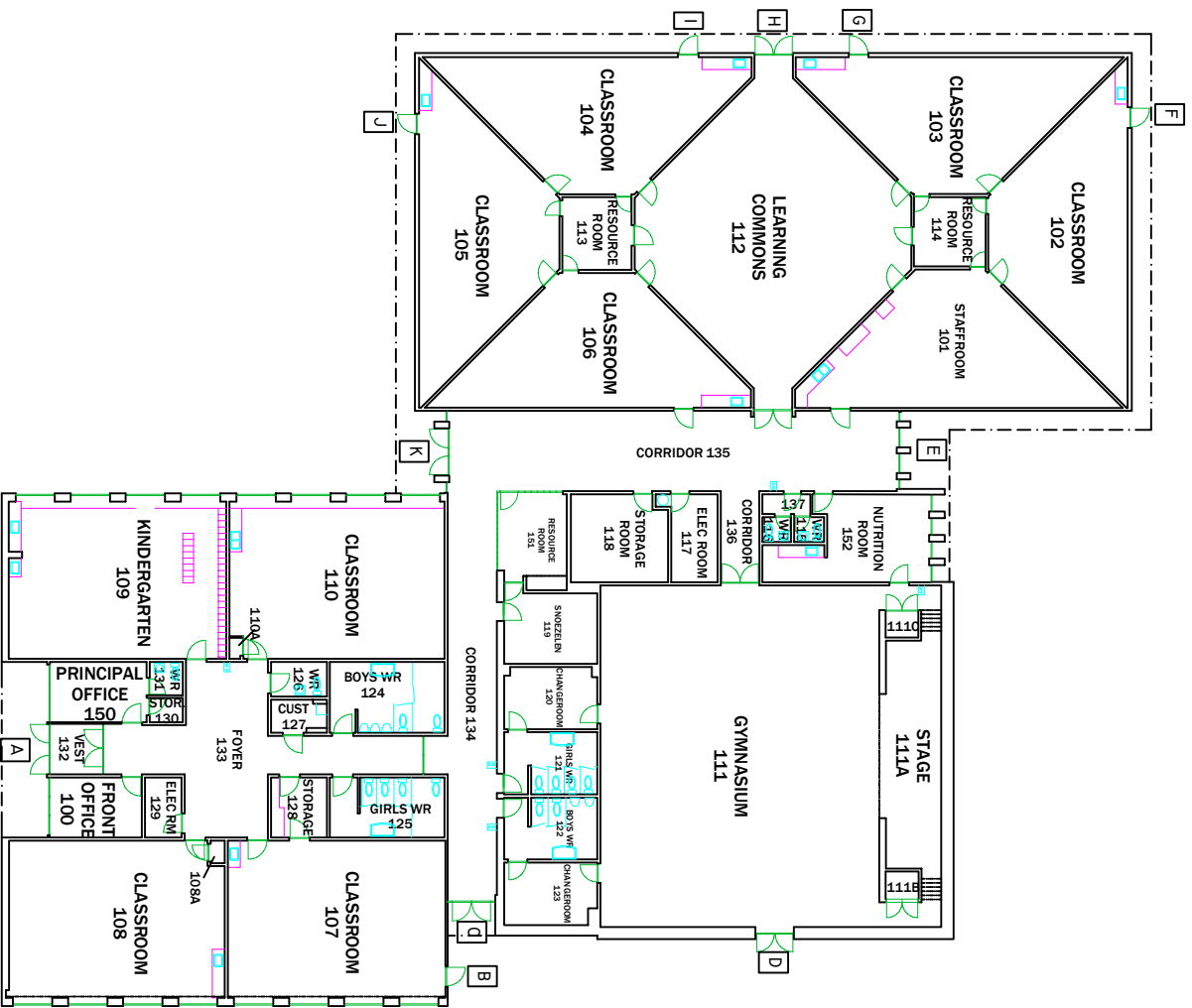
The appendices attached to this report are:

- [Floor Plan - Notre Dame \(Current\)](#)
- [Floor Plan - Notre Dame \(Proposed\)](#)
- [Cobourg Catholic Elementary School Accommodation Review Approval](#)
- [Accommodation Projections - Cobourg, 2024-2030](#)

NOTRE DAME (COBOURG) FLOOR PLAN



C.1.c)



PORTAPAC

Floor Plan	
Floor:	19,118 Sq. ft. 1,776.1 Sq. M.
Portapac:	5,672 Sq. ft. 527.0 Sq. M.
# of Classrooms:	08
# of FDK Classrooms:	01
# of Special Ed:	00
Total # of Classrooms:	09
# of Portapac Classrooms:	05
# of Portables:	00
Total # of Portable Classrooms:	05

OTG: 210

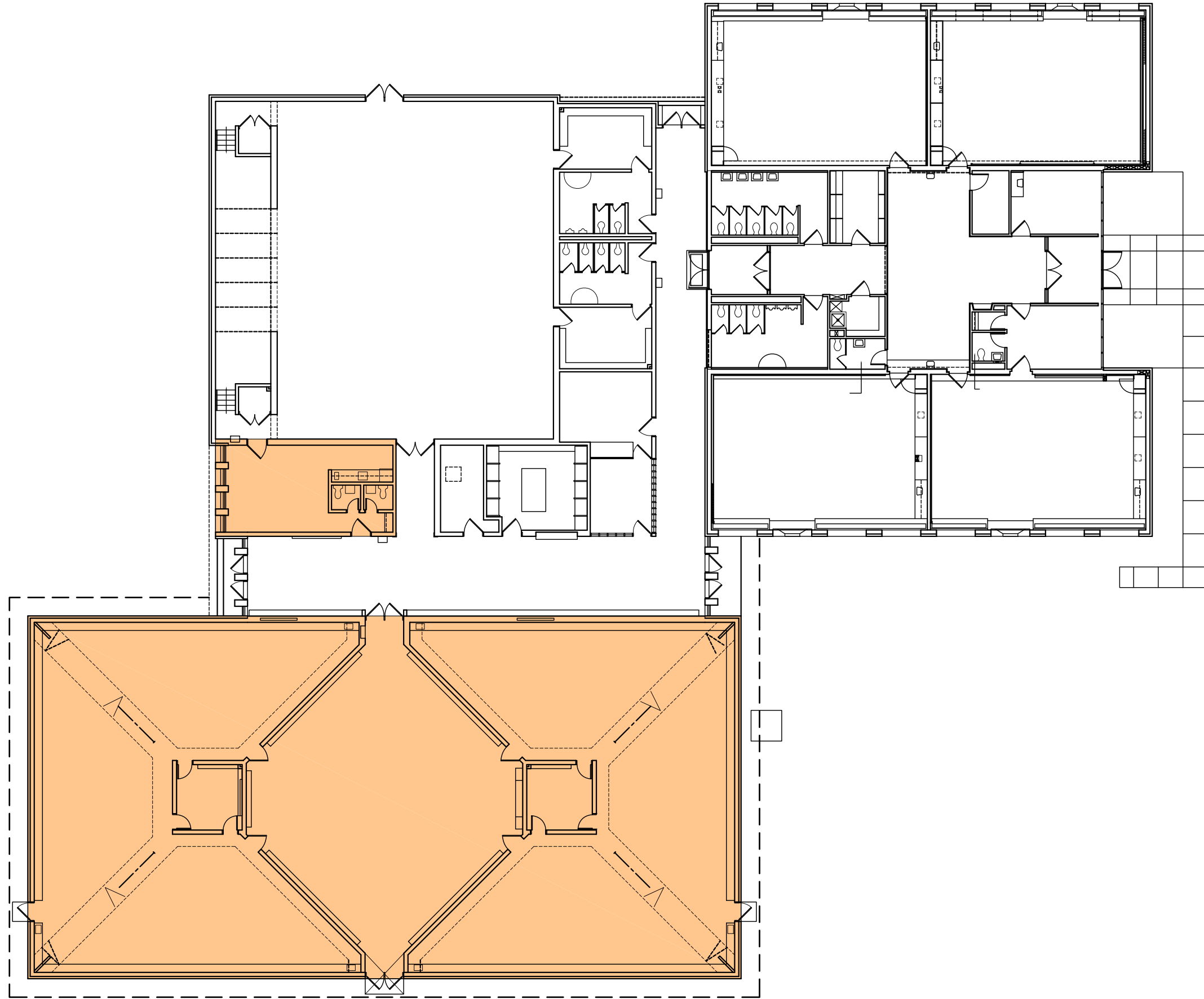
Notre Dame
760 Burnham Street
Cobourg, ON
K9A 2X6
SFS: 9263

133

PETERBOROUGH, NOTRE-DAME, NORTHUMBERLAND and
CAMBRIEN CATHOLIC DISTRICT SCHOOL BOARD



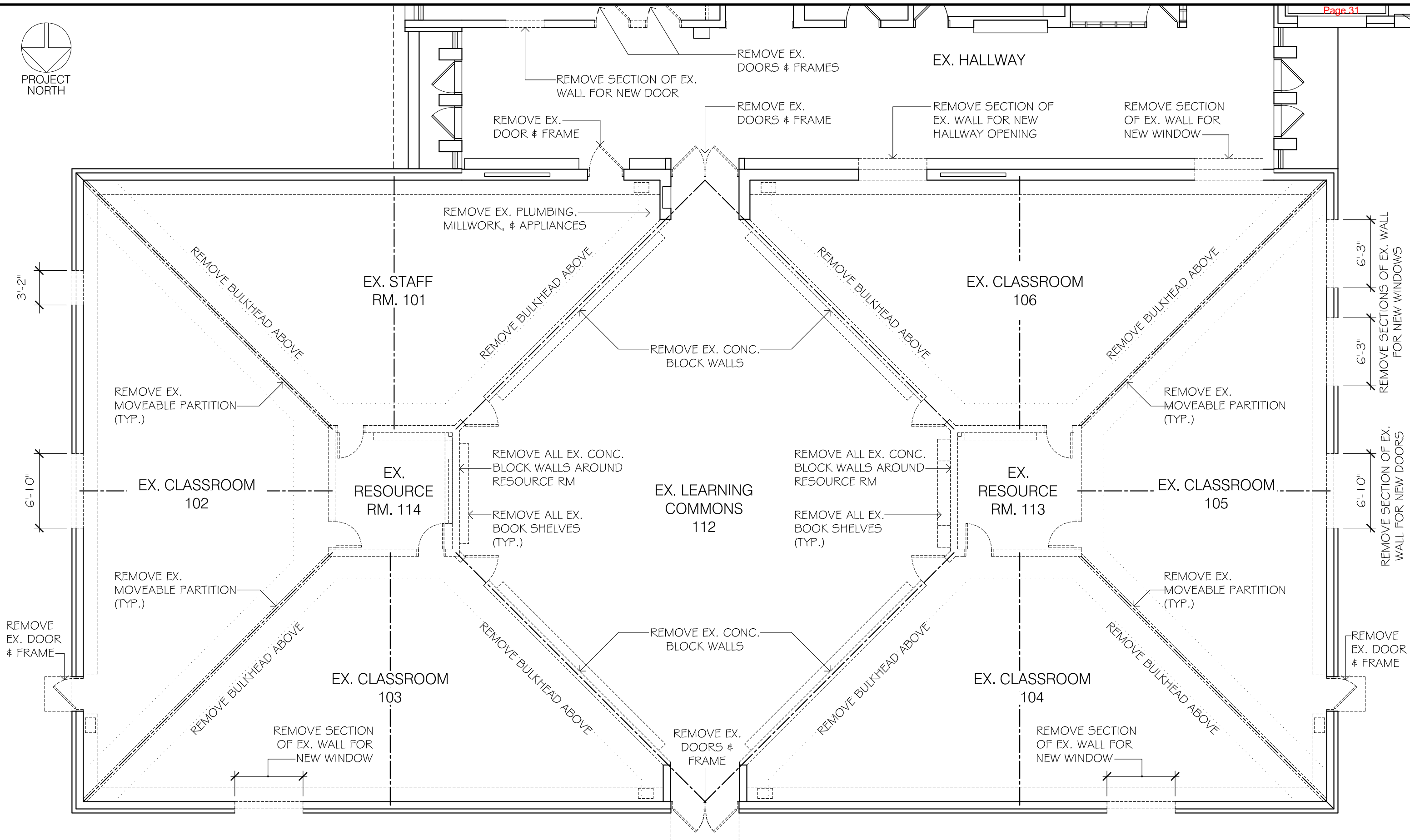
C.1.d)

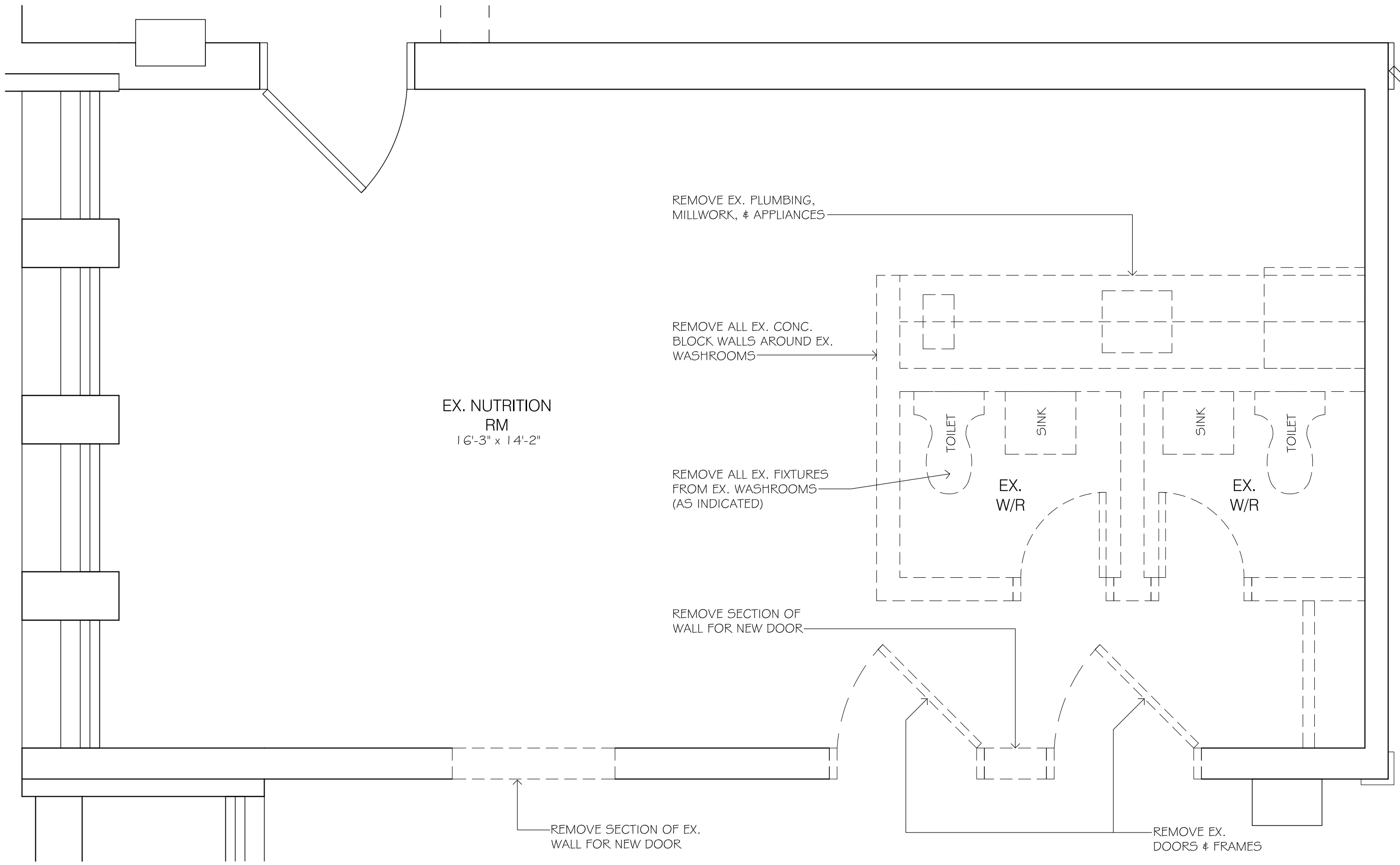


 = AREA OF WORK



PROJECT NORTH





EX. NUTRITION
RM
16'-3" x 14'-2"

REMOVE EX. PLUMBING,
MILLWORK, & APPLIANCES

REMOVE ALL EX. CONC.
BLOCK WALLS AROUND EX.
WASHROOMS

REMOVE ALL EX. FIXTURES
FROM EX. WASHROOMS
(AS INDICATED)

REMOVE SECTION OF
WALL FOR NEW DOOR

REMOVE SECTION OF EX.
WALL FOR NEW DOOR

REMOVE EX.
DOORS & FRAMES

TOILET

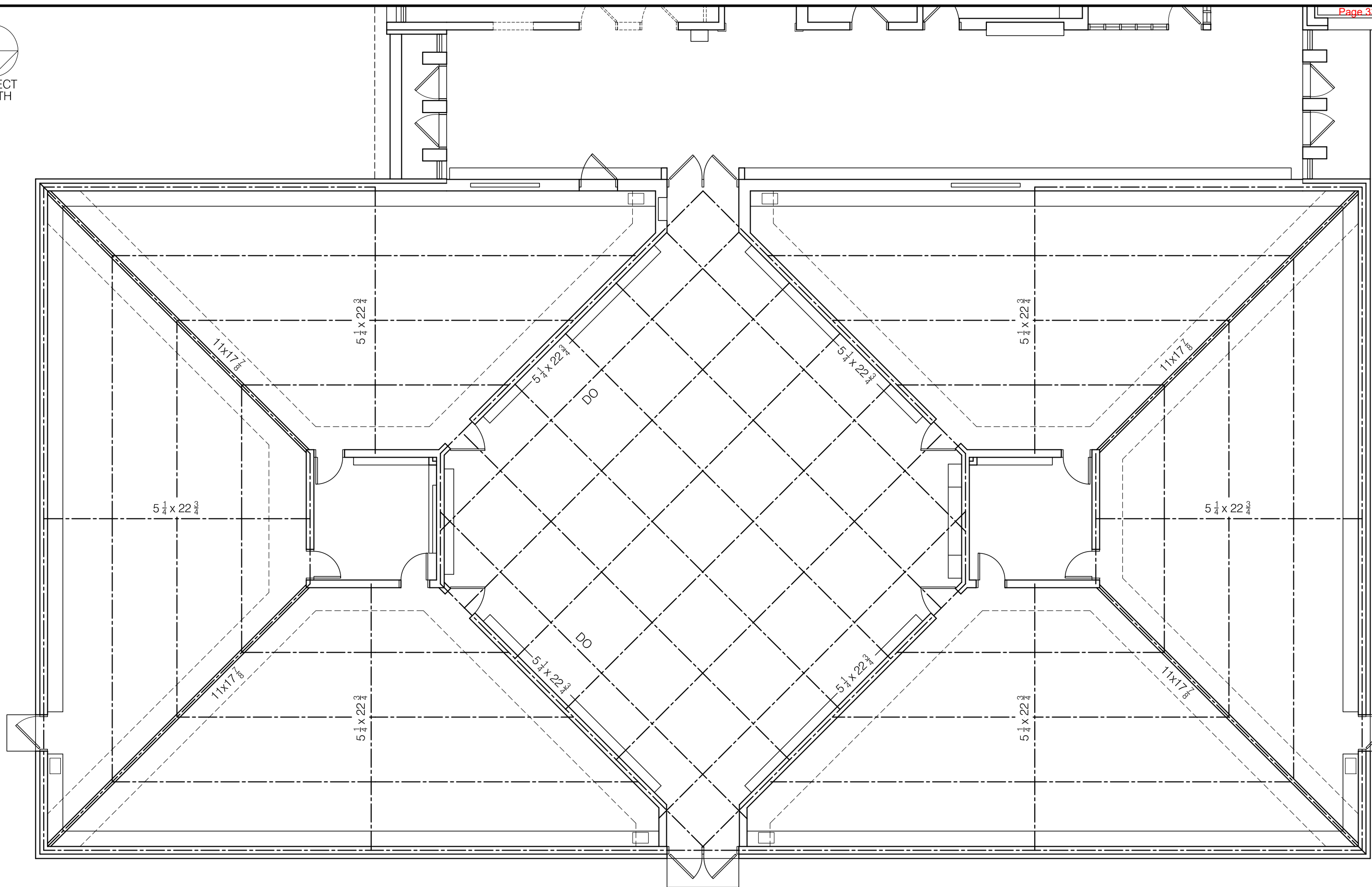
SINK

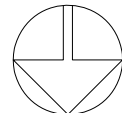
SINK

TOILET

EX.
W/R

EX.
W/R

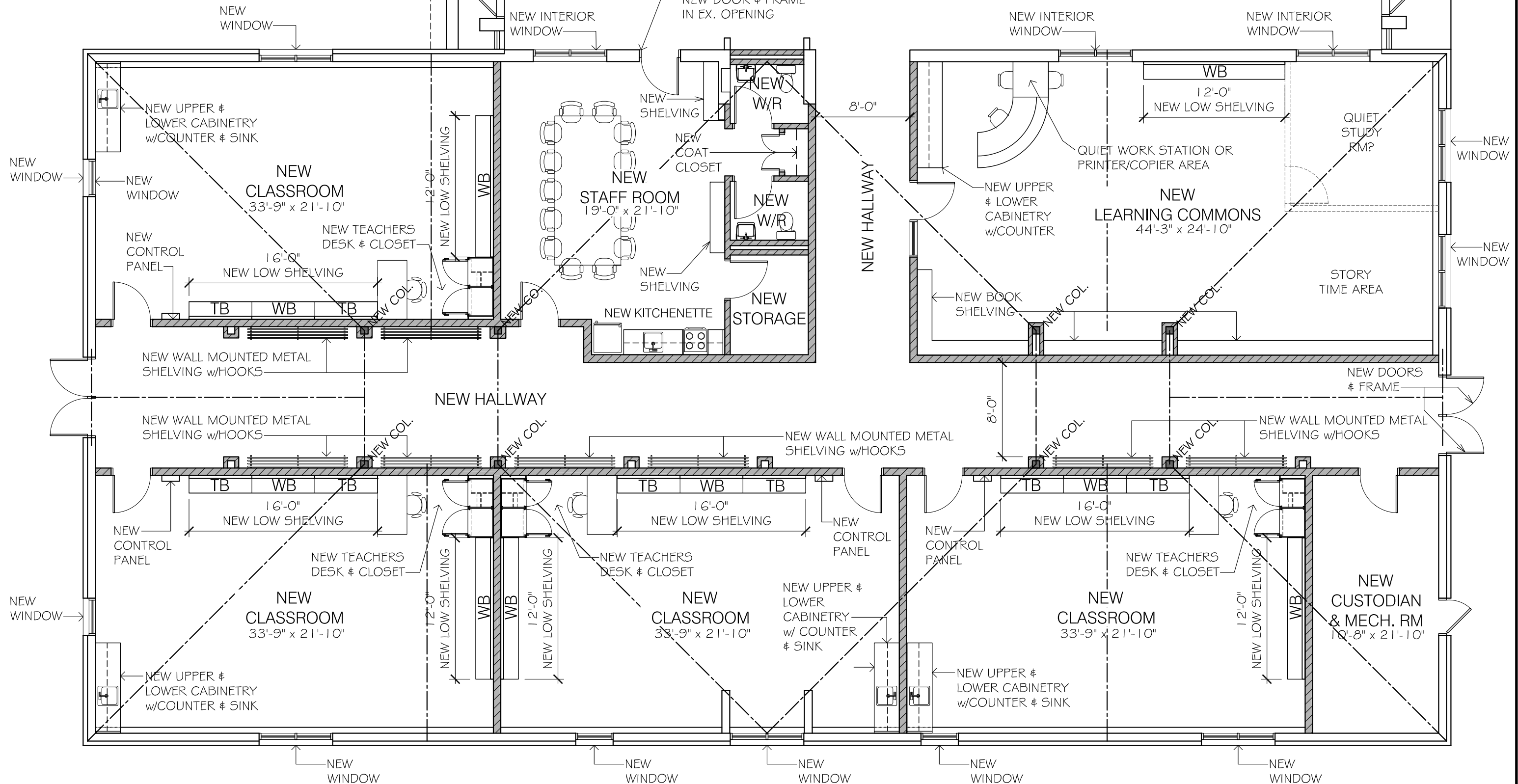


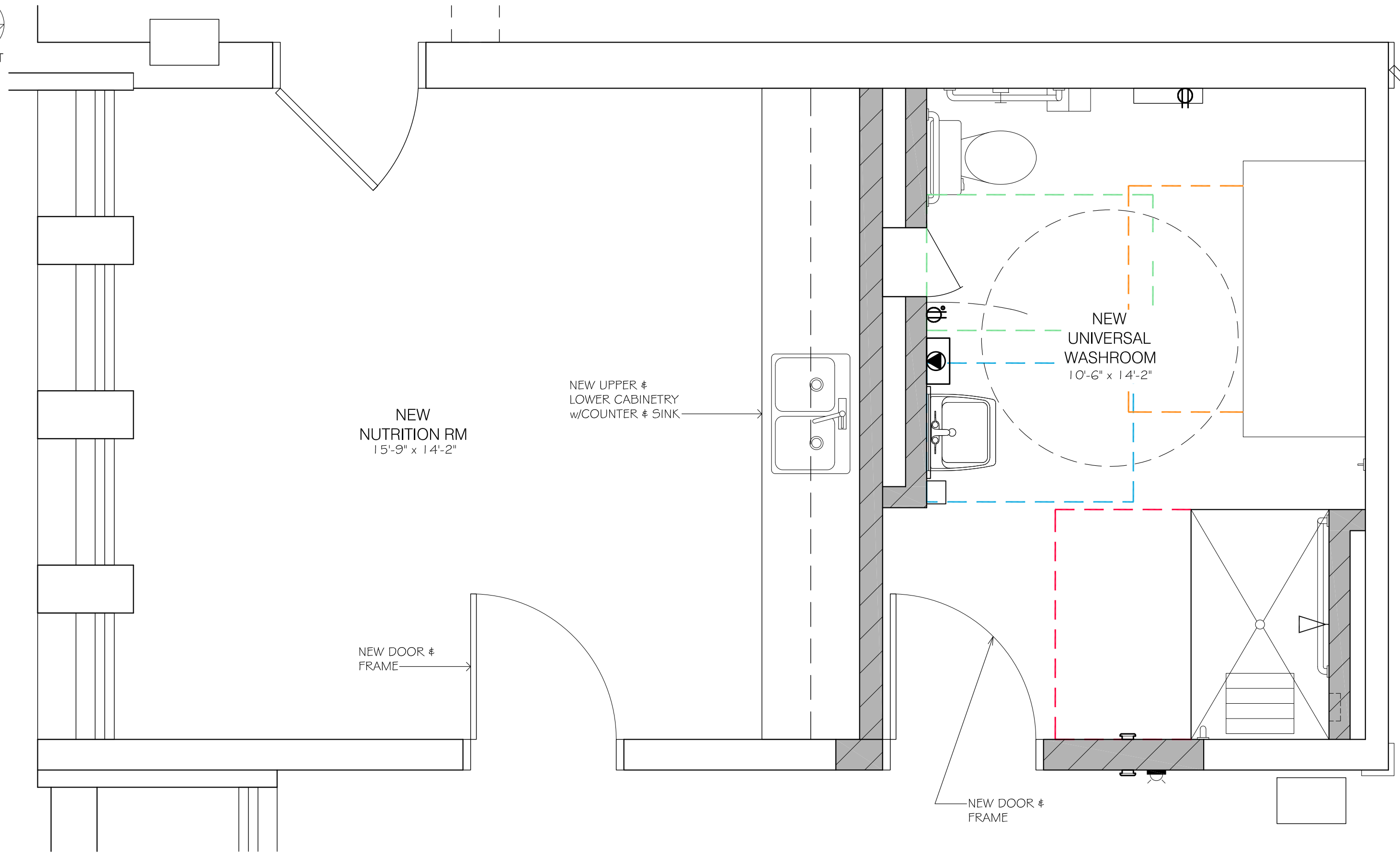


PROJECT NORTH

SEE NEXT PAGE FOR THIS AREA OF WORK

EX. HALLWAY
EX. CORRIDOR WALLS ARE 1 HR FIRE SEPARATION (TYP.)





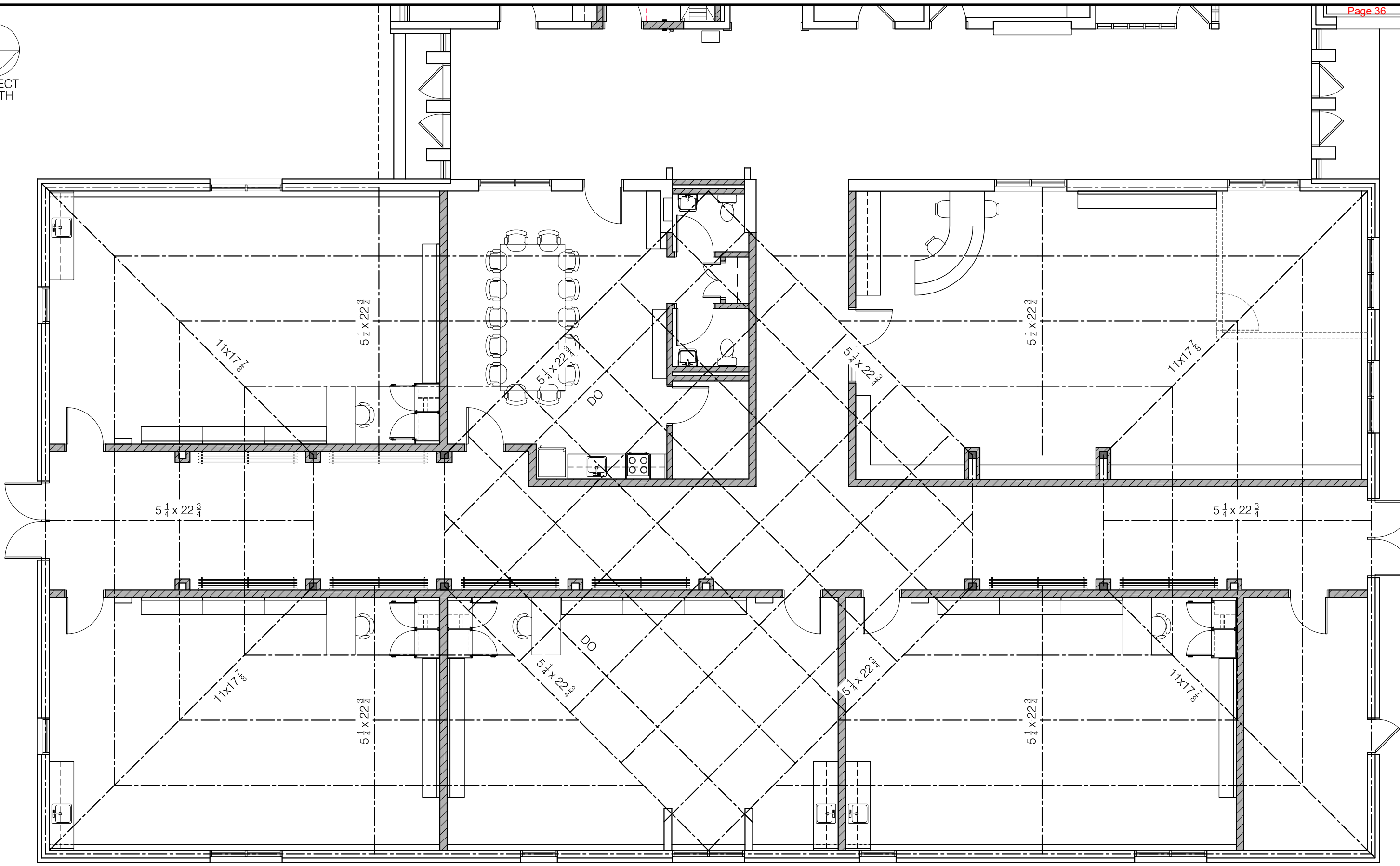
NEW NUTRITION RM
15'-9" x 14'-2"

NEW UPPER &
LOWER CABINETS
w/COUNTER & SINK

NEW
UNIVERSAL
WASHROOM
10'-6" x 14'-2"

NEW DOOR &
FRAME

NEW DOOR &
FRAME



3. R.A. Cobourg Catholic Elementary School Accommodation Review.

C.1.e)

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, and Mr. Tim Moloney, Superintendent of Learning/Student Success, shared that the Final Staff Report for the Cobourg Catholic Elementary Schools Accommodation Review was presented to Trustees on January 23, 2018 and an opportunity for delegations to comment on the proposed recommendations was offered at a Special Board Meeting on February 7, 2018 with no delegations presenting.

Mr. Tim Robbins, Chair of the Arc Committee, Mrs. Carrie Graham, Principal, and Mr. Guy Charette, Principal, were in attendance. Mr. Tim Robbins shared with Trustees that this accommodation review was detailed, aligned to time periods, supported the consultation process, and guidelines were adhered to in this thorough process.

MOTION: Moved by Mr. Dave Bernier, seconded by Mr. Dan Demers,

1. THAT the Board of Trustees approves the closure of St. Michael Catholic Elementary School and transfer of the French Immersion program to Notre Dame Catholic Elementary School to create a dual track school. This motion is subject to the Ministry of Education approval and completion of capital improvements at Notre Dame Catholic Elementary School.

AND

2. THAT the Board of Trustees approves the revision of the French Immersion catchment area to reflect movement of the French Immersion program to Notre Dame Catholic Elementary School. This catchment area revision is subject to the Ministry of Education approval and completion of capital improvements at Notre Dame Catholic Elementary School.

AND

3. THAT the Board of Trustees approves the Implementation of a boundary change for regular track students at Notre Dame Catholic Elementary School and St. Joseph Catholic Elementary School as outlined in the Initial Staff Report, Option 4 - proposed new school boundaries. This boundary change will become effective as of the approval of the Cobourg Catholic Elementary Schools Accommodation Review Final Staff Report.

AND

4. THAT the Board of Trustees approves, on a without prejudice basis, to provide all current families, affected by the Notre Dame Catholic Elementary School- St. Joseph Catholic Elementary Schools boundary change, the option of continuing attendance at Notre Dame Catholic Elementary School as outlined in the Final Staff Report - Guiding Principles.

AND

5. THAT the Board of Trustees approves and directs staff to submit a business case to the Ministry of Education during the next round of submissions for Capital Facility improvements at Notre Dame Catholic Elementary School in the following priority:
 1. New Replacement School.
 2. New Addition and Facility Improvements.

Carried.

C.1.f)

	2024-25	2025-26	2026-2027	2027-2028	2028-2029	2029-2030
Notre Dame C.E.S.	154	294	280	265	245	253
St. Michael C.E.S.	161	0	0	0	0	0
St. Joseph C.E.S.	194	216	229	249	274	280
Total	509	510	509	514	519	533
Area Capacity	878	619	519	519	519	519
Area Utilization	58%	82%	98%	99%	100%	103%

Phase 1 Capital Improvements - Notre Dame

Phase 2 Consolidate to Notre Dame
Demolish Portapak at Notre Dame
New Standalone Portables as Needed