

Memorandum

To: Chair and Members
Dufferin Peel Catholic District School Board

From: Chair
Co-Management Team

Date: December 6, 2006

Re: Co-Management Status Report #2

Background

On October 10, 2006, the Minister of Education appointed a co-management team to oversee the financial affairs of the Board. The team will consist of a chair and two trustees to be nominated by the Board. The chair has been delegated to assume control over the exercise and performance by the Board of its powers and duties and obligations related to financial and other matters. The other members are appointed to assist, advise and work with the chairperson in fulfilling the mandate of the co-management team. The terms of reference for the process are attached for the information of the newly elected trustees. (Appendix A)

To ensure that the full Board is apprised of all activities of the co-management team and has the opportunity to provide advice on all matters, a monthly status report will be presented to the Administration and Finance Committee or the full Board depending on the monthly meeting schedule.

Structure and Process for Co-Management

The first report of the Co-Management team focused on the structure and process for co-management. Five new trustees have been elected since this report was presented. To ensure all trustees are aware of how the process will operate a copy of the November 6, 2006 report is attached as Appendix B. Also attached are the previous decisions notes on trustee honoraria (Appendix C) and discretionary expenditure controls (Appendix D).

Trustees of the previous board deferred the decision on nominations to the co-management team to the newly elected board. The agenda for the December 12, 2006 meeting of the board provides the opportunity for the current Board to nominate two members to serve on the team.

Implementation Profiles

The majority of items proposed for the first year of the deficit management plan have been implemented. Nearly \$12 M in savings is anticipated from strategies implemented to date.

Two major items proposed for the current budget year (i.e. staggered school hours and restructuring of secretarial, APSSP and ERW positions) remain to be considered. Seven proposals for the 2007-2008 budget year must also be dealt with over the next few months.

To assist in this process, implementation profiles are being developed for each of these proposals. These profiles will detail the nature of proposal, the risks involved, the mitigation strategies, implementation timelines and the proposed consultation approach.

A report outlining the critical path for consideration of all remaining items will be presented to the January meeting of the Administration and finance Committee.

Consultation

The opportunity for affected parties to provide input into deficit management proposals is an important part of the co-management process.

To that end, the Executive of all unions, federations and staff associations have been invited to meet with the co-management team to provide their perspective on:

- the implementation of Plan B
- alternative suggestions for deficit reduction, and
- consultation and information sharing processes.

It is hoped that a significant number of these meeting can occur prior to the Christmas holidays with the balance taking place in early January.

Outreach to specific communities directly affected by Plan B has begun. A preliminary meeting between the chair of the co-management team and the chair and past chair of the St. Sofia CSAC has been held. Arrangements are being made to hold a similar meeting with the Executive of the Holy Name CSAC. Proposals affecting the special education community will be part of the agenda of the January meeting of the Special Education Advisory Committee,

Information sessions related to the co-management process have also been held with all staff at the Catholic Education Center and the Keaton Centre., as well as three of the local MPPs.

A number of the proposals in Plan B either have direct impact on our coterminous board or would benefit from a common approach to implementation. Preliminary meetings to discuss possibilities have been held with senior staff of Peel DSB.

Report of the TCDSB Special Assistance Team

The Special Assistance Team appointed to provide advice on the management of the Toronto Catholic DSB deficit has tabled its report. The report is being reviewed for further opportunities that may present themselves for approaches to deficit reduction in our board. Any opportunities that arise will be the subject of discussion with Ministry officials over the next few weeks.

Decisions

In addition to the decisions appended to this report, all financial recommendations made by the Board to the Co-management team at it regular and special meetings held in October and November 2006 have been approved.

The documentation necessary to participate in the long term loan from the OFA for the Good Places to Learn initiative have also been executed.

Norbert Hartmann, Chair
Co-Management Team

- if the Lieutenant Governor in Council is of the opinion that the affairs of the Dufferin-Peel Catholic DSB no longer need to be administered; or
- if the Dufferin-Peel Catholic DSB submits financial statements to the Ministry for a fiscal year and the statements and the auditor's report on those statements indicate that the board did not have a deficit for the fiscal year.

Subject to the determination of the chairperson, the board will continue to meet as long as the decisions from these meetings do not affect the implementation of Plan B and do not have a financial consequence.

Terms of Reference

Co-Management Team Dufferin-Peel Catholic DSB

The co-management team will consist of a Minister appointed chairperson, and two representatives from the board's elected trustees. In carrying out its duties, the co-management team will be responsible for implementing the modified deficit management plan ("Plan B" attached to these Terms of Reference) as drafted by board staff in order to return the board to a balanced financial position by the end of 2007-08.

Pursuant to subsection 257.48 (2) of the *Education Act* (the "Act"), I delegate my powers and duties under Part IX, Division "D" of the Act to the chairperson to assume control over the exercise and performance by the board of its powers, duties, and obligations with respect to all matters including, but not limited to, matters respecting those items outlined in section 257.33 of the *Education Act*. The other members are appointed to assist, advise, and work with the chairperson as required in order to fulfill the mandate of the co-management team.

For this purpose, the co-management team shall:

1. Direct and oversee the implementation of Plan B.
2. Modify or substitute elements of Plan B as long as the board's overall financial health is not compromised and a balanced budget is achieved by the end of 2007-08.
3. Develop communication measures to inform parents, board trustees/staff and members of the public of the actions taken by the co-management team and to assure them of the co-management team's commitment to a quality education for students of the board, and of the ability of the board's elected trustees to continue to perform their non-financial duties.
4. Seek the advice of board trustees, staff and parents in any manner the co-management team deems appropriate.
5. Respect denominational rights, collective agreements, and other financial contracts and obligations.
6. Provide progress updates to the Assistant Deputy Minister of the Business and Finance Division.
7. Ensure trustees have access to information from board staff.

The co-management team will be dissolved and the role of the chairperson terminated: