



**Operations and Finance Committee
Regular Meeting
PUBLIC AGENDA**

**April 11, 2016 – 7:00 p.m.
Board Committee Room, Education Centre**

Section	Item	Report No.	Resp.
A	Call to order		
	Presentations: None Approval of agenda Approval of minutes: March 21, 2016 regular meeting Business arising		
B	Recommendations		
	Roofing tender	B-1 Handout	N. Pfeiffer
	Tender for electrical work at Centennial Secondary School	B-2 Handout	N. Pfeiffer
C	Information		
	Trustee expense report	C-1	D. Rutherford
	Trustee proposals/queries		
D	Correspondence		
	None		
	Adjournment		

Next regular meeting: May 9, 2016

Committee Membership: T. Biniaris, M. Brant, J. Bray (Vice-chair), B. Danes (Chair), M. Hall, D. Inch, D. Patterson



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES
March 21, 2016
DRAFT**

Members present: T. Biniaris, M. Brant, J. Bray (Vice-chair), B. Danes (Chair), M. Hall, D. Inch,
Student Trustees: None
Regrets: D. Patterson
Guests: None
Resource: K. Donnell, T. FitzGibbon, N. Pfeiffer, D. Rutherford, M. Savery-Whiteway
Minutes: C. Reid, Administrative Assistant

Call to order

The public session of the Operations and Finance Committee was called to order at 7:05p.m.

Presentations

None

Approval of the agenda

Moved: D. Inch
Seconded: M. Brant

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Biniaris
Seconded: J. Bray

That the minutes of the February 8, 2016 regular meeting be approved.

Carried

Moved: M. Hall
Seconded: T. Biniaris

That the minutes of the February 22, 2016 special meeting be approved.

Carried

Business arising

Superintendent Rutherford confirmed that the capital program funding approved at the February 22, 2016 meeting for the Stirling Day Care addition has come through and the paperwork is complete.

Recommendations - None

Information

Trustee expense report

Superintendent Rutherford referred to Report No. C-1 and noted that trustee expenses for the period ending February 29, 2016 were provided.

Trustee proposals/queries - None

Correspondence - None

The public meeting adjourned at 7:11 p.m.



Decision **X** **Information** _____

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services
Nick Pfeiffer, Controller of Facility Services

Re: **Request for Tender – Tender #T-1516-004
Roof Replacement and Associated Work**

Purpose

To approve a tender for roof replacements and associated work at thirteen schools in accordance with Procedure 505: Purchasing.

Background

In 2013, the board entered into contract with TSS Building Science Inc. for them to act as an expert roofing consultant to survey and determine the board's urgent roofing needs. The roofs of all schools were surveyed by TSS and a list of urgently required replacements and repairs was developed. In the summer of 2014, nine schools received roof repairs/replacements, and in 2015, eight schools received roof repairs/replacements. Thirteen schools are scheduled to receive roof replacements and associated work this summer.

Current situation

Tender No. T-1516-004 was recently released to complete roofing replacements and associated work. Following an evaluation process to rank the tenders received based on price, experience, certifications, and references, it is recommended that the following tenders be awarded.

Name of School	Amherst Roofing	Dafoe Roofing	French Brothers Roofing	ICI Roofing	Semple Gooder
Coe Hill School			\$89,788.67		
Frankford PS				\$97,400.35	
Madoc PS					\$385,708.00
Prince Charles PS (B)				\$58,195.00	
Prince of Wales PS				\$53,618.50	
Sir John A MacDonald School		\$226,892.70			
Susanna Moodie Elementary School				\$64,127.50	
Tyendinaga PS	\$352,810.86				
Centre Hastings SS		\$296,348.15			
North Hastings HS			\$670,309.22		
PECI					\$318,100.00
Quinte SS		\$199,637.10			
W.R. Kirk PS		\$111,666.60			
TOTAL	\$352,810.86	\$834,544.55	\$760,097.89	\$273,341.35	\$703,808.00



The roofing projects totaling \$2,924,602.65 noted above will be funded from the building renewal budget.

Recommendation

Moved:

Seconded:

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award Tender No. T-1516-004 to:

- **Amherst Roofing for roof replacements and associated work at Tyendinaga Public School;**
- **Dafoe Roofing for roof replacements and associated work at Sir John A. MacDonald School, Centre Hastings Secondary School, Quinte Secondary School, and W.R. Kirk Public School;**
- **French Brothers Roofing for roof replacements and associated work at Coe Hill School, and North Hastings High School;**
- **ICI Roofing Ltd for roof replacements and associated work at Frankford Public School, Prince Charles Public School (Belleville), Prince of Wales Public School and Susanna Moodie Elementary School; and**
- **Semple Gooder for roof replacements and associated work at Madoc Public School and Prince Edward Collegiate Institute**

as contained in the Operations and Finance Committee Report No. B-1 dated April 11, 2016.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**

**Nick Pfeiffer
Controller of Facility Services**



Decision **X** **Information** _____

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services
 Nick Pfeiffer, Controller of Facility Services

Re: **Request for Tender – RFQ-1516-005
 Electrical Switch Gear Equipment Upgrade at Centennial Secondary School**

Purpose

To approve a tender for electrical switch gear equipment upgrades at Centennial Secondary School in accordance with Procedure 505: Purchasing.

Background

The electrical switch gear equipment at Centennial Secondary School is aging and has been identified as requiring upgrades both by the Ministry of Education in their assessment of the school, as well as by Siemens Canada (electrical consultants). Siemens Canada prepared a report for HPEDSB dated August 4, 2015 as a result of regular service of the equipment, which identified deficiencies in the electrical switch gear. Siemens Canada recommended updates to the equipment to ensure continued operation.

Current situation

Tender No. RFQ-1516-005 was recently released to complete electrical switch gear equipment upgrades at Centennial Secondary School. An analysis of the submissions was performed which examined each proponent's proposed price.

Proposals were received from:

Company	Bid Price
Ferguson Electric Company Ltd	\$287,000
Industrial Electrical Contractors Limited	\$264,000

This project will be funded from the building renewal budget. The work will commence July 4th, 2016, with a week shutdown of the electrical system of the school in the final week of July. The project will be completed by August 5th, 2016.

Recommendation

Moved:
Seconded:

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award Tender No. RFQ-1516-005 to Industrial Electrical Contractors Limited for electrical switch gear equipment upgrades at Centennial Secondary School as contained in the Operations and Finance Committee Report No. B-2 dated April 11, 2016.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**

**Nick Pfeiffer
Controller of Facility Services**



**Hastings and Prince Edward
District School Board**

**Operations and Finance Committee
Public Report No. C-1
Page 1
April 11, 2016**

Decision _____ Information X

To: The Chair and Members of the Operations and Finance Committee

From: Dave Rutherford, Superintendent of Business Services

Re: Trustee Expense Report

Purpose

To review trustee expense reimbursement for the period ending March 31, 2016.

Background

In accordance with Policy 3-F: Trustee Expense Reimbursement, it is the responsibility of the Operations and Finance Committee to review trustee expenditures on a monthly basis.

Current situation

Trustee expenditures for the period ending March 31, 2016 are attached for review.

Respectfully submitted,

**Dave Rutherford
Superintendent of Business Services**

Hastings and Prince Edward District School Board
Trustee Expenditures
As At 31 Mar 16

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Internet / Communications - Policy 3F Section 3.1			
3000 - Dwayne Inch	1,680.00	885.55	794.45
3001 - Mike Brant	840.00	413.63	426.37
3004 - Mary Hall	1,560.00	631.26	928.74
3005 - Bonnie Danes	840.00	0.00	840.00
3006 - Jim Williams	1,500.00	525.56	974.44
3008 - Lucille Kyle	2,040.00	937.07	1,102.93
3009 - Dave Patterson	1,440.00	559.83	880.17
3010 - Jennifer Cobb	1,620.00	799.37	820.63
3011 - Student Trustees	0.00	0.00	0.00
3012 - Justin Bray	1,680.00	1,020.86	659.14
3013 - Tom Binianis	1,680.00	669.20	1010.8
TOTAL	15,720.00	6,442.33	9,277.67
Travel - Policy 3F Section 3.3 - General			
3000 - Dwayne Inch	2,000.00	946.20	1,053.80
3001 - Mike Brant	600.00	490.90	109.10
3004 - Mary Hall	500.00	8.37	491.63
3005 - Bonnie Danes	1,500.00	808.99	691.01
3006 - Jim Williams	500.00	461.30	38.70
3008 - Lucille Kyle	5,000.00	4,890.34	109.66
3009 - Dave Patterson	750.00	405.43	344.57
3010 - Jennifer Cobb	1,000.00	822.58	177.42
3011 - Student Trustees	600.00	0.00	600.00
3012 - Justin Bray	600.00	565.32	34.68
3013 - Tom Biniaris	600	356.88	243.12
TOTAL	13650	9756.31	3893.69
Travel - Policy 3F Section 3.4 OPSBA			
3000 - Dwayne Inch	1000	1501.41	-501.41
3001 - Mike Brant	1000	0	1000
3004 - Mary Hall	1000	1536.15	-536.15
3005 - Bonnie Danes	1000	0	1000
3006 - Jim Williams	1000	1572.87	-572.87
3008 - Lucille Kyle	1000	1366.38	-366.38
3009 - Dave Patterson	1500	1545.75	-45.75
3010 - Jennifer Cobb	1000	1296.35	-296.35
3011 - Student Trustees	0	0	0
3012 - Justin Bray	1000	1978.96	-978.96
3013 - Tom Biniaris	1000	1497.21	-497.21
TOTAL	10500	12295.08	-1795.08

Workshops & Conferences - Policy 3F Section 3.4

3000 - Dwayne Inch	2500	136.07	2363.93
3001 - Mike Brant	2500	187	2313
3004 - Mary Hall	2500	714.83	1785.17
3005 - Bonnie Danes	2500	0	2500
3006 - Jim Williams	2500	0	2500
3008 - Lucille Kyle	2500	148.41	2351.59
3009 - Dave Patterson	2500	0	2500
3010 - Jennifer Cobb	2500	0	2500
3011 - Student Trustees	5000	2783.75	2216.25
3012 - Justin Bray	2500	0	2500
3013 - Tom Biniaris	2500	0	2500
TOTAL	30000	3970.06	26029.94
GRAND TOTAL	69870	32463.78	37406.22