



Hastings and Prince Edward
District School Board

Lucille Kyle, Chair of the Board
Mandy Savery-Whiteway, Director of Education

Possibilities
TODAY & TOMORROW

Operations and Finance Committee
Regular Meeting
PUBLIC AGENDA

Monday, May 8, 2017 – 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: April 10, 2017 regular meeting April 24, 2017 special meeting		
	Business arising		
B	Recommendations		
	Request for Tender – Tender #T1617-008 Marmora Senior Public School Additions and Renovations	B-1 Handout to follow	N. Pfeiffer
C	Information		
	Public Confidence – Leaders in Public Education	Verbal	M. Savery-Whiteway
	Trustee Expense Report	C-1	N. Pfeiffer
	Trustee proposals/queries		
D	Correspondence		
	None		
	Move into closed session		

Special meeting: Monday, May 15, 2017 – 4:00 p.m.
Next regular meeting: Monday, June 12, 2017

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



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES
April 10, 2017
DRAFT**

Members present: T. Biniaris, M. Brant, J. Bray, B. Danes, M. Hall, D. Inch, L. Kyle, D. Patterson
Student Trustees: None
Regrets: None
Guests: None
Resource: K. Donnell, T. FitzGibbon, N. Pfeiffer, M. Savery-Whiteway
Minutes: C. Reid

Call to order

The public session of the Operations and Finance Committee was called to order at 7:00 p.m.

Presentations

None

Approval of the agenda

Moved: M. Hall
Seconded: M. Brant

That the agenda be approved.

Carried

Approval of minutes

Moved: D. Patterson
Seconded: L. Kyle

That the minutes of the March 20, 2017 meeting be approved.

Carried

Business arising

None

Recommendations

Request for Tender – Tender #T1617-005 - Roofing and Associated Work

Superintendent Pfeiffer referred to Report No. B-1 for the approval of a tender for roofing and associated work at seven schools in accordance with Procedure 505: Purchasing. He stated that all tenders over \$200,000 must be approved by the Board. He reviewed the background contained in the report, noting that roofing work is planned at seven schools this summer.

Tender No. T1617-005 was recently released to complete roofing replacements and associated work. Contractors were able to bid on which projects they wish to complete work on. Some contractors were not able to complete all of the work at all of the schools and in some cases the tender was not awarded to the lowest bidder. The tenders were evaluated based on price, experience, certifications and references. The list of tenders received is shown in the report. Based on the evaluations, it is recommended that roofing and associated work be awarded to five vendors. The roofing projects plus consultant fees will be funded from the building renewal budget.

Trustee Patterson distributed a handout containing two proposed recommendations to be considered prior to the approval of the recommendation contained in Report No. B-1.

Moved: D. Patterson
Seconded: M. Hall

I move to divide the resolution so as to consider separately the question of awarding Tender No. T1617-005 to French Brothers Roofing for roof replacements and associated work at Centre Hastings Secondary School and Madoc Public School.

Trustee Patterson stated that he is requesting separation of the motion in order to allow it to be addressed by way of the second distributed motion pending a decision of the Board related to the Accommodation Review in the Centre Hastings are on June 19, 2017.

Superintendent Pfeiffer stated that this work was scheduled in December as part of the annual building renewal process and that, due to contractor lead-time requirements, if the recommendation does not get approved now, the work will most likely not be completed during the summer.

It was clarified that the intent of the motion on the table would be to strike reference to the Madoc Public School portion of the original motion contained in Report No. B-1.

Trustee Patterson stated that, although trustees are mindful of capital expenditures and available funding, they have heard very clearly from the community regarding their perception that the Accommodation Review process may be already determined.

Superintendent Pfeiffer reiterated that lead times to do roofing work tends to be 3-4 months, so the board would have to award the contract within the next few weeks in order for the work to occur in the summer. The School Condition Improvement funding is mandated to be directed to schools that will continue to be in operation for five years. The roof at Madoc Public School will not last five years and it is unlikely that Madoc Public School would be replaced within that five-year time frame.

A suggestion was made that perhaps the work could be completed next summer, once the decision of the Centre Hastings Accommodation Review is known. In that case, a new tender would have to be issued next year.

Chair Danes called for a vote on the motion currently on the table.

Carried

The second motion distributed by Trustee Patterson was considered.

Moved: D. Patterson
Seconded by: M. Hall

I move to postpone definitely to June 20, 2017 the resolution to award Tender No. T1617-005 to French Brothers Roofing for roof replacements and associated work at Madoc Public School, pending the final decision to consolidate, close or relocate a school(s) to be made by the Board of Trustees on June 19, 2017.

Trustee Patterson stated that if the trustees approved the proposed Centre Hastings Accommodation Review recommendation on June 19, 2017, a special meeting of the Operations and Finance Committee can be called on June 20, 2017 for the approval of tender related to Madoc Public School. Superintendent Pfeiffer stated that June 20 would be too late to award the tender and to complete the work this year. In addition, tenders have a 45-day limit on guaranteed bid price.

The motion on the table would enable the recommendation to be decided on June 20, 2017, if necessary. If after June 19, the motion no longer makes sense, then there will be no need to vote on it at that time.

A vote on the motion was called.

Carried

The original motion contained in Report No. B-1, as revised, was presented for approval.

Moved: D. Patterson
Seconded: J. Bray

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award Tender No. T-1617-005 to:

- **Amherst Roofing for roof replacements and associated work at Tyendinaga Public School for the amount of \$203,759;**
- **Crawford Roofing Corporation for roof replacements and associated work at Prince Edward Collegiate Institute for the amount of \$1,169,800;**
- **Dafoe Roofing for roof replacements and associated work at Trenton High School for the amount of \$597,417;**
- **French Brothers Roofing for roof replacements and associated work at Centre Hastings Secondary School for the amount of \$443,293; and**
- **ICI Roofing Ltd for roof replacements and associated work at Centennial Secondary School for the amount of \$244,280 and Prince Charles School Belleville for the amount of \$331,100;**

as contained in Operations and Finance Committee Report No. B-1 dated April 10, 2017.

Carried

Request for Tender – Tender #T1617-006

Replacement of Exterior Windows at Centre Hastings Secondary School

Superintendent Pfeiffer referred to report No. B-2 for approval of a tender for replacement of exterior windows at Centre Hastings Secondary School in accordance with Procedure 505: Purchasing.

The Ministry of Education VFA Condition Assessment database has identified the windows in the east wing on 1st and 2nd floor of Centre Hastings Secondary School as requiring replacement. Given the age of the windows, it is difficult to obtain mechanical parts to repair the window mechanisms. In addition, the windows that slide up and down have been identified as a health and safety concern.

Tender No. T-1617-006 was recently released to complete exterior window replacements for the east wing, first and second floors, at Centre Hastings Secondary School as shown on the floor plans attached as Appendix A to the report. One submission was received from Tom Belch & Sons Building Contractors Limited. The window replacement project, totaling \$364,444, will be funded from the 2016-2017 building renewal budget.

Clarification/discussion items included:

- Concerns regarding the only tender being received exceeding the budgeted amount for this project. Staff have confirmed that the amount of the bid is reasonable. The original cost estimate came from the VFA database but doesn't take into account actual costs. Sometimes the VFA cost model over-estimates costs and sometimes under-estimates. Many school boards find that Ministry database cost estimates are not accurate. The amount quoted is within ball park of what the board would expect to pay for this project. This is a company the board has dealt with in the past.

Moved: J. Bray
Seconded: M. Hall

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award Tender No. T-1617-006 to Tom Belch & Sons Building Contractors Limited as contained in Operations and Finance Committee Report No. B-2 dated April 10, 2017.

Carried

Request for Tender – Tender No. T1617-007

Child Care Renovation at Massassaga-Rednersville Public School

Superintendent Pfeiffer stated that the Ministry's SCI funding is creating many large projects for the board and therefore the number of tenders coming forward for approval. He referred to Report No. B-3 for approval of a tender for daycare renovation at Massassaga-Rednersville Public School in accordance with Procedure 505: Purchasing.

As part of the Ministry of Education's Schools First Child Care Retrofit program, funding was approved to renovate an existing classroom to expand the child care program offered at Massassaga-Rednersville Public School. Tender No. T1617-007 was recently released to complete child care renovations at Massassaga-Rednersville Public School. The renovations will include the creation of an infant sleep area and the expansion of the program into an existing classroom. The program will offer an infant area, toddler area, as well as a new pre-school room with new washroom facilities. Four tenders were received as listed in the report. Following an evaluation process to rank the tenders received based on price, experience, and certifications, it is recommended that the tender be awarded to K. Knudsen Construction. The total cost of the project will be funded by the Ministry of Education through the Schools First Child Care Retrofit program. The board has had many successful projects with Knudsen.

Moved: L. Kyle
Seconded: D. Patterson

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award Tender No. T1617-007 in the amount of \$206,000 to K. Knudsen Construction for the renovation the existing daycare space plus an existing classroom as contained in Operations and Finance Committee Public Report No. B-3 dated April 10, 2017.

Carried

Short Term Borrowing – Marmora Senior Public School

Superintendent Pfeiffer referred to Report No. B-4 for approval of a borrowing resolution for short term financing for an addition and renovations at Marmora Senior Public School. On March 9, 2017 the Board received approval to proceed from the Ministry regarding the construction of an addition and renovations to Marmora Senior Public School using \$1.7M in School Condition Improvement (SCI) funding in addition to the \$3.7M of previously approved capital grant funding towards this project. Until the capital grant payments are received, the Board is required to have a capital borrowing resolution in place to provide cash flow for the cost of construction.

Moved: J. Bray
Seconded: L. Kyle

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board approve a borrowing resolution, authorizing the borrowing of a sum of up to \$3,730,000 from the Canadian Imperial Bank of Commerce, in order to meet short term borrowing requirements for an addition and renovations at Marmora Senior Public School, as contained in the Operations and Finance Committee Report No. B-4 dated April 10, 2017.

Carried

Information

Trustee expense report

Report No. C-1 includes trustee expenses for the period ending March 31, 2017.

Trustee proposals/queries

None

Correspondence

None

The Operations and Finance Committee public meeting adjourned at 7:39 p.m.



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES
Special Meeting of April 24, 2017
DRAFT**

Members present: M. Brant, B. Danes, M. Hall, L. Kyle, D. Patterson

Student Trustees: None

Regrets: T. Biniaris, J. Bray, D. Inch

Guests: J. Cobb

Resource: K. Donnell, T. FitzGibbon, N. Pfeiffer, M. Savery-Whiteway, K. MacQuarrie, C. Portt, L. Andrews, C. DeMille

Minutes: D. Lucas

Call to order

The public session of the Operations and Finance Committee was called to order at 4:00 p.m.

Approval of the agenda

Moved: M. Hall
Seconded: L. Kyle

That the agenda be approved.

Carried

Recommendations

Request for Tender – Tender #T1617-005 - Roofing and Associated Work - Amended

Superintendent Pfeiffer referred to Report No. B-1 for the approval of a tender for roofing and associated work at six schools in accordance with Procedure 505: Purchasing. He stated that, at its meeting on April 10, 2017 the Operations and Finance Committee approved a recommendation to award the roofing and associated work to five vendors. Since that time, one of the five vendors indicated that, due to workload, they would only be able to complete the work on one of the two schools they were being considered for. Based on that information, it is being recommended that the work at Centennial Secondary be awarded to the next lowest bidder.

Trustee Hall suggested an amendment to the motion adopted at the April 10, 2017 Operations and Finance Committee. The amended motion removes Centennial Secondary School from ICI Roofing Ltd. for roof replacements and associated work and adds Centennial Secondary School for the amount of \$252,530. under Dafoe Roofing for roof replacements and associated work.

Amended Recommendation

Moved: M. Hall
Seconded: D. Patterson

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award Tender No. T1617-005 to:

- **Amherst Roofing for roof replacements and associated work at Tyendinaga Public School for the amount of \$203,759;**
- **Crawford Roofing Corporation for roof replacements and associated work at Prince Edward Collegiate Institute for the amount of \$1,169,800;**
- **Dafoe Roofing for roof replacements and associated work at Centennial Secondary School for the amount of \$252,530 and Trenton High School for the amount of \$597,417;**

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- French Brothers Roofing for roof replacements and associated work at Centre Hastings Secondary School for the amount of \$443,293; and
 - ICI Roofing Ltd for roof replacements and associated work at Prince Charles School Belleville for the amount of \$331,100;
- as contained in Operations and Finance Committee Report No. B-1 dated April 24, 2017.

Carried

Trustee Cobb inquired why we were planning to go ahead with some of the roofing costs as some of the schools that are noted in the above recommendation could be part of the accommodation reviews. Superintendent Pfeiffer noted that the funds are slated for schools that are not closing within the next 5 years.

**Request for Tender – Tender #T1617-009
Daycare Renovation at Frankford Public School**

Superintendent Pfeiffer referred to report No. B-2 for approval of a tender for child care renovations at Frankford Public School in accordance with Procedure 505: Purchasing.

Tender No. T1617-009 was recently released to complete child care renovations at Frankford Public School. The program will offer space for toddlers and preschool age children. The project will include interior renovations to an existing vacant classroom, a storage area, restroom facilities, and office space as illustrated in Appendix A. An outside play area will also be created.

Following an evaluation process to rank the tenders received based on price, experience, and certifications, it is recommended that the tender be awarded to K. Knudsen Construction Limited. The total cost of the project will be funded by the Ministry of Education through the Schools First Child Care Retrofit program.

Moved: M. Hall
Seconded: L. Kyle

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award Tender No. T1617-009 in the amount of \$128,500 to K. Knudsen Construction Limited for the renovation of an existing classroom and outdoor space at Frankford Public School, as contained in the Operations and Finance Committee Public Report No. B-2 dated April 24, 2017.

Trustee Hall inquired about the cost of this renovation as noted and the cost of the renovation at Massassaga-Rednersville Public School Daycare. Superintendent Pfeiffer noted that cost difference between the schools was due to the size difference of the classroom.

The Operations and Finance Committee public meeting adjourned at 4:15 p.m.



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

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

From: Nick Pfeiffer, Superintendent of Business Services

Re: Trustee Expense Report

Purpose

To review trustee expense reimbursement for the period ending April 30, 2017.

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 April 30, 2017 are attached for review.

Respectfully submitted,

**Nick Pfeiffer
Superintendent of Business Services**

Hastings and Prince Edward District School Board
Trustee Expenditures
As At 30 Apr 17

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Internet / Communications - Policy 3F Section 3.1			
3000 - Dwayne Inch	1,800.00	1,003.87	796.13
3001 - Mike Brant	700.00	472.72	227.28
3004 - Mary Hall	1,100.00	699.27	400.73
3005 - Bonnie Danes	700.00	0.00	700.00
3006 - Jim Williams	1,100.00	452.63	647.37
3008 - Lucille Kyle	2,000.00	1,266.85	733.15
3009 - Dave Patterson	1,300.00	590.06	709.94
3010 - Jennifer Cobb	1,100.00	729.07	370.93
3011 - Student Trustees	0.00	0.00	0.00
3012 - Justin Bray	1,100.00	864.55	235.45
3013 - Tom Binianis	1,100.00	659.76	440.24
TOTAL	12,700.00	6,738.78	5,961.22
Travel - Policy 3F Section 3.3 - General			
3000 - Dwayne Inch	1,500.00	144.03	1,355.97
3001 - Mike Brant	800.00	394.49	405.51
3004 - Mary Hall	500.00	0.00	500.00
3005 - Bonnie Danes	1,500.00	1,228.27	271.73
3006 - Jim Williams	600.00	228.05	371.95
3008 - Lucille Kyle	5,000.00	4,439.55	560.45
3009 - Dave Patterson	1,000.00	528.57	471.43
3010 - Jennifer Cobb	1,000.00	628.93	371.07
3011 - Student Trustees	550.00	431.54	118.46
3012 - Justin Bray	600.00	288.06	311.94
3013 - Tom Biniaris	600.00	328.06	271.94
TOTAL	13,650.00	8,639.55	5,010.45
Travel - Policy 3F Section 3.4 OPSBA			
3000 - Dwayne Inch	1,500.00	0.00	1,500.00
3001 - Mike Brant	1,500.00	1,284.38	215.62
3004 - Mary Hall	1,500.00	1,519.08	-19.08
3005 - Bonnie Danes	1,500.00	219.39	1,280.61
3006 - Jim Williams	1,500.00	1,624.02	-124.02
3008 - Lucille Kyle	1,500.00	1,483.79	16.21
3009 - Dave Patterson	1,500.00	1,508.06	-8.06
3010 - Jennifer Cobb	1,500.00	1,453.98	46.02
3011 - Student Trustees	0.00	0.00	0.00
3012 - Justin Bray	1,500.00	1,400.06	99.94
3013 - Tom Biniaris	1,500.00	929.45	570.55
TOTAL	15,000.00	11,422.21	3,577.79

Workshops & Conferences - Policy 3F Section 3.4

3000 - Dwayne Inch	2,000.00	0.00	2,000.00
3001 - Mike Brant	2,000.00	0.00	2,000.00
3004 - Mary Hall	2,000.00	1,232.48	767.52
3005 - Bonnie Danes	2,000.00	0.00	2,000.00
3006 - Jim Williams	2,000.00	488.05	1,511.95
3008 - Lucille Kyle	2,000.00	2,120.86	-120.86
3009 - Dave Patterson	2,000.00	617.54	1,382.46
3010 - Jennifer Cobb	2,000.00	0.00	2,000.00
3011 - Student Trustees	5,000.00	3,639.23	1,360.77
3012 - Justin Bray	2,000.00	0.00	2,000.00
3013 - Tom Biniaris	2,000.00	750.62	1,249.38
TOTAL	25,000.00	8,848.78	16,151.22
GRAND TOTAL	66,350.00	35,649.32	30,700.68