



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

**June 9, 2014 – 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: May 12, 2014 Business arising		
B	Recommendations		
	Borrowing resolution	B-1	L. Miller
C	Information		
	Trustee expense report	C-1	L. Miller
	Tender No: T-1314-007 - Parking Lot Improvements	C-2	N. Pfeiffer
D	Correspondence		
	Adjourn		

Next regular meeting: September 15, 2014

Committee Membership: M. Brant, S. Clements, B. Danes – Chair, T. Goodfellow – Vice-chair, D. Inch, D. Patterson



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES
May 12, 2014
DRAFT**

Members present: B. Danes - Chair, M. Brant, S. Clements, T. Goodfellow – Vice Chair, D. Inch, D. Patterson

Regrets:

Guests: K. Donnell

Resource: T. FitzGibbon, L. Miller, N. Pfeiffer, M. Savery-Whiteway

Minutes: J. Newman

Call to order

The public session of the Operations and Finance Committee was called to order at 7:12 p.m.

Presentations:

None

Approval of the agenda:

The following information item was added to the agenda:

- ARC Process

Moved: T. Goodfellow

Seconded: D. Inch

That the agenda be approved as amended.

Carried

Approval of minutes:

Moved: M. Brant

Seconded: D. Patterson

That the minutes from the meeting of April 14, 2014 be approved

Carried

Business Arising

None

Recommendations

None

Information

Capital Projects Update

Controller Pfeiffer provided an update on current and planned capital projects. The update included pictures of current construction projects taking place at Harmony Public School and Harry J. Clarke Public School and a review of summer construction plans to accommodate FDK at Tyendinaga Public School, Foxboro Public School, Kente Public School, Maynooth Public School and Sophiasburgh Central School.

Trustee Expense Report

Trustee expenses for the period ending April 30, 2014 were reviewed.

Discussion Items included:

- a revised spreadsheet format for the report.

ARC Process

Trustee Goodfellow reminded Trustees of the provincial review of the ARC process and the option to provide feedback to Director Savery-Whiteway who will respond on behalf of the board to OPSBA.

Correspondence

None

The public meeting adjourned at 7:35 p.m.



**Hastings and Prince Edward
District School Board**

Operations and Finance Committee
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June 09, 2014

Decision X Information

To: The Chair and Members of the Operations and Finance Committee
From: Leslie Miller, Superintendent of Business Services
Re: Borrowing Resolution

Purpose

To approve a borrowing resolution in order to meet the 2014-2015 expenditures of the board.

Background

From time to time the board finds it necessary to borrow funds to meet the current expenditures of the board until the current revenues have been received. An operating line of credit is established which states that the loan must not exceed a given limit at any time. The limit is the estimated maximum borrowing the board may require at any one time.

Current situation

Based on an analysis of the 2014-2015 cash flow it is recommended that the borrowing limit be set at \$14,000,000 for the 2014-2015 fiscal year.

Appendices

- Borrowing Resolution for the period commencing September 1, 2014 and ending on August 31, 2015.

Recommendation

Moved:

Seconded:

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board, in order to meet current 2014-2015 expenditures, approve the attached resolution authorizing the borrowing of a sum of up to \$14,000,000 outstanding at any one time as contained in the Operations and Finance Committee Report No. B-1 dated June 09, 2014.

Respectfully submitted,

Leslie Miller
Superintendent of Business Services

Appendix A



RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD (the "board")

- A. In accordance with Section 243 (1) of the Education Act (R.S.O. 1990) (the "Act"), the board considers it necessary to borrow the amount of up to \$14,000,000 to meet, until current revenues are received, the current expenditures of the Board for the period commencing on September 1, 2014 and ending on August 31, 2015 (the "period").
- B. Pursuant to subsection 243 (3) of the Act, the total amount borrowed pursuant to this resolution together with the total of any similar borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

- 1. The Chairman or Vice-Chairman and the Treasurer are authorized on behalf of the board to borrow from time to time by way of promissory note or bankers' acceptance from CANADIAN IMPERIAL BANK OF COMMERCE ("CIBC") a sum or sums not exceeding in the aggregate of \$14,000,000 to meet, until current revenues are received, the current expenditures of the board for the period (including the amounts required for the purposes mentioned in Section 243 (1) and 243 (2) of the Act) and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the board and signed by the Chairman or Vice Chairman and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged, on all sums borrowed pursuant to this resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
- 3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the board;
- 4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.



**Hastings and Prince Edward
District School Board**

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We hereby certify that the foregoing is a true and complete copy of a resolution of the board in the Province of Ontario, duly passed at a meeting of the board and that this resolution is in full force and effect.

DATED this 16th day of June, 2014.

WITNESS the corporate seal

(Seal)

Chair

Secretary



**Hastings and Prince Edward
District School Board**

**Operations and Finance Committee
Public Report No. C-1
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June 9, 2014**

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

To: The Chair and Members of the Operations and Finance Committee
From: Leslie Miller, Superintendent of Business Services
Re: **Trustee Expense Report**

Purpose

To review trustee expense reimbursement for the period ending May 31, 2014.

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 May 31, 2014 are attached for review.

Respectfully submitted,

Leslie Miller
Superintendent of Business Services

Hastings and Prince Edward District School Board
Trustee Expenditures
As At 30 May 14

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Internet / Communications - Policy 3F Section 3.1			
3000 - Dwayne Inch	700.00	742.32	-42.32
3001 - Mike Brant	700.00	487.77	212.23
3002 - Sam Clements	1,000.00	287.16	712.84
3003 - Thelma Goodfellow	1,700.00	1,071.55	628.45
3004 - Mary Hall	1,000.00	964.72	35.28
3005 - Bonnie Danes	0.00	0.00	0.00
3006 - Jim Williams	1,000.00	1,050.71	-50.71
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	1,700.00	1,325.77	374.23
3009 - Dave Patterson	1,000.00	848.21	151.79
3010 - Jennifer Cobb	1,700.00	1,025.16	674.84
3011 - Student Trustees	0.00	0.00	0.00
TOTAL	10,500.00	7,803.37	2,696.63
Travel - Policy 3F Section 3.3 - General			
3000 - Dwayne Inch	2,800.00	1,443.91	1,356.09
3001 - Mike Brant	1,000.00	398.88	601.12
3002 - Sam Clements	400.00	252.44	147.56
3003 - Thelma Goodfellow	1,600.00	749.76	850.24
3004 - Mary Hall	800.00	0.00	800.00
3005 - Bonnie Danes	1,500.00	0.00	1,500.00
3006 - Jim Williams	500.00	380.71	119.29
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	7,000.00	3,604.76	3,395.24
3009 - Dave Patterson	1,100.00	516.29	583.71
3010 - Jennifer Cobb	1,800.00	833.78	966.22
3011 - Student Trustees	1,500.00	1,638.02	-138.02
TOTAL	20,000.00	9,818.55	10,181.45
Travel - Policy 3F Section 3.4 OPSBA			
3000 - Dwayne Inch	500.00	1,315.75	-815.75
3001 - Mike Brant	500.00	0.00	500.00
3002 - Sam Clements	500.00	0.00	500.00

Hastings and Prince Edward District School Board
Trustee Expenditures
As At 30 May 14

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
3003 - Thelma Goodfellow	500.00	12.80	487.20
3004 - Mary Hall	500.00	1,368.28	-868.28
3005 - Bonnie Danes	500.00	0.00	500.00
3006 - Jim Williams	500.00	1,182.39	-682.39
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	500.00	177.24	322.76
3009 - Dave Patterson	500.00	1,824.68	-1,324.68
3010 - Jennifer Cobb	500.00	0.00	500.00
3011 - Student Trustees	0.00	0.00	0.00
TOTAL	5,000.00	5,881.14	-881.14

Workshops & Conferences - Policy 3F Section 3.4

3000 - Dwayne Inch	2,500.00	1,493.22	1,006.78
3001 - Mike Brant	2,500.00	0.00	2,500.00
3002 - Sam Clements	2,500.00	1,393.41	1,106.59
3003 - Thelma Goodfellow	2,500.00	1,741.48	758.52
3004 - Mary Hall	2,500.00	1,454.90	1,045.10
3005 - Bonnie Danes	2,500.00	0.00	2,500.00
3006 - Jim Williams	2,500.00	1,735.17	764.83
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	2,500.00	2,546.44	-46.44
3009 - Dave Patterson	2,500.00	1,517.66	982.34
3010 - Jennifer Cobb	2,500.00	0.00	2,500.00
3011 - Student Trustees	6,000.00	1,302.38	4,697.62
TOTAL	31,000.00	13,184.66	17,815.34

GRAND TOTAL	66,500.00	36,687.72	29,812.28
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Decision _____ **Information** **X**

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

From: Leslie Miller, Superintendent of Business Services
Nick Pfeiffer, Controller of Facility Services

Re: Tender No. T-1314-007 – Parking Lot Improvements

Purpose

To provide information on the tender for parking lot paving and associated work at Kente Public School, North Hastings High School, and Maynooth Public School in accordance with *Procedure 505: Purchasing*.

Current Situation

Valid tenders were received in response to Tender No. T-1314-007 issued for parking lot improvements at various schools. Drain Bros. Excavating Ltd. was the low bid on all three projects and highest score on the evaluation process. Tender results are shown below:

Company	Bid Bond and Letter of Surety	Kente Public School	North Hastings High School	Maynooth Public School
Cooney Excavating	Yes	\$109,726.00	\$112,342.00	\$66,203.00
Drain Bros. Excavating Ltd.	Yes	\$101,252.40	\$88,021.04	\$47,400.00
Fidelity Engineering	Yes	\$187,831.95	No Bid	No Bid
Fitzgibbon Construction	Yes	\$116,050.55	\$100,140.10	\$59,531.58

The project budget is \$210,000 and the total lowest bid for all improvements is \$236,673. In order to remain within budget, it is recommended that Section “B” at Kente Public School not be included in this project, but be deferred to the 2014-15 year. This will bring the accepted bid total by Drain Bros. Excavating Ltd. to \$187,812 plus applicable taxes. It is recommended that Drain Bros. Excavating Ltd. be awarded the following: Kente Public School - Section “A”, North Hastings High School, and Maynooth Public School for a total of \$187,812.04 plus HST.

Respectfully submitted,

Leslie Miller
Superintendent of Business Services

Nick Pfeiffer
Controller of Facility Services