



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

**September 8, 2014 – Following Closed Session  
Board Committee Room, Education Centre**

<b>Section</b>	<b>Item</b>	<b>Report No.</b>	<b>Resp.</b>
<b>A</b>	<b>Call to order</b>		
	Presentations: None Approval of agenda Approval of minutes: June 9, 2014; August 13, 2014 Business arising		
<b>B</b>	<b>Recommendations</b>		
	School Consolidation Capital (SCC) Program – Capital Project Proposal	B-1	M. Savery-Whiteway/ L. Miller
<b>C</b>	<b>Information</b>		
	Enrolment update	verbal	L. Miller
	Capital projects update	verbal	L. Miller/N. Pfeiffer
	2014-2015 AiM System Plan overview	verbal	M. Savery-Whiteway
	Trustee expense report	C-1	L. Miller
<b>D</b>	<b>Correspondence</b>		
	Adjourn		

**Next regular meeting: October 14, 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  
June 09, 2014  
DRAFT**

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**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 7:08 p.m.

**Presentations:**

None

**Approval of the agenda:**

The following agenda items were added under Trustee Queries:

- Accessibility protocol
- Community use: washroom facilities

Moved: T. Goodfellow

Seconded: S. Clements

That the agenda be approved as amended.

**Carried**

**Approval of minutes:**

Moved: T. Goodfellow

Seconded: D. Patterson

That the minutes from the meeting of May 12, 2014 be approved.

**Carried**

**Business Arising**

None

**Recommendations**

Superintendent Miller presented Report No. B-1 to approve a borrowing resolution in order to meet the 2014-2015 expenditures of the board. 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.

Moved: S. Clements

Seconded: T. Goodfellow

**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 Public Report No. B-1 dated June 9, 2014.**

**Carried**

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**Information**

**Trustee Expense Report**

Trustee expenses for the period ending May 31, 2014 were reviewed.

Clarification/discussion items included:

- Bell internet expenses as they compare to other providers.

**Tender No. T-1314-007 – Parking Lot Improvements**

Controller Pfeiffer presented Report No. C-2 to provide information on the tender for parking lot improvements and associated work at Kente Public School, North Hastings High School and Maynooth Public School. The tender was originally expected to be over \$200,000 which would require board approval however a decision was made to defer a section at Kente Public School which brought the accepted bid total for the three schools to \$187,812. Controller Pfeiffer will follow up with trustees on the adjusted tender amount for Kente Public School.

Clarification/discussion items included:

- the scope of the work required at each school.

**Correspondence**

None

**Trustee Queries**

**Accessibility protocol**

Committee members discussed accessibility protocol and appropriate signage for community use events at our schools. Controller Pfeiffer confirmed that a ramp is scheduled to be built this summer at Trenton High School which will provide additional accessibility to the track.

**Community Use: Washroom Facilities**

Committee members discussed the need for washroom access during community use events at our schools. This will be addressed through Community Use.

The public meeting adjourned at 7:45 p.m.



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
OPERATIONS AND FINANCE COMMITTEE  
SPECIAL MEETING  
DRAFT PUBLIC MINUTES  
August 13, 2014**

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**Members present:** B. Danes (teleconference), M. Brant, S. Clements, T. Goodfellow – Chair,  
D. Inch, D. Patterson

**Regrets:**

**Guests:** K. Donnell, M. Hall, J. Williams, J. Cobb (teleconference), L. Kyle

**Resource:** C. Portt, M. Fisher, T. FitzGibbon, L. Miller, N. Pfeiffer, M. Savery-Whiteway

**Minutes:** J. Newman

**Call to order:**

The public session was called to order at 11:02 a.m.

**Presentations:**

None

**Approval of the agenda:**

Moved: D. Patterson

Seconded: M. Brant

That the agenda be approved.

**Carried**

**Recommendations:**

Superintendent Miller and Controller Pfeiffer presented Report No. B-1 to approve a recommendation to award an architectural design services contract for the new elementary school at the site of Queen Elizabeth Public School in Trenton. The Ministry of Education has approved funding of 11.31 Million for construction of a new school to replace the existing Queen Elizabeth Public School in Trenton. As part of the design process the board will require the services of an architect to prepare the necessary preliminary design concepts, tender documents and construction services.

A total of 13 valid RFP submissions were received by August 12, 2014. After a detailed analysis of each submission, Barry Bryan Associates achieved the highest score ranking based on fees, experience with school design, knowledge of 21<sup>st</sup> century design, project management and excellent service on previous board projects.

Clarification/discussion items included:

- the .2 differential in the evaluation of The Ventin Group and Barry Bryan Associates.
- the potential to incorporate features of the new Stirling Public School in the design process.
- the location of Barry Bryan Associates from Whitby, Ontario.

Moved: S. Clements

Seconded: M. Brant

**That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board award an architectural design services contract for the new elementary school at the site of Queen Elizabeth Public School in Trenton to Barry Bryan Associates as contained in the Operations and Finance Committee Report No. B-1 dated August 13, 2014.**

**Carried**

The public meeting adjourned at 11:12 a.m.



**Decision X Information \_\_\_\_\_**

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

**From:** Mandy Savery-Whiteway, Director of Education  
Leslie Miller, Superintendent of Business Services

**Re:** **School Consolidation Capital (SCC) program - Capital Projects Proposal**

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### **Purpose**

To share information about the Ministry of Education's newly announced School Consolidation Capital (SCC) program, and to recommend the capital priority business case to be approved and submitted under this program.

### **Background**

The new School Consolidation Capital (SCC) program is supported through the \$750M in funding that was announced in the 2014-15 Grant for Student Needs (GSN) release as part of the School Board Efficiencies and Modernization (SBEM) initiative. This funding is intended to help school boards adjust their cost structure in response to reductions in funding that currently supports empty space.

The program reflects the Ministry's recognition that for school boards to effectively and efficiently manage their excess capacity, they will need to (in some instances) right-size their capital footprint. The Ministry will consider funding business cases under the SCC program that allow a board to reduce their excess capacity. Boards are encouraged to consider business cases that were previously submitted under the last round of capital priorities.

Eligible projects for this round of funding consideration include the following:

- Projects expected to open no later than 2017-18
- Consolidating two (or more) schools into one new facility
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that are deemed surplus to the board's needs
- Right-sizing existing schools by renovating or demolishing existing excess capacity.

Boards are required to submit their trustee approved updated SCC projects by October 15, 2014.

### **Current Situation**

Administration is proposing that the business case for a new JK to Grade 8 replacement school on the Marmora Senior Public School site go forward to the Ministry for this round of SCC funding request. This project has been submitted in prior rounds of capital project funding requests, and remains a priority for the Board in addressing school consolidation and capacity adjustment needs due to enrolment changes. The business case is summarized in Appendix A.

### **Recommendation**

Moved

Seconded:

**That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board submit the business case outlined in Appendix A to the Ministry of Education as contained in Operations and Finance Committee Report No. B-1 dated September 8, 2014.**

Respectfully submitted,

**Mandy Savery-Whiteway**  
**Director of Education and Secretary of the Board**

**Leslie Miller**  
**Superintendent of Business Services**



**APPENDIX A**

**School Consolidation Capital Projects - Business Case**

Priority 1: New JK to Grade 8 replacement school on the Marmora Senior Public School Site. Planned opening date is 2017-18

Request: \$6.9M in Ministry funding for the demolition of the existing Marmora Senior Public School and the construction of a 305 pupil place school on the site

- Consolidation of the existing JK to Grade 3 program at Earl Prentice Public School and the existing Grade 4 to 8 program at Marmora Senior Public School in a new 305 pupil place school on the Marmora Senior Public School site thereby reducing operating and renewal costs through the use of one building instead of two.
- Reduction in excess capacity of 75 pupil places.
- Funding includes a premium for demolition.
- This proposal would not require an Accommodation Review as the Earl Prentice Public School feeds into Marmora Senior Public School.



**Hastings and Prince Edward  
District School Board**

**Operations and Finance Committee  
Public Report No. C-1  
Page 1  
September 8, 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**

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**Purpose**

To review trustee expense reimbursement for the period ending August 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 August 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 31 Aug 14

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Internet / Communications - Policy 3F Section 3.1</b>			
3000 - Dwayne Inch	700.00	1,096.75	-396.75
3001 - Mike Brant	700.00	655.96	44.04
3002 - Sam Clements	1,000.00	514.95	485.05
3003 - Thelma Goodfellow	1,700.00	1,411.51	288.49
3004 - Mary Hall	1,000.00	1,327.85	-327.85
3005 - Bonnie Danes	0.00	0.00	0.00
3006 - Jim Williams	1,000.00	1,420.32	-420.32
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	1,700.00	1,943.90	-243.90
3009 - Dave Patterson	1,000.00	1,202.00	-202.00
3010 - Jennifer Cobb	1,700.00	1,365.10	334.90
3011 - Student Trustees	0.00	0.00	0.00
<b>TOTAL</b>	<b>10,500.00</b>	<b>10,938.34</b>	<b>-438.34</b>
<b>Travel - Policy 3F Section 3.3 - General</b>			
3000 - Dwayne Inch	2,800.00	2,532.24	267.76
3001 - Mike Brant	1,000.00	920.60	79.40
3002 - Sam Clements	400.00	420.48	-20.48
3003 - Thelma Goodfellow	1,600.00	1,059.42	540.58
3004 - Mary Hall	800.00	307.52	492.48
3005 - Bonnie Danes	1,500.00	0.00	1,500.00
3006 - Jim Williams	500.00	842.02	-342.02
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	7,000.00	5,046.89	1,953.11
3009 - Dave Patterson	1,100.00	640.14	459.86
3010 - Jennifer Cobb	1,800.00	1,552.73	247.27
3011 - Student Trustees	1,500.00	2,102.11	-602.11
<b>TOTAL</b>	<b>20,000.00</b>	<b>15,424.15</b>	<b>4,575.85</b>
<b>Travel - Policy 3F Section 3.4 OPSBA</b>			
3000 - Dwayne Inch	500.00	1,423.75	-923.75
3001 - Mike Brant	500.00	1,556.58	-1,056.58
3002 - Sam Clements	500.00	981.25	-481.25



## Hastings and Prince Edward District School Board

### Trustee Expenditures

As At 31 Aug 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	1,277.14	-777.14
3009 - Dave Patterson	500.00	1,829.23	-1,329.23
3010 - Jennifer Cobb	500.00	0.00	500.00
3011 - Student Trustees	0.00	0.00	0.00
<b>TOTAL</b>	<b>5,000.00</b>	<b>9,631.42</b>	<b>-4,631.42</b>
<b>Workshops &amp; Conferences - Policy 3F Section 3.4</b>			
3000 - Dwayne Inch	2,500.00	2,355.72	144.28
3001 - Mike Brant	2,500.00	1,047.14	1,452.86
3002 - Sam Clements	2,500.00	2,146.33	353.67
3003 - Thelma Goodfellow	2,500.00	1,741.48	758.52
3004 - Mary Hall	2,500.00	3,207.90	-707.90
3005 - Bonnie Danes	2,500.00	786.63	1,713.37
3006 - Jim Williams	2,500.00	3,495.05	-995.05
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	2,500.00	3,266.67	-766.67
3009 - Dave Patterson	2,500.00	2,270.58	229.42
3010 - Jennifer Cobb	2,500.00	1,338.66	1,161.34
3011 - Student Trustees	6,000.00	1,343.05	4,656.95
<b>TOTAL</b>	<b>31,000.00</b>	<b>22,999.21</b>	<b>8,000.79</b>
<b>GRAND TOTAL</b>	<b>66,500.00</b>	<b>58,993.12</b>	<b>7,506.88</b>