



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

Dwayne Inch, Chair of the Board

Rob McGall, Director of Education

## NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the  
**Operations and Finance Committee** will be held on:

**Monday, September 12, 2011**  
**commencing at 7:00 p.m.**  
**in the Board Committee Room at the Education Centre**  
**156 Ann Street, Belleville, Ontario**

The agenda and supporting documents for this meeting are attached to this notice.

**Dave Patterson**  
Chair, Operations and Finance Committee

**Dave Rutherford**  
Superintendent, Business Services

**Committee Members: M. Brant S. Clements, T. Goodfellow, M. Hall, D. Inch, D. Patterson,**  
**T.B.D. (student trustee)**



# Hastings and Prince Edward District School Board

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## Operations and Finance Committee PUBLIC AGENDA

Regular meeting of  
September 12, 2011 – 7:00 p.m.  
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
<b>A</b>	<b>Call to order</b>		
	Delegations/presentations Approval of agenda Approval of minutes – June 13, 2011 Business arising from the minutes		
<b>B</b>	<b>Recommendations</b>		
	Request for proposal: architectural services	B-1	D. Rutherford D. Tregenza
<b>C</b>	<b>Information</b>		
	Capital projects update (verbal report) Mileage rate of reimbursement Enrolment update (verbal report) Trustee expense report Year 2 AiM System Plan – update	C-1 C-2 C-3	D. Tregenza D. Rutherford D. Rutherford D. Rutherford R. McGall
<b>D</b>	<b>Correspondence</b>		

**Next regular meeting: October 11, 2011**

**Committee Membership:** *M. Brant, S. Clements, Vice-chair, T. Goodfellow, M. Hall, D. Inch, D. Patterson, Chair, Student Trustee (T.B.D.)*



# HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD OPERATIONS AND FINANCE COMMITTEE PUBLIC MEETING MINUTES

June 13, 2011

**DRAFT**

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**Members present:** M. Brant, S. Clements, T. Goodfellow, M. Hall, D. Inch, Chair, D. Patterson

**Regrets:** None

**Student Trustee:** C. Meyette (absent)

**Resource:** R. McGall, D. Rutherford, D. Tregenza

**Minutes:** J. Newman

## **Call to order**

The meeting was called to order at 7:45 p.m.

## **Delegations/presentations**

### **Frink Centre report and video**

Superintendent FitzGibbon introduced Ian Boyd, Curriculum Services Coordinator, Randy Votary, Curriculum Services Coordinator, Paul Taylor, Outdoor Education Liaison and Brad Olsen, Teacher at Centre Hastings Secondary School.

Paul Taylor presented the following highlights of the 2010-2011 year at the Frink Centre:

- Visitor numbers to the Frink centre continue to remain strong. As of May 31st of the 2010-2011 school year, 5853 visitors (240 classes) have attended programming at the Frink Centre from HPEDSB.
- Program enhancement included purchase of new snowshoe bindings, several class sets of rain jackets and bug jackets to accommodate all ages of students visiting the Frink Centre to ensure safety and comfort for students in all kinds of weather conditions, and to promote being active and learning in the outdoors.
- A grand opening was held on May 5th, 2011 for the completed Outdoor Education Pavilion. The pavilion was built by the Centre Hastings Secondary School Specialist High Skills Major Renovation and Restoration Class 2011 and was sponsored by John M. Parrott Foundation, Skills Canada Ontario/Lowe's Toolbox for Education, HPEDSB, ALCDSB, Tal Trees Inc, Quinte Bass Anglers, Jim and Nancy Moore and Quinte Conservation.
- The Lifelines class from Centennial Secondary School facilitated the 2011 tours for the Frink Centre's annual Sugarbush from March 21st – April 8th for the 62 classes from HPEDSB that visited the Centre to learn about maple syrup.
- Student placement opportunities for 2010-2011 at the Centre has brought in students from Loyalist College, Queen's University and Quinte Secondary School.

Many other highlights, including future plans for the Frink Centre, were contained in Report No. C-4.

A question was raised regarding curriculum connections. It was confirmed that activity guides are provided to each school that are grade specific and are directly linked to the curriculum.

Brad Olsen, Teacher from the Centre Hastings Secondary School Specialist High Skills Major Renovation and Restoration Class 2011, presented a video showing the construction phases of the new Outdoor Education Pavilion.

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**Approval of agenda**

Moved: M. Hall  
Seconded: M. Brant

**That the agenda be approved.**

**Carried**

**Approval of minutes**

Moved: D. Patterson  
Seconded: T. Goodfellow

**That the minutes of the regular meeting of May 9, 2011 be approved.**

**Carried**

**Business Arising - None**

**Recommendations**

**Borrowing resolution**

Superintendent Rutherford presented Report B-1 to approve a borrowing resolution in order to meet the 2011-2012 expenditures of the board. Superintendent Rutherford noted that periodically the board finds it necessary to borrow funds to meet current expenditures of the board until 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. It is recommended that the borrowing limit remain at \$12,000,000.

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 2011-2012 expenditures, approve the attached resolution authorizing the borrowing of a sum of up to twelve million dollars (\$12,000,000) outstanding at any one time as contained in the Operations and Finance Committee Public Report No. B-1 dated June 13, 2011.**

**Carried**

**Annual Accessibility Plan**

D. Tregenza reviewed the Annual Accessibility Plan for the period September 2011 to August 2012. It was noted that the language in the second to last paragraph on pg. 3 will be revised prior to the board meeting as information has been received indicating that the remaining standards are now being circulated.

Moved: M. Hall  
Seconded: D. Patterson

**That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board approve the Annual Accessibility Plan for the period September 2011 to August 2012 as contained in the Operations and Finance Committee Report No. B-2, dated June 13, 2011.**

**Carried**

**Information**

**Capital Projects Update**

D. Tregenza provided a verbal update on the major capital construction projects currently underway at Athol-South Marysburgh Public School, Prince Charles School, Belleville, Sir John A. Macdonald School and York River Public School. Committee members viewed photos capturing the construction phase at each location.

**Trustee Expense Reimbursement**

Superintendent Rutherford provided an update on trustee expenses for the period ending May 31, 2011. It was noted that travel budgets for next year will be adjusted to reflect the increase in 2010-2011 expenditures.

**Operations and Finance Committee – Start time**

Committee members discussed the option to change the start time for Operations and Finance Committee meetings from 7:00 p.m. to 5:30 p.m. A decision was made to continue with the 7:00 p.m. start time with the option to adjust the meeting start time as required.

**Correspondence – None**

**The meeting adjourned at 8:15 p.m.**



Decision  X  Information      

**To:** The Chair and Members of the Hastings and Prince Edward District School Board

**From:** Dave Rutherford, Superintendent of Business Services  
Don Tregenza, Controller of Facility Services

**Re: Request for Proposal – RFP #1101-009**  
**Project management and architectural services for the new Stirling and Tweed consolidated unnamed schools**

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### Background

The Ministry of Education has approved funding of \$19.2 Million for construction of new schools in Stirling and Tweed to replace and consolidate the existing school buildings. As part of the design process the board will require the services of a project manager and architect to prepare the necessary preliminary design concepts and tender documents.

### Current situation

A total of 15 RFP submissions were received by August 23, 2011. An analysis of the submissions was performed which examined each proponent's qualifications, experience, project management skills, understanding of the 21<sup>st</sup> Century design concept for student needs, extent of services and proposed fees.

Proposals were received from:

<b>Company</b>	<b>% Fee of Construction Cost</b>
AECOM	10.2
Ameresco Canada	9
Barry Bryan Associates	5.95
CS&P Architects	8.9
DIALOG	5.65
Icon Architects	5.9
Kearns Mancini Architects	9
Kneider Architects	11
Lennis Trotter Architect	7
METTKO	11.99
Moriyama and Techima Architects	8.89
P2I Strategies	8.25
Snyder and Associates	7.34
Ventin Group Limited	5.35
ZAS Architects/Colborne and Kembel Architects	5.9



After a detailed analysis of each submission, Ventin Group Limited achieved the highest score ranking. It is proposed to use the same proponent for both projects with the intent to achieve some saving though partial duplication of design. Ventin Group has offered the lowest cost fee proposal.

Ventin Group is based in Brantford and maintains a satellite project management office in Belleville. They have extensive school project experience throughout Ontario and offered excellent references.

### **Recommendation**

Moved:

Seconded:

**That Hastings and Prince Edward District School Board award a project management and architectural design services contract for the new Stirling and Tweed unnamed schools to Ventin Group Limited as contained in the Operations and Finance Committee Report No. B-1 dated September 12, 2011.**

Respectfully submitted,

**Dave Rutherford  
Superintendent of Business Services**

**Donald S. Tregenza  
Controller of Facility Services**



**Hastings and Prince Edward  
District School Board**

**Operations and Finance Committee  
Public Report No. C-1  
Page 1  
September 12, 2011**

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

**To:** The Chair and Members of the Operations and Finance Committee  
**From:** Dave Rutherford, Superintendent of Business Services  
**Re:** **Mileage rate of reimbursement**

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**Purpose**

To review the annual survey of mileage reimbursement rates to consider an adjustment to the current board mileage rate.

**Background**

Board Administrative Procedure 510 requires that administration carry out an annual survey each year to determine the kilometer rate for reimbursing individuals who are authorized to use their personal vehicles on board business. The effective date of any potential change is to be September 1 of each school year.

**Current situation**

Following the formula prescribed in board policy the average rate of reimbursement for the seven organizations surveyed is \$.45/kilometer. The current board rate is \$.44 and therefore administration is not recommending a change for 2011-2012.

**Appendices**

Appendix A – Mileage Rates Survey

Respectfully submitted

**Dave Rutherford  
Superintendent of Business Services**

**MILEAGE RATES SURVEY - AUGUST 2011**

Organization	Current Rate	Contact Information	Comments
Algonquin and Lakeshore Catholic DSB	.44/km Tied to Revenue Canada rate (paid to employees) - currently looking at rate.	613-354-2255 or 1-800-581-1116	Shelley Jackson, Accounting (x426)
Limestone DSB	.42/km UI (unchanged)	613-544-6920 or 1-800-267-0935	Jennifer Foster x260
Kawartha Pine Ridge DSB	.48/km as of Spt 1/11 Was .54/km. Changing to .48/km to be more in line with the Ministry.	705-742-9773 or 1-877-741-4577	x2376 - Chrystal Lowry
Trillium Lakelands DSB	.40/km Down from 145/km.)	705-324-6776 or 1-888-526-5552	Gail Manetta, Accounting
Peterborough Victoria Northumberland and Clarington Catholic DSB	.44/km unchanged - usually tied to CAA rate	705-748-4861 or 1-800-461-8009	Nancy Curtain, Accts. Pay. Supervisor
City of Belleville	.50/km (to .52/km in 20 (up from .48/km)	Elizabeth Moses 967-3200 x3213 Treasurer's Office	
City of Quinte West	.48/km Up from .35/km	Roxanne Alexander 392-2841	
Hastings and Prince Edward DSB	currently .44/km		



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

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

**From:** Dave Rutherford, Superintendent of Business Services

**Re: Trustee Expense Reimbursement**

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**Purpose**

To review trustee expense reimbursement for the period ending August 31, 2011.

**Background**

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

**Current situation**

Trustee expenditures for the period ending August 31, 2011 are attached as Appendix A.

**Appendices**

Appendix A – Trustee expenditures for the period ending August 31, 2011.

Respectfully submitted,

**Dave Rutherford  
Superintendent of Business Services**



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
TRUSTEE EXPENDITURES  
FOR THE PERIOD FROM SEPTEMBER 1, 2010 TO AUGUST 30, 2011**

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
<b>Internet / Communications - Policy 3F Section 3.1</b>				
611	Student Trustees	-	10.50	
640	Dwayne Inch	-	30.60	
641	Cliff Cotton	-	63.24	
642	Monica Walker	-	156.79	
643	Mike Brant	-	1,844.41	
644	S. Clements	-	820.17	
645	T Goodfellow	-	482.36	
646	Mary Hall (Vice Chair)	-	-	
647	Harry Marissen	-	173.85	
648	Carl Pitman (Chair)	-	1,078.86	
649	Jim Williams	-	576.64	
651	Budget	8,950.00	-	
652	Lucille Kyle	-	1,943.19	
653	Dave Patterson	-	222.48	
654	Jennifer Cobb	-	289.30	
		<b><u>8,950.00</u></b>	<b><u>7,692.39</u></b>	<b><u>1,257.61</u></b>
<b>Travel - Policy 3F Section 3.3</b>				
611	Student Trustees	-	2,132.64	
640	Dwayne Inch	-	3,878.14	
641	Cliff Cotton	-	36.01	
642	Monica Walker	-	1,935.85	
643	Mike Brant	-	4,406.16	
644	S. Clements	-	2,576.13	
645	T Goodfellow	-	3,990.76	
646	Mary Hall (Vice Chair)	-	4,356.00	
647	Harry Marissen	-	238.46	
648	Carl Pitman (Chair)	-	4,875.01	
649	Jim Williams	-	4,690.60	
651	Budget	22,500.00	-	
652	Lucille Kyle	-	9,656.36	
653	Dave Patterson	-	3,670.41	
654	Jennifer Cobb	-	3,941.30	
		<b><u>22,500.00</u></b>	<b><u>50,383.83</u></b>	<b><u>(27,883.83)</u></b>



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**  
**TRUSTEE EXPENDITURES**  
**FOR THE PERIOD FROM SEPTEMBER 1, 2010 TO AUGUST 30, 2011**

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
<b>Workshops &amp; Conferences - Policy 3F Section 3.4</b>				
611	Student Trustees	6,000.00	5,608.40	391.60
640	Dwayne Inch	2,500.00	(486.65)	2,986.65
641	Cliff Cotton	625.00	-	625.00
642	Monica Walker	625.00	-	625.00
643	Mike Brant	2,500.00	-	2,500.00
644	S. Clements	2,500.00	-	2,500.00
645	T Goodfellow	2,500.00	190.69	2,309.31
646	Mary Hall (Vice Chair)	2,500.00	208.88	2,291.12
647	Harry Marissen	625.00	-	625.00
648	Carl Pitman (Chair)	2,500.00	-	2,500.00
649	Jim Williams	2,500.00	-	2,500.00
652	Lucille Kyle	1,875.00	337.19	1,537.81
653	Dave Patterson	1,875.00	264.06	1,610.94
654	Jennifer Cobb	1,875.00	60.00	1,815.00
		<u>31,000.00</u>	<u>6,182.57</u>	<u>24,817.43</u>
		<u><u>62,450.00</u></u>	<u><u>64,258.79</u></u>	<u><u>-1,808.79</u></u>