



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
OPERATIONS AND FINANCE COMMITTEE  
PUBLIC MEETING MINUTES  
September 12, 2011**

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

**Student Trustee:** None

**Regrets:** None

**Guests:** None

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

**Minutes:** C. Reid, Administrative Assistant

**Call to order**

The public meeting was called to order at 7:00 p.m.

**Delegations/presentations** - None

**Approval of agenda**

Moved: M. Hall  
Seconded: M. Brant

**That the agenda be approved.**

Carried

**Approval of minutes**

Moved: T. Goodfellow  
Seconded: D. Inch

**That the minutes of the June 13, 2011 regular meeting be approved.**

Carried

**Business arising from the minutes**

Clarification was sought regarding start times of committee meetings. It was confirmed that the Program and Human Resources Committee members made a decision to change the start time of those committee meetings to 5:30 p.m. The Operations and Finance Committee will continue to meet at 7:00 p.m. except when multiple committee meetings occur on the same date.

Trustee Inch noted that he chaired the meeting of June 13, 2011. There was no challenge raised regarding his seconding the approval of the minutes.

**Recommendations**

**Request for proposal: architectural services**

Controller of Facility Services, Don Tregenza commented on Report No. B-1, noting that the total Ministry funding for the two school construction projects in Stirling and Tweed is \$19.2 million. The Ministry has recommended that the same architect be used for both projects for cost savings purposes.

A total of 15 RFP submissions were received by August 23, 2011. The percentage fee of construction cost ranged from 5.35% to 11.99%, which is a considerable span on a project of this scope. 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. After a detailed analysis of each submission, Ventin Group Limited achieved the highest score ranking from all three scorers. Ventin Group has offered the lowest cost fee proposal. The company is based in Brantford but maintains a satellite project management office in Belleville. They have extensive school project experience throughout Ontario and offered excellent references.

It was noted that this company has worked extensively with the local Catholic board, the Trillium Lakelands board and Hamilton-Wentworth. The letters of reference provided dated from the 1980's to present and were all excellent. The company has a history of being within budget and on time in other projects. The fee accounts for 40% of the scoring. It was confirmed that academic staff will be consulted to provide input into the design of the schools, as well as various community members and trustees. Although the Ministry is encouraging repeat designs in order to provide cost savings, there may be some differences in design to provide for some individuality. The consultations will help to determine the final design of the schools.

Moved: T. Goodfellow  
Seconded: S. Clements

**That the Operations and Finance Committee recommend 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.**

A question was raised regarding the requirement for an Accommodation Review. It was confirmed that there is no requirement for an Accommodation Review and that is why the Board needs to build in consultation with the various internal and external community stakeholders to recognize importance of community attachment to the facilities. Trustee Goodfellow put forth her name to participate in these consultations.

Carried unanimously

### **Information**

#### **Capital projects update**

Controller of Facility Services, Don Tregenza provided an update regarding construction projects that were taking place over the summer at York River Public School, Athol-South Marysburgh Public School, Prince Charles School (Belleville) and Sir John A. Macdonald Public School.

Prince Charles (Belleville) and Athol-South Marysburgh were open to receive students on Tuesday, September 6. Sir John A. Macdonald has been the most challenging of the projects. It will be ready for occupation on September 23. York River will be ready for occupation within days. Moves into both facilities are schedule to take place over the weekend of the September 23 PA day. Positive comments were shared regarding all of the projects and the committee thanked Controller Tregenza for the pictorial update.

#### **Mileage rate of reimbursement**

Superintendent Rutherford stated that 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.

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. The Government of Ontario currently reimburses at the rate of \$.40/km, however senior staff are not suggesting that the board reduce its rate to \$.40 because the Government Ontario last reviewed its rate in 2006. It was noted that municipalities, who have higher rates of reimbursement, are not governed by the Broader Public Sector Expense Directive because they are funded primarily through property taxes.

#### **Enrolment update**

Superintendent Rutherford noted that preliminary elementary enrolments were tabulated on Friday, September 9, although the official count date is October 31. Overall, the projected elementary enrolment was 9452 and the approximate FTE currently sits at 9448.5. JK and SK were higher than projected. Due to the fact that 90% of primary classes are required to have 20 students or less and not exceed 23. there

are a number of challenges being faced in the schools that may require some reorganization of students or some additional staff assigned. A more comprehensive update will be provided at the Program and Human Resources Committee meeting and at the Board meeting this month.

Committee members inquired about specific geographic areas. It was noted that North Hastings is up overall by 25 students, the majority of which at York River. Trenton is down in some schools, but up in others. A question was raised regarding the new Catholic school in Marmora and whether or not that has affected enrolment in Marmora. It was confirmed that enrolment was lower than projected at Earl Prentice, but Grade 4 is now at Marmora Senior.

#### **Trustee expense report**

Trustee expenditures for the period ending August 31, 2011 were reviewed. Overall, expenses were slightly higher than actual budget. Due to a change in the way expenses were charged for the OPSBA annual meeting and labour relations meeting, trustees were over budget in travel and under budget in workshops and conferences. This year, the budget will be adjusted to reflect this change.

Clarification was sought regarding the expenses of OPSBA directors. It was confirmed that the trustee will receive an expense form from OPSBA which will be submitted to OPSBA to cover expenses. It was noted that other trustees are welcome to attend OPSBA meetings as well and could access some of their professional development money in order to do so. This information will be shared with all trustees at the Board meeting.

It was suggested that another budget category be created for out-of-district board business. Currently all travel and accommodation is being charged to travel unless it is professional development, so it appears that trustee travel expenses are much higher than normal.

#### **Year 2 AiM System Plan update**

Director McGall provided the most recent draft of the Year 2 AiM System plan. On Monday, September 19 at the trustee retreat, it will be reviewed in detail and feedback will be sought from trustees. It will also be reviewed at the Program Human Resources Committee where a recommendation will be made to the Board for final approval. Clarification was sought regarding the achievement level goals and information was provided that detailed how those goals were determined.

#### **Correspondence – None**

The Operations and Finance Committee meeting adjourned at 7:48 p.m.