



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

**November 11, 2013 – 7:00 p.m.
Board Committee Room, Education Centre**

Section	Item	Report No.	Resp.
A	Call to order		
7:00 p.m.	Presentations: <ul style="list-style-type: none">• Naming of QSS Gym - L. Woodley, Principal, QSS Approval of agenda Approval of minutes: October 15, 2013 Business arising		T. Fitzgibbon
B	Recommendations		
	Naming of Quinte Secondary School Gym	B-1	T. Fitzgibbon
C	Information		
	OSBIE Insurance premiums Capital projects update Trustee expense report	C-1 verbal C-2	L. Miller D. Tregenza L. Miller
D	Correspondence		

Adjourn

Next regular meeting: January 13, 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
October 15, 2013
DRAFT**

Members present: M. Brant, S. Clements, T. Goodfellow - Chair, D. Patterson
Regrets: B. Danes, D. Inch
Guests: K. Donnell
Resource: T. FitzGibbon, L. Miller, M. Savery-Whiteway, D. Tregenza
Minutes: J. Newman

Call to order

The public session of the Operations and Finance Committee was called to order at 7:40 p.m.

Approval of the agenda

Moved: M. Brant
Seconded: D. Patterson

That the agenda be approved.

Carried

Approval of minutes:

Moved: S. Clements
Seconded: M. Brant

That the minutes from the meeting September 9, 2013 be approved.

Carried

Business Arising

Superintendent Miller provided an enrolment update.

Recommendations

Capital priorities submission

Superintendent Miller presented Report No. B-1 to approve the capital priority business cases for submission to the Ministry of Education by October 31.

Administration is proposing three business cases to go forward to the Ministry for the 2013 funding request. These business cases represent prior year submissions which remain significant to HPEDSB in terms of addressing school consolidation and accommodation needs due to enrolment changes. Superintendent Miller reviewed the business cases summarized in Appendix A.

Clarification/discussion items included:

- The requirement to demolish Breadner Elementary School as per the current lease with DND. It was noted that previous discussions with DND indicated a potential future need for the school however further discussion would be required.
- Surplus space at both Earl Prentice & Marmora Public School.
- Rationale for submitting three business cases instead of one priority case.

Moved: S. Clements
Seconded: M. Brant

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board submit the business cases outlined in Appendix A to the Ministry of Education as contained in Operations and Finance Committee Report No. B-1 dated October 15, 2013.

Carried

2013-2014 Multi-Year Accessibility Plan

Controller Tregenza presented Report No. B-2 to approve the board's Multi-Year Annual Accessibility Plan for the period September 2013 to August 2018. The *Accessibility for Ontarians with Disabilities Act (2005) (AODA)* and the *Ontarians with Disabilities Act (2001) (ODA)* requires school boards to prepare annual plans to address barriers to persons with disabilities. The plan has had several revisions since it was first published in 2005 and is accessible by link on the board website.

Most recently the Accessibility Plan was revised to incorporate multi-year plans for a five year period as opposed to a one year plan. The Accessibility Plan will continue to be reviewed and approved on an annual basis by the Accessibility Advisory Committee and approved by the Board. Committee members discussed the plan and format enhancements for consideration next year.

Moved: M. Brant
Seconded: S. Clements

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board approve the Multi-year Annual Accessibility Plan for the period September 2013 to August 2018 as contained in the Operations and Finance Committee Report No. B-2, dated October 15, 2013.

Information

Kilometer rate of reimbursement

Superintendent Miller presented Report No. C-1 to review the 2013-2014 kilometer rate of reimbursement as determined by administration. The current board rate is \$.44/kilometer. Following a review of other local rates administration is recommending no change to the kilometer rate for 2013-2014.

Trustee Expense Report

Trustee expenses for the period ending September 2013 were reviewed.

Correspondence

Controller Tregenza presented correspondence from the City of Belleville requesting a 5 meter temporary working easement as well as an 8 meter permanent easement to install a permanent watermain across the Prince of Wales School property. Controller Tregenza will continue discussions with the City of Belleville noting the board's concerns regarding student safety, potential building damage, disruption to existing landscape and project timelines.

The meeting adjourned at 8:25 p.m.



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

From: Trish FitzGibbon, Superintendent of Education – Human Resources

Re: Naming the Quinte Secondary School Gymnasium

Purpose

To approve the naming of the Quinte Secondary School gymnasium.

Background

Quinte Secondary School was built in 1954 and celebrated its first graduating class (students attending from grade nine to graduation) in 1959. Amongst that first class was a student named Rick Locke. He was a hard working student, involved in many clubs, activities and sports. During his high school career he took on many leadership roles and became head boy as a senior. Upon graduation he was named “The Best All Around Student” in the 1958-59 school year. Mr. Locke went on to post-secondary education and earned his teaching qualifications. Soon after, he started his teaching career at Quinte Secondary School. Whether it was in the classroom or in the gymnasium, Mr. Locke instilled the qualities that had made him so successful onto his students. He made everyone feel like they belonged and everyone had the same chance at success, especially in his physical education courses. As a teacher Mr. Locke quickly became an educational leader at Quinte Secondary School. He served many years as a department leader and was instrumental in providing Quinte students with their first ever kinesiology course. He did this at Quinte for his entire professional career until his retirement from the Hastings Prince Edward District School Board in 1997.

Mr. Locke provided thousands of hours of his own time to coach at QSS ensuring that students at Quinte had the same opportunities that he had through involvement in sport. Mr. Locke coached many different sports at Quinte, including football and men’s and women’s basketball. Most importantly, for 30 years he taught success through character building and the core values that make an athlete better on the court and more importantly in life. Upon retirement Mr. Locke continued to find ways to stay connected with high-school life, sports, and Quinte Secondary School by refereeing and being a basketball and football official for many Bay of Quinte athletic contests. He never stopped instilling those positive core values that align so well with our board’s character attributes. Mr. Locke is known as Mr. Quinte and is one of Quinte Secondary School’s most prolific alumni.

Current situation

On October 3, 2013, as per Procedure 188, a meeting was held at Quinte Secondary School to review the recommendation to name the gymnasium after Rick Locke. In attendance were administration, staff members, students, school council representation and community members, including former staff and students. This naming committee reviewed Procedure 188, discussed the distinctiveness and appropriateness of the name, as well as provided supporting rationale for their recommendation. At the conclusion of the meeting, the committee unanimously put forward the recommendation to bring a request forward to the Operations and



**Hastings and Prince Edward
District School Board**

**Operations and Finance Committee
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Finance Committee to approve naming the Quinte Secondary School gymnasium the Rick Locke Gymnasium.

Presentation

Principal Liane Woodley, teacher Wayne Myers and student Jacqueline Wood will provide the committee's rationale for naming their gymnasium the Rick Locke Gymnasium.

Recommendation

Moved:

Seconded:

That the Operations and Finance Committee recommend that Hastings and Prince Edward District School Board name the gymnasium at Quinte Secondary School the "Rick Locke Gymnasium", as contained in the Operations and Finance Committee Report No. B-1, dated November 11, 2013.

Respectfully submitted,

Trish FitzGibbon

Superintendent of Education – Human Resource Services



Decision _____ Information X

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

From: Leslie Miller, Superintendent of Business Services

Re: OSBIE Insurance Premiums

Purpose

To provide information on the insurance renewal with the Ontario School Boards' Insurance Exchange (OSBIE) for 2014.

Background

Each year at this time the Board of Directors of OSBIE (Ontario School Boards' Insurance Exchange) approves the general rate adjustment for insurance coverage for the following year. From year to year individual board premium variances result primarily from changes in exposure, general rate adjustment and loss experience.

Current situation

The OSBIE premium invoice for Hastings and Prince Edward District School Board for 2014 is \$197,147. This is a decrease of \$15,188 or 7.7% from 2013 and is the result of exposure change and claims experience.

Appendices

- Renewal letter
- Individual board premium variance from 2013 to 2014

Respectfully submitted,

Leslie Miller
Superintendent of Business Services



OSBIE

ONTARIO SCHOOL BOARDS'
INSURANCE EXCHANGE

November 1, 2013

Leslie Miller
Superintendent of Business Services & Treasurer
Hastings & Prince Edward District School Board
156 Ann Street
BELLEVILLE, ON
K8N 1N9

Dear Leslie,

Subject: **2014 INSURANCE RENEWAL**

ENSURING YOUR PROTECTION

OSBIE continues to serve its subscribers with excellent insurance protection, prompt and friendly claims service, as well as loss control, and risk management support. Our products and coverage limits are designed, reviewed and updated to meet your evolving needs.

Enclosed is your 2014 Insurance Renewal package which includes the following:

- a copy of the 5 year Claim History for your Board
- fact sheet outlining the factors impacting your premiums
- 2014 Premium invoice

In keeping with our actuarial practice of funding our expected claims costs, the Board of Directors of OSBIE, after careful consideration, has approved the following general rate adjustments for the year 2014:

Liability	0%
Property	+15%
Boiler	+15%
Crime	0%
Automobile	0%

Even though we are collecting **another \$2.4 million** in premium, this is offset by a \$3.3 million refund to members of the automobile and general liability lines of business.

91 Westmount Road, Guelph, Ontario N1H 5J2 Tel 519-767-2182

Fax 519-767-0281 www.osbie.on.ca

EVOLVING TO THE ULTIMATE BENEFIT OF SUBSCRIBERS

1. **Liability Insurance Funding**

0% change for this line. The OSBIE Liability portfolio continues to meet its claim obligations with the premiums collected.

2. **Property, Crime and Boiler Funding**

- a) **Property:** 15% change. Another year of continuing increased claims costs, both in claims experience and inflationary costs of construction are contributing to the 15% rate increase. With these increased claims costs, OSBIE's reinsurance expenses on this line of business will also increase.
- b) **Crime:** 0% change. The claims experience for this group continues to be in line with the premiums being collected.
- c) **Boiler and Machinery:** 15% change. Deteriorating claims experience and increasing inspection expenses are the key contributors to this rate increase. This line has not seen a rate increase in many years.

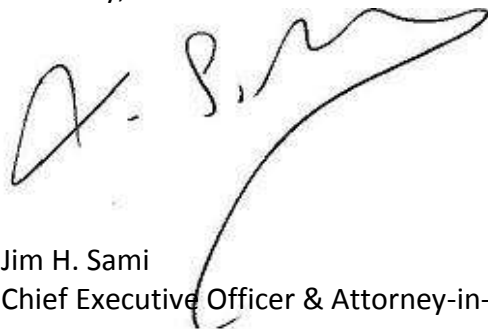
3. **Fleet Automobile Insurance**

0% change for this line. OSBIE Fleet Automobile continues to meet its claim obligations with the premiums collected.

Please contact me if you have any questions regarding the information contained in this package.

OSBIE sincerely appreciates your continuing membership and contributions to our success. We look forward to serving you in 2014.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Sami", with a large, sweeping flourish extending from the end of the signature.

Jim H. Sami
Chief Executive Officer & Attorney-in-Fact



Your Board

As at January 1, 2014, you are now in year 3 of the current 5 year Subscription Period. The next Subscription Period starts on January 1, 2017.

Overall premium rates are determined by an actuary. Individual board premium variances from year to year result primarily from changes in exposure, general rate adjustments, and loss experience which you will see outlined in the chart below.

The following factors play a key role in the determination of your premiums:

SG 00229, Hastings & Prince Edward District School Board

	2013 Premium (\$)	General Rate Change	Exposure Change (%) *	Claims Experience (%)	Overall % Change	2014 Premium (\$)
Liability	133,769	0%	-0.21	-15.21	-14.86	113,893.00
Property	41,708	+15%	0.41	-10	6.97	44,615.00
Boiler	5,944	+15%	1.72	N/A	17.03	6,956.00
Crime	7,960	0%	-0.21	N/A	-0.21	7,943.00
Auto**	22,954	0%	0.00	N/A	3.42	23,740.00

**does not include optional endorsement premiums

*Exposure Change refers to changes in the following numbers. These factors are used as the basis for your 2014 premiums.

Exposure Factors	2013	2014
Student Count	15,530	15,497
Property Square Footage	2,718,753	2,729,774
# of Boiler Locations	58	59
# of Automobiles	37	37

Student count numbers also include all day kindergarten. Student count numbers are provided to OSBIE from the Ministry of Education.

Should more information be required, simply contact the OSBIE office and we will be happy to assist you.



**Hastings and Prince Edward
District School Board**

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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

Re: Trustee Expense Report

Purpose

To review trustee expense reimbursement for October 2013.

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 October 2013 are attached for review.

Respectfully submitted,

**Leslie Miller
Superintendent of Business Services**

Hastings and Prince Edward District School Board
Trustee Expenditures
As At 01 Nov 13

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Internet / Communications - Policy 3F Section 3.1			
3000 - Dwayne Inch	700.00	1,276.20	-576.20
3001 - Mike Brant	700.00	108.80	591.20
3002 - S. Clements	1,000.00	0.00	1,000.00
3003 - T Goodfellow	1,700.00	102.49	1,597.51
3004 - Mary Hall	1,000.00	102.16	897.84
3005 - Bonnie Danes	0.00	0.00	0.00
3006 - Jim Williams	1,000.00	435.08	564.92
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	1,700.00	154.06	1,545.94
3009 - Dave Patterson	1,000.00	153.64	846.36
3010 - Jennifer Cobb	1,700.00	232.22	1,467.78
3011 - Student Trustees	0.00	0.00	0.00
TOTAL	10,500.00	2,564.65	7,935.35

Travel - Policy 3F Section 3.3 - General

3000 - Dwayne Inch	2,800.00	298.86	2,501.14
3001 - Mike Brant	1,000.00	0.00	1,000.00
3002 - S. Clements	400.00	0.00	400.00
3003 - T Goodfellow	1,600.00	0.00	1,600.00
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	372.48	127.52
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	7,000.00	1,317.97	5,682.03
3009 - Dave Patterson	1,100.00	30.62	1,069.38
3010 - Jennifer Cobb	1,800.00	198.44	1,601.56
3011 - Student Trustees	1,500.00	0.00	1,500.00
TOTAL	20,000.00	2,218.37	17,781.63

Travel - Policy 3F Section 3.4 OPSBA

3000 - Dwayne Inch	500.00	0.00	500.00
3001 - Mike Brant	500.00	0.00	500.00
3002 - S. Clements	500.00	0.00	500.00

Hastings and Prince Edward District School Board
Trustee Expenditures
As At 01 Nov 13

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
3003 - T Goodfellow	500.00	0.00	500.00
3004 - Mary Hall	500.00	0.00	500.00
3005 - Bonnie Danes	500.00	0.00	500.00
3006 - Jim Williams	500.00	0.00	500.00
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	500.00	0.00	500.00
3009 - Dave Patterson	500.00	0.00	500.00
3010 - Jennifer Cobb	500.00	0.00	500.00
3011 - Student Trustees	0.00	0.00	0.00
TOTAL	5,000.00	0.00	5,000.00

Workshops & Conferences - Policy 3F Section 3.4

3000 - Dwayne Inch	2,500.00	184.03	2,315.97
3001 - Mike Brant	2,500.00	0.00	2,500.00
3002 - S. Clements	2,500.00	0.00	2,500.00
3003 - T Goodfellow	2,500.00	0.00	2,500.00
3004 - Mary Hall	2,500.00	0.00	2,500.00
3005 - Bonnie Danes	2,500.00	0.00	2,500.00
3006 - Jim Williams	2,500.00	0.00	2,500.00
3007 - Trustee-Central	0.00	0.00	0.00
3008 - Lucille Kyle	2,500.00	0.00	2,500.00
3009 - Dave Patterson	2,500.00	0.00	2,500.00
3010 - Jennifer Cobb	2,500.00	0.00	2,500.00
3011 - Student Trustees	6,000.00	0.00	6,000.00
TOTAL	31,000.00	184.03	30,815.97

GRAND TOTAL	66,500.00	4,967.05	61,532.95
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