



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OPERATIONS AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES
November 7, 2011**

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

Student Trustee: A. Martin

Regrets: M. Hall

Guests: None

Resource: R. McGall, D. Rutherford

Minutes: J. Newman, 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. Brant

Seconded: T. Goodfellow

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow

Seconded: D. Inch

That the minutes of the October 11 2011 regular meeting be approved.

Carried

Business arising from the minutes - None

Recommendations - None

Information

Trustee expense reimbursement

Superintendent Rutherford reviewed trustee expenditures for the period ending October 31, 2011 and advised of changes to the format of the expenditure report in order to provide clarification of professional development/OPSBA expenses. Superintendent Rutherford advised that trustees will receive a budget allotment in the "Travel – OPSBA" account.

Procedure Update

Superintendent Rutherford provided an overview of revisions to Procedure 500: Financial Integrity, Procedure 501: Accounting and Procedure 505: Purchasing. Superintendent Rutherford also introduced Procedure 521: Fees for Learning Materials. This procedure was developed in response to the Ministry document "Guidelines for Fees for Learning Materials". A work group of elementary and secondary administrators has been formed to guide the implementation of the procedure.

Input was provided regarding:

- the possibility of language in *Procedure 505: Purchasing* that prohibits purchases made in sweat shops.
- the impact the Fees Guideline may have on curricular and extra-curricular programs.

Policy Review

Director McGall distributed and reviewed the following policies that were brought forward in a notice of motion at the October board meeting:

- **Policy No. 2**
- **Policy No. 3 to Policy No. 3-J**
- **Policy No. 4**
- **Policy No. 7**
- **Policy No. 11 to Policy No. 11-K**
- **Policy No. 12**

Committee members were asked to review the changes and forward any questions/revisions to the Director prior to the November board meeting where a motion to approve the amendments will be brought forward.

Draft Fundraising Guideline

Superintendent Rutherford provided an update on the Draft Guideline for Fundraising. The guideline was developed and released by the Ministry earlier this year following a consultation process. The Ministry intends to release the final fundraising guideline in the fall for implementation in the 2012-2013 school year. Upon release of the guideline, school boards will need to update their existing fundraising policy/procedure.

Clarification was provided regarding:

- schools who fundraise for charities.

2012 OSBIE Insurance Premiums

Superintendent Rutherford provided information on the 2012 insurance premiums with Ontario School Boards' Insurance Exchange (OSBIE). The OSBIE premium invoice for 2012 totals \$256,980.72. This is a decrease of \$45,070.80 or 14.9% from 2011 and is the result of changes in the board's claim experience.

AiM Achievement in Motion 2011-2012 Summary

Director McGall distributed and reviewed a draft copy of AiM - Achievement in Motion for Student Success, year 2 of the multi-year plan. Director McGall noted that the plan has been consolidated to a one page document which clearly and concisely outlines the districts key priorities for the 2011-2012 school year. Committee members were invited to review and provide input.

Trustee proposals and queries - None

Correspondence - None

The Operations and Finance Committee public session adjourned at 8:05 p.m.