



MINUTES OF THE FINANCE COMMITTEE

Monday, April 16, 2018

**Grimsby-Lincoln Meeting Room
6:00 p.m.**

Present:

Trustee Committee Members: Kevin Maves (Chair), Sue Barnett, Lora Campbell, Jonathan Fast

Trustees: Helga Campbell, Dale Robinson

Administration: Stacy Veld, Superintendent of Business Services
JoAnna Roberto, Supt. of Curriculum & Student Achievement (K-8)
Robert Dunn, Manager of Projects & Maintenance

Recording Secretary: Brenda Buckingham, Business Assistant

CALL TO ORDER

Chair Kevin Maves called the meeting to order at 6:0 p.m.

APPROVAL OF THE AGENDA

The agenda was reviewed and it was,

Moved by: Sue Barnett
Seconded by: Lora Campbell

“That the agenda be approved as presented.”

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES OF THE JANUARY 15, 2018, MEETING

The minutes of the January 15, 2018, Finance Committee were reviewed and it was then,

Moved by: Lora Campbell
Seconded by: Helga Campbell

**“That the minutes of the January 15, 2018, Finance Committee meeting
be approved as presented.”**

CARRIED UNANIMOUSLY

AWARDS OF CONTRACT

Accessibility Improvements

Robert Dunn, Manager of Projects and Maintenance, reported on three elementary school accessibility improvement projects that were included in the Board-approved Multi-Year Capital Plan. It was confirmed that the status of accessibility at DSNB schools, including elevators, washrooms and science labs, will be provided to the Committee at the May meeting, as part of the Multi-Year Capital Plan report.

Prince of Wales Public School (St. Catharines)

The scope of accessibility work planned for Prince of Wales Public School, St. Catharines, includes a small addition to be constructed at the front of the building to contain a new elevator, accessible upgrades to the library, and renovations to washrooms on the first and second floors to provide barrier free access. In addition, the school will undergo site work improvements to comply with City of St. Catharines storm water retention. The project work will be subsidized by the 2016-17 Community Hub allocation of \$913,761 and School Renewal grant funds.

The project tender process resulted in four (4) out of seventeen (17) pre-qualified general contractors submitting bids which ranged from a low of \$1,200,000 to a high of \$1,700,000 (excluding HST). The tenders were reviewed by Board staff and the project Architect and all were found to be complete with no errors or omissions. The low bid was submitted by Bromac Construction, a Niagara based firm which has successfully completed a number of projects at DSBN schools including John Brant Public School and Twenty Valley Public School.

Work will be scheduled to commence immediately, with completion by September, 2018. Deficiency work will continue into the new school year, with no disruption to school operations.

Moved by: Lora Campbell
Seconded by: Sue Barnett

"That the low bid received from Bromac Construction, in the amount of \$1,200,000 (plus HST), be accepted and a contract awarded for accessibility improvements at Prince of Wales Public School (St. Catharines)."

CARRIED UNANIMOUSLY

Lakeview Public School

Accessibility improvements at Lakeview Public School include the construction of a small addition on the east end of the building, to accommodate a new elevator, and a new accessible washroom will be built in the gym area. Some existing washrooms will be renovated to ensure that there is one washroom on each floor of the school that is barrier-free. The project will be funded through the \$1,200,000 accessibility allocation set out in the 2017-18 Multi-Year Capital Plan.

The tender process resulted in a total of six (6) out of seventeen (17) pre-qualified general contractors submitting bids which ranged from a low of \$689,992 to a high of \$767,000 (excluding HST). Following a review by the project Architect and Board staff, all bids were found to be complete with no errors or omissions. The low bid was received from STF Construction, a Hamilton based company that has successfully completed a number of projects for the DSBN including renovations at Dalewood Public School and accessibility improvements at E.L. Crossley Secondary School.

The project will be scheduled to start immediately and be complete by the end of 2018, with no disruption to the operations of the school.

Moved by: Lora Campbell
Seconded by: Helga Campbell

"That the low bid received from STF Construction, in the amount of \$689,992 (plus HST), be accepted and a contract awarded for accessibility improvements at Lakeview Public School."

CARRIED UNANIMOUSLY

Connaught Public School

Accessibility improvements for Connaught Public School include the construction of a small addition at the east end of the building which will house a new elevator and an accessible washroom that will serve both the school and the daycare centre. Construction of a new accessible washroom is also planned in the gym area. Funding for this project is provided through the 2017-18 Community Hub allocation of \$981,720 and School Renewal grant monies.

The project tender process resulted in bids received from six (6) of seventeen (17) pre-qualified contractors ranging from a low of \$976,851 to a high of \$1,024,000. A review by Board staff and the project Architect found that one bid did not meet the requirements of the tender, with the remaining five (5) bids complete with no errors or omissions. The low bid was received by King Contractors, a Niagara based firm that has successfully completed other projects at DSBN schools including the ELP project at Prince Philip Public School (St. Catharines) and accessibility work at Glynn A. Green Public School.

The project will be scheduled to commence in July, with completion by the end of 2018 with no disruption to school operations.

Moved by: Jonathan Fast
Seconded by: Sue Barnett

"That the low bid received from King Contractors, in the amount of \$976,851 (plus HST), be accepted and a contract awarded for accessibility improvements at Connaught Public School."

CARRIED UNANIMOUSLY

Science Lab Improvements & Health & Safety Repairs at Welland Centennial and Eastdale Secondary Schools

Robert Dunn, Manager of Projects and Maintenance, reported that science lab upgrades at both Welland Centennial and Eastdale Secondary Schools were included in the Multi-Year Capital Plan through an allocation of \$1,000,000.

The scope of work at Welland Centennial includes renovations to three existing science labs and one teacher prep room. Two of the labs will receive new accessible teacher science desks, new student fixed desks and new lab stations around the perimeter of the room. The third lab will have a new accessible teacher science desk and new counter tops on the perimeter lab stations installed.

Eastdale Secondary School will have counter tops replaced in one lab and the raised teaching (non-accessible) platforms removed in three labs and replaced with new accessible teacher science desks. As part of Health & Safety repairs, a new fume hood will also be installed.

The tender process resulted in eight (8) of seventeen (17) pre-qualified general contractors submitting bids which ranged from a low of \$528,200 to a high of \$616,283. Following a review of the tender bids by Board staff and the project Architect, all were found to complete with no errors or omissions. The low bid was received from Duomax Developments, a Niagara based company that has completed other projects for the DSBN, the most recent being renovations to Smithville Public School.

The project will be scheduled to begin in May, with completion by September 2018. Deficiency work will continue into the school year, with no disruptions to school operations.

Moved by: Sue Barnett
Seconded by: Lora Campbell

"That the low bid received from Duomax Developments, in the amount of \$528,200 (plus HST), be accepted and a contract awarded for science lab improvements and Health & Safety repairs at Welland Centennial and Eastdale Secondary Schools."

CARRIED UNANIMOUSLY

2017-18 SECOND INTERIM FINANCIAL REPORT

Superintendent of Business Services Stacy Veld presented the second Interim Financial Report which provides a year-to-date comparison of actual revenue and expenditures to the prior year, explains key variances from the 2017-18 budget, and forms a conclusion as to the projected surplus for the year. Schedules provided within the report summarize the significant changes from the original budget in staffing, enrolment, revenue and expenditures, and the special initiative Provincial grants.

The significant changes to the 2017-18 Budget, at this point-in-time, were highlighted. The enrolment data, based on October 31, 2017 actual enrolment and projected March 31, 2018 enrolment, is above projections by 444 FTE or 1.2%. Elementary is above budget by 430 FTE and secondary is above budget by 14 FTE. In addition, special initiative provincial grants, in the amount of \$4,366,771, have been announced after the approval of the original budget. Expenditures have been increased to offset the additional grant revenue. Superintendent Veld also noted that \$400,000 has been added for WSIB expenses which are higher than originally estimated through the actuarial report.

At this time, the revised projections indicate a projected general operating deficit of \$592,000 for the 2017-18 fiscal year. The Committee was reminded that the use of \$2.7 million of general operating surplus was projected for use to balance the 2017-18 budget. Based on this preliminary data, Superintendent Veld noted that the DSBN will have an in-year surplus of over \$2.1 million and the DSBN continues to be in a strong financial position.

The final 2017-18 Financial Report, factoring in the actual March 31st enrolment data, will be provided to the Committee at its June meeting.

It was confirmed that the results of the Ontario elections in June will not impact on any funding that has been announced and/or pre-approved by the Ministry of Education.

Moved by: Jonathan Fast
Seconded by: Sue Barnett

"That the Interim Financial Report, for the period ending February 28, 2018, be received."

CARRIED UNANIMOUSLY

SHORT-TERM FINANCING OF MINISTRY FUNDED CAPITAL PROJECTS

Superintendent Veld reported that the Ministry of Education has approved the allocation of \$9,314,192 to support various capital initiatives at the DSBN. Board-approved projects at Oakridge, Forestview and Richmond Street schools will be funded through Capital Priorities and Child Care allocations, and minor retrofits and accessibility construction will be subsidized through Community Hubs funding.

Since the Ministry of Education (MOE) pays capital grants twice per year, based on actual spending, school boards must finance the project costs until the provincial grants are received. In order to mitigate the financial impact on school boards, the MOE allows the use of short-term borrowing to interim finance the capital projects and covers all related interest costs through the Allocation for Short-Term Interest Grant.

In order to commence capital borrowing under this program, approval of a borrowing resolution by the Board of Trustees is required. The resolution will authorize the DSBN to borrow an amount up to the Ministry-approved capital grant allocation of \$9,314,192. A draft of Borrowing Resolution 2018-01 was provided to the Committee along with a schedule of the Ministry approved projects that are eligible for capital short-term interest grant.

The Committee supported the practice of short-term financing of these capital projects and it was,

Moved by: Jonathan Fast
Seconded by: Sue Barnett

“That Borrowing Resolution 2018-01, authorizing the Board to borrow up to \$9,314,192 for the short-term financing of Ministry funded capital projects, pursuant to the provisions of section 243(1) of the Education Act, be approved.”

CARRIED UNANIMOUSLY

REVIEW OF BOARD POLICIES

Superintendent of Business Services Stacy Veld presented and reviewed recommended revisions to several Board Policies. Policy B-01 *Purchasing of Goods and Services* has been updated to accommodate the new Canadian Free Trade Agreement and the Comprehensive Economic and Trade Agreement but is being deferred to the May Finance Committee meeting to allow time for further investigation of additional matters related to this policy.

Board Policy A-03 Trustee Budgets

Superintendent of Business Services Stacy Veld reviewed the revisions recommended to better clarify the descriptions of the various budget accounts that support the DSBN Trustees and to moderately increase the budget to Student Trustees to fund the various OSTA-AECO meetings and conferences they attend.

The Committee members supported the revisions presented and requested that further clarification to the term ‘technology’ be added to the Trustee Communication Budget item #4. Following discussion, it was agreed that a desktop or laptop, a tablet and a printer will make up the technology provided to each Trustee and will be stated in the policy as “From this amount, each Trustee will be provided with *technology of a desktop or laptop, a tablet and a printer* for their term of office”.

Moved by: Lora Campbell
Seconded by: Sue Barnett

“That the revisions to Policy A-03 Trustee Budgets be approved and adopted.”

CARRIED UNANIMOUSLY

Board Policy A-04 Trustee Travel and Business Expenses

No revisions were recommended to the *Trustee Travel and Business Expenses* policy at this time.

Moved by: Lora Campbell
Seconded by: Sue Barnett

“That Policy A-04 *Trustee Travel and Business Expenses* be approved as presented and adopted.”

CARRIED UNANIMOUSLY

Board Policy A-16 Employee Travel and Business Expenses

No revisions were recommended to the *Employee Travel and Business Expenses* policy at this time.

Moved by: Jonathan Fast
Seconded by: Lora Campbell

“That Policy A-16 *Employee Travel and Business Expenses* be approved as presented and adopted.”

CARRIED UNANIMOUSLY

Board Policy B-03 Financial Accountability of School Generated Funds

The Financial Accountability of School Generated Funds policy was revised for general housekeeping and clarification purposes. The Committee supported the revisions and it was,

Moved by: Sue Barnett
Seconded by: Jonathan Fast

“That the revisions to Policy B-03 *Financial Accountability of School Generated Funds* be approved and adopted.”

CARRIED UNANIMOUSLY

Board Policy B-06 Purchasing Cards (P-Cards)

The Purchasing Cards (P-Cards) policy was revised for general housekeeping and clarification purposes. The Committee supported the revisions and it was,

Moved by: Lora Campbell
Seconded by: Sue Barnett

“That the revisions to Policy B-06 *Purchasing Cards (P-Cards)* be approved and adopted.”

CARRIED UNANIMOUSLY

NEXT MEETING

The next meeting of the Finance Committee is scheduled for Thursday, May 17, 2018 at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:55 p.m.

Kevin Maves
Chair