

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

RESOURCE COMMITTEE MEETING

Wednesday, September 16, 2020 at 7:00 p.m.
Roy H. Wilfong Boardroom, Education Centre
1994 Fisher Drive, Peterborough, Ontario

Due to the current health advisory the meeting will be livestreamed for the public through KPR YouTube. [To view the meeting, click here.](#)

A G E N D A

- ITEM 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT
- ITEM 2. ADOPTION OF AGENDA
- ITEM 3. DECLARATIONS OF CONFLICTS OF INTEREST
- ITEM 4. ADOPTION OF MINUTES OF COMMITTEE MEETING OF JUNE 3, 2020
- ITEM 5. PRESENTATIONS / DELEGATIONS
- ITEM 6. BUSINESS ARISING FROM THE MINUTES
- ITEM 7. INFORMATION ITEMS
 - 7.1 Summer Project Update
 - 7.2 Pandemic Purchasing and Supply Update
 - 7.3 Capital Priorities Update
- ITEM 8. DECISION ITEMS
- ITEM 9. CORRESPONDENCE
- ITEM 10. BOARD MEMBER ADDITIONS
- ITEM 11. FUTURE COMMITTEE MEETING DATES

Wednesdays at 7:00 p.m. in the Boardroom, unless noted otherwise

October 7, 2020	March 3, 2021
November 4, 2020	April 7, 2021
January 6, 2021	May 5, 2021
February 3, 2021	June 2, 2021

- ITEM 12. ADJOURNMENT

Note: If unable to attend, please advise Stacey Foss, at stacey_foss@kprdsb.ca

SUBJECT TO COMMITTEE APPROVAL

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

DRAFT RESOURCE COMMITTEE MEETING MINUTES

Held June 3, 2020 at 7:00 p.m.

Roy H. Wilfong Boardroom, 1994 Fisher Drive, Peterborough, Ontario

Present: Trustees Angela Lloyd (Committee Chairperson), Terry Brown, Rose Kitney and Emilio Ojeda.

Regrets: Trustee Jaine Klassen Jeninga.

Also Present: Trustees Diane Lloyd (Chairperson of the Board), Sarah Bobka (Vice-chairperson of the Board), Cathy Abraham and Steve Russell; C. Arnew, S. Girardi, P. Mangold, A. Foster, and S. Foss.

Due to the current health advisory and public health measures in place provincially, the meeting was held virtually using WebEx.

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Committee Chairperson A. Lloyd called the meeting to order at 7:00 p.m. and recognized and acknowledged that the committee was meeting on the traditional territory of the Mississauga First Nations.

ADOPTION OF AGENDA

It was,

Moved by: Trustee Kitney
Seconded by: Trustee D. Lloyd

That the agenda be adopted as printed.

CARRIED

ADOPTION OF MINUTES

It was,

Moved by: Trustee D. Lloyd
Seconded by: Trustee Bobka

That the minutes of the Resource Committee meeting of May 6, 2020 be adopted as recorded.

CARRIED

INFORMATION ITEMS

2019-2020 Third Quarter Financial Variance Report

April Foster, Senior Manager, Financial Systems, Reporting and Payroll Services, reviewed the 2019-2020 Third Quarter Financial Variance Report which is based on final October 31, 2019 enrolment, projected March 31, 2020 enrolment, and nine months' financial activity, ending May 25, 2020. It was noted that the March 31, 2020 OnSIS process has not been finalized. Total enrolment is 96.38 ADE higher than budget, and is comprised of 135.50 ADE favourable elementary, and 39.12 ADE unfavourable secondary. Revenue has decreased by \$4,130,000; Expenses have increased by \$3,076,000, resulting in a projected decrease in surplus of \$1,055,000. The change is comprised primarily of the following:

- \$1,112,000 increase in grant allocations due to higher enrolment
- \$1,600,000 increase in special education grant allocation for SIP funding (projection)
- \$857,000 increase in transportation grant allocation for Transportation Stabilization Amount
- (\$2,503,000) increase in special education resources to support increased needs in the system
- (\$600,000) increase in CUPE salaries as a result of a 1% salary increase from ratifying the collective agreement
- (\$1,020,000) based on a revised forecast reflecting a likelihood of increased costs related to absenteeism.
- (\$500,000) based on decreased revenue and increased costs because of the COVID-19 pandemic.

The projected 2019-2020 Capital spending is forecasted to be \$9.6 million less than budget.

A. Foster reviewed in detail the Third Quarter Variance Report which included:

- Summary of Financial Results
- Surplus/Deficit for Ministry Compliance
- Detailed Revenue
- Detailed Expenditures
- Funded Programs
- Enrolment
- Capital
- Transfer from (to) Accumulated Surplus

Trustees engaged in a broad discussion of financial matters including the impact of COVID-19 measures and sought clarification in a number of areas. Administration responded to trustee questions.

It was,

Moved by: Trustee Kitney
Seconded by: Trustee Brown

That the 2019-2020 Third Quarter Financial Variance Report, dated June 3, 2020, be received for information.

CARRIED

2018-2019 Occupational Health and Safety/Workplace Safety and Insurance Board (WSIB) Report

Superintendent Girardi presented the annual report which summarizes the impact of occupational claims. The Board is a member of School Boards' Co-operative Inc. (SBCI) which operates as a not-for-profit organization and assists member school boards in managing workers' compensation claims. Through SBCI, Kawartha Pine Ridge District School Board is part of a peer group which consists of 17 school boards across the province and claim results are slightly better than the peer group average. A five-year trend analysis for the Board was reviewed and the number of allowed WSIB claims by employee group were outlined.

Claims have gone up over the last five years, which is also a trend seen across the province. Superintendent Girardi reported that health and safety in general has been a focus of the Board, work has been done to improve relationships with the various employee groups to encourage and ensure claims are being brought forward, provide more training and education around health and safety, and to work with employees through the return to work process.

Administration responded to trustee questions of clarification and discussion continued around plans, guidelines and safety measures being put into place for the return to work following the school closures due to the COVID-19 pandemic measures.

It was,

Moved by: Trustee Abraham
Seconded by: Trustee Kitney

That the 2018-2019 Occupational Health and Safety/Workplace Safety and Insurance Board (WSIB) Report, dated June 3, 2020, be received for information.

CARRIED

DECISION ITEMS

Review of Board Policies BA-6.4, Security, and BA-6.7, Vandalism – Acts Against Board Property

Superintendent Mangold reported in accordance with the Policy Review Schedule for the 2019-2020 school year, Board Policies BA-6.4, Security and BA-6.7, Vandalism – Acts Against Board Property, have been reviewed. A minor housekeep revision is being recommended for Board Policy BA-6.4, Security, while no changes are recommended for Board Policy BA-6.7, Vandalism – Acts Against Board Property.

It was,

Moved by: Trustee Brown
Seconded by: Trustee D. Lloyd

That Board Policy BA-6.4, Security, be approved as revised.

CARRIED

It was,

Moved by: Trustee Brown
Seconded by: Trustee Kitney

That Board Policy BA-6.7, Vandalism – Acts Against Board Property, be approved with no changes.

CARRIED

It was,

Moved by: Trustee Kitney
Seconded by: Trustee D. Lloyd

That the Committee move to In-camera Session (8:26 p.m.).

CARRIED

The Open Session of the meeting resumed (8:39 p.m.).

Committee Chairperson A. Lloyd noted that the next meeting of the Resource Committee would take place on September 16, 2020.

ADJOURNMENT

It was,

Moved by: Trustee Abraham
Seconded by: Trustee Kitney

That the Resource Committee meeting be adjourned (8:40 p.m.).

CARRIED

Angela Lloyd
Committee Chairperson
June 3, 2020

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Resource Committee

TOPIC: **Summer Project Update**

INITIATOR: Chris Arnew, Superintendent, Business and Corporate Services

BACKGROUND

1. To maintain and improve Kawartha Pine Ridge District School Board schools and facilities, an annual list of maintenance and program enhancement projects is developed. Much of the work occurs during the summer months when our buildings are least used.
2. The Facilities Services Department provides an update to the Board, through the Resource Committee, each September on work that has occurred over the summer.

STATUS

3. Facilities Services scheduled and planned \$14M worth of work at 60+ school sites. Ninety-five per cent of this work was completed by the end of August 2020.
4. Improvements to scheduling allowed for earlier entry to the tender market, contributing to a \$1.5M surplus at the beginning of the process. This was used to upgrade scheduled projects and attend to smaller, individual school requests.
5. Schools, engineering project supervisors and contractors met challenges in a collegial fashion and resolved all issues in a manner that was efficient and fiscally responsible.
6. Some delays included a millwork contractor not providing their product at designated times, science lab bench countertops that are not arriving until early fall and equipment deliveries such as HVAC motors and fans.
7. The COVID-19 pandemic presented some challenges initially as access to buildings was limited due to teacher retrieval of resources and student retrieval of personal items. Overall, more time was provided for completing summer projects.

8. In general, summer projects included:

Roofing	\$1.6 million	12 schools
Classroom Refresh	\$6 million	7 schools
Painting Program	\$325,000	10 schools
HVAC Upgrades	\$1.5 million	2 schools
Gymnasium Refurbishments	\$300,000	4 schools
Accessibility	\$1.2 million	4 schools
Athletic Field Upgrade	\$600,000	1 school
Portables (new)	\$750,000	7 portables
Portables (moves)	\$300,000	7 moves
General (asphalt, fencing, AC, etc.)	\$1.4 million	Various schools

RECOMMENDATION

1. That the Summer Project Update report, dated September 16, 2020, be received for information.

Chris Arnew
Superintendent, Business and Corporate Services

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Resource Committee

TOPIC: **Pandemic Purchasing and Supply Update**

INITIATOR: Chris Arnew, Superintendent, Business and Corporate Services

BACKGROUND

1. Throughout the late spring and summer 2020, Kawartha Pine Ridge District School Board (KPR) purchasing staff have been working to source and distribute personal protective equipment (PPE) and cleaning supplies for our schools, education centre staff and transportation operators. Much of this was initiated prior to any subsequent Ministry funding or supply chain announcements to ensure we were prepared and ready to the best of our ability.
2. Throughout August 2020, several developments occurred with respect to funding and support, and these have been presented through Special Board meetings. These included Ministry of Education B Memoranda concerning transportation, ventilation, federal funding, additional provincial investments, and Ministry of Government Services (MGS) support for procurement of vital PPE and sanitizing products for schools and bus operators.
3. The process of sourcing and distributing these supplies to schools and bus operators, including casual staff, has been hectic and subject to many challenges over a very short timeframe.
4. Despite a hectic and sometimes disjointed process, albeit with best intentions all around, our schools are ready for September 2020 start-up, our October 2020 resupply order has been submitted, and additional measures are being put in place as opportunity for improvement is noticed.

STATUS

5. PPE and supplies to schools and bus operators as planned:
 - bulk sanitizer refills (4 x 4L refills), batteries and sanitizer stations have been received at all schools with head custodians assembling and distributing in the buildings
 - 11 electrostatic disinfectant sprayers acquired, with training for custodians; more are being considered as required
 - face shields and cloth masks for staff, signage, floor tape and water bottles (first 10,000 units) for staff and students have been delivered
 - casual staff allocation of PPE (face shields and masks) is complete
 - medical grade masks and classroom sized hand sanitizer have been delivered to all school sites, based on the allocation of 2.4 masks per day per staff member for a 19 day supply, and 3 smaller (1L or less) bottles of hand sanitizer for each classroom

- disinfectant wipes for classrooms are being sent out over the coming days; one canister per classroom to fill the gap until a more permanent solution is finalized
 - a small quantity of cloth masks for student use, should a student not have one or forget to bring one, has been supplied to schools
 - a small allocation of disposable gloves will be delivered throughout the week
 - medical grade masks for visitors (limited supply) have been provided to schools
 - one touchless thermometer delivered to each school
 - purchasing has worked with special education staff to provide appropriate PPE as required
 - purchasing has set up a PPE section on Edsby to allow principals to see what has been delivered to their location (including photographs)
 - looking further into next week and beyond, the replenishment of medical grade masks, bulk and classroom sized hand sanitizer will begin
 - a more permanent classroom disinfectant product will be provided to schools
 - deliveries will arrive both via daily courier and through special bulk deliveries; all with Hartrans Cartage Services Ltd.
6. Outstanding items and problem log:
- MGS orders are non-specific in terms of brand and quantity, with arbitrary decisions made as to how orders get filled randomly; issues include liquid form of hand sanitizer and in sizes that are difficult to utilize in a classroom
 - sourcing independently of MGS will increase costs, as opposed to working with MGS supply
 - some MGS supplies require reconciliation with our own occupational health and safety; misleading product labelling in some cases has been problematic
 - MGS and Ministry of Education, through a Council of Senior Business Officials (COSBO) working group, are a logging and managing supply issues as a work in progress
 - October refill orders have been submitted and should arrive within 10 days; significant quantities of September supplies are still in parked trailers and at the education centre
 - purchasing will seek a temporary leasing arrangement for warehousing products and supplies; casual staffing to maintain and sustain our resupply to schools and bus operators throughout the year

RECOMMENDATION

1. That the Pandemic Purchasing and Supply Update Report, dated September 16, 2020, be received for information.

Chris Arnew
Superintendent, Business and Corporate Services

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Resource Committee

TOPIC: **Capital Priorities Update**

INITIATOR: Chris Arnew, Superintendent, Business and Corporate Services

BACKGROUND

1. On July 22, 2019, the Ministry of Education issued Memorandum 2019: B17, a request for school capital submissions, the first on in approximately two years.
2. Kawartha Pine Ridge District School Board (KPR) submitted one detailed request for a new \$14,000,000, 562 pupil space Kindergarten to Grade 8 school with a four room childcare facility on our Northglen Boulevard property in Clarington, ON.
3. On July 23, 2020, the Ministry of Education published the provincial list of capital priorities awards and the KPR submission was not listed. Subsequent debrief with our capital analyst at the Ministry confirmed we did not receive our school.

STATUS

4. KPR would typically receive written confirmation briefly outlining the rationale. To date we have not received such confirmation.
5. During the debrief with Ministry staff, the rationale given was that other submissions were deemed higher priority. There were 45 projects (30 schools and 15 additions) awarded totalling approximately \$500M. Ministry staff indicated that roughly \$3B in requests had been submitted.
6. As noted previously, the capacity pressure with Clarke High School and The Pines Senior Public School did not present as bleak a picture as those boards the Ministry deemed as priority.
7. Ministry staff were presented with a summary of the challenges faced in Clarington and administration will be working through community consultations this year.

RECOMMENDATION

1. That the Capital Priorities Update Report, dated September 16, 2020, be received for information.

Chris Arnew
Superintendent, Business and Corporate Services