

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

RESOURCE COMMITTEE MEETING

Wednesday, May 5, 2021 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 APRIL 7, 2021
- ITEM 5. PRESENTATIONS / DELEGATIONS
- ITEM 6. BUSINESS ARISING FROM THE MINUTES
- ITEM 7. INFORMATION ITEMS
 - 7.1 Facilities Services Centre Restructuring (Lakeshore Maintenance)
- 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.

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 April 7, 2021 at 7:00 p.m.

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

Present: Trustees Rose Kitney (Committee Chairperson), Cathy Abraham, and Terry Brown.

Regrets: Trustees Sarah Bobka and Emilio Ojeda.

Also Present: Trustees Diane Lloyd (Chairperson of the Board), Angela Lloyd (Vice-chairperson of the Board), and Jaine Klassen Jeninga; R. Russo, C. Arnew, S. Girardi, A. Foster; M. Anderson, T. Hicks 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 Kitney 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 Brown
Seconded by: Trustee A. Lloyd

That the agenda be adopted as printed.

CARRIED

ADOPTION OF MINUTES

It was,

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

That the minutes of the Resource Committee meeting of March 3, 2021 be adopted as recorded.

CARRIED

PRESENTATIONS / DELEGATIONS

Superintendent Arnew introduced Tammy Hicks, Director, Risk Management & Member Services, and Mark Anderson, Director of Claims, from Ontario School Boards' Insurance Exchange (OSBIE) and expressed his pleasure at having them present to the committee an overview of the services OSBIE provides to the Board.

T Hicks noted that OSBIE was founded in 1987, provides insurance based on a reciprocal-cooperative philosophy, is not-for-profit and is member owned and operated. OSBIE represents 95% of school boards in Ontario that commit to five-year subscriptions, is governed by a Board of Directors, and has 22 employees. Kawartha Pine Ridge District School Board's (KPR) subscription is in its fifth year and up for renewal.

T. Hicks and M. Anderson shared a power point presentation which highlighted:

- The 3 pillars of being a member of OSBIE; being an insured of OSBIE, value added services as a member of OSBIE and refunds available to active members of OSBIE
- Insurance coverage within KPR's subscription; Liability, Property, Boiler and Machinery, Crime, Automobile, Cyber and Legal Expense
- OSBIE's focus on developing educational opportunities and pro-active risk management-based programs tailored for its members
- The H.E.L.P. (Human Element Loss Prevention) loss control incentive program; a structured approach to risk mitigation that addresses the most common hazards and school boards can qualify for refunds based on inspection results
- Subscription cost refunds for members

Trustee questions of clarification were addressed.

Chairperson Kitney thanked T. Hicks and M. Anderson for their helpful and informative presentation. T. Hicks and M. Anderson left the meeting at this time (8:01 p.m.).

INFORMATION ITEMS

2020-2021 Second Quarter Financial Variance Report

April Foster, Senior Manager, Financial Systems, Reporting and Payroll Services, reviewed the report, which is based on preliminary October 31, 2020 enrolment, projected March 31, 2021 enrolment, and six months' financial activity, ending February 28, 2021. Total enrolment is 899.53 ADE lower than budget, and is comprised of 717 ADE unfavourable elementary, and 182.53 ADE unfavourable secondary. Revenue has increased by \$5,493,000; Expenses have increased by \$4,486,000, resulting in a projected increase in surplus of \$1,007,000. The change is comprised primarily of the following:

- \$3,830,000 increase in Special Education Allocation for Special Incidence Portion (SIP) Funding

- \$373,000 increase in grants for student needs (GSN) funding to Support the COVID-19 Outbreak
- (\$201,000) decrease in Transportation Allocation for a fuel adjustment as a result of school closures in January 2021
- (\$2,428,000) increase in teachers and early childhood educators to support smaller class sizes due to COVID-19 restrictions/protocols
- (\$608,000) increase in principal/vice-principal costs to support remote learning and the early return to work to prepare schools for compliance with COVID-19 protocols

The projected 2020-2021 Capital spending is forecasted to be the same as budget.

A. Foster noted that secondary enrolment for October 31, 2020 had not yet been finalized therefore projections were used in the completion of the report.

Administration responded to questions of clarification.

It was,

Moved by: Trustee Abraham
Seconded by: Trustee A. Lloyd

That the 2020-2021 Second Quarter Financial Variance Report be received for information.

CARRIED

DECISION ITEMS

Review of Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees

Superintendent Arnew reported that at the January 6, 2021 Resource Committee meeting administration presented a draft revised version of Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees, which had been sent back to administration for further review. Further revisions specifically to address concerns regarding board-provided trustee cell phones being turned off if travelling outside of Canada were addressed.

It was,

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

That Board Policy BA-4.6, Expenses and Reimbursements for Employees/Trustees, be approved as revised.

CARRIED

Review of Board Policy B-8.3, Facility Partnerships

Superintendent Arnew presented the draft document, noting that it had been vetted by Sonia Paull, Senior Manager, Communications and Community Outreach and team, and is presented with no revisions.

Discussion took place regarding competing education service entities not being eligible as facility partnerships, and the need to ensure that partners demonstrate due regard for the values and beliefs of the Board as noted in the policy.

It was,

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

That Board Policy B-8.3, Facility Partnerships, be approved with no changes.

CARRIED

Banking Services

Superintendent Arnew reported that the Royal Bank of Canada was appointed as the Banker for KPR on November 26, 2015 for a five-year period commencing on January 1, 2016. At the October 27, 2020 Board meeting the banking services contract was extended to July 31, 2021. A competitive Request for Proposal (RFP) was issued on January 20, 2021 and complete submissions were received from:

- Canadian Imperial Bank of Commerce (CIBC)
- National Bank of Canada
- Royal Bank of Canada
- Scotiabank
- TD Commercial Banking

A team consisting of staff from Finance was established to evaluate each proposal. Following evaluation, the highest overall score was achieved by Royal Bank of Canada. In accordance with procurement regulations, the highest overall scoring vendor must be awarded the contract.

It was,

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

That the Royal Bank of Canada be appointed the Banker for Kawartha Pine Ridge District School Board for a five-year period commencing August 1, 2021.

CARRIED

Committee Chairperson R. Kitney noted that the next meeting of the Resource Committee would take place on May 5, 2021.

The committee recessed at 8:39 p.m.
The committee reconvened at 8:44 p.m.

It was,

Moved by: Trustee Klassen Jeninga
Seconded by: Trustee Abraham

That the Committee move to In-camera Session (8:45 p.m.).

CARRIED

The Open Session of the meeting resumed (9:40 p.m.).

ADJOURNMENT

It was,

Moved by: Trustee Abraham
Seconded by: Trustee Brown

That the Resource Committee meeting be adjourned 9:40 p.m.).

CARRIED

Rose Kitney
Committee Chairperson
April 7, 2021

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

TO: Resource Committee

TOPIC: **Facilities Services Centre Restructuring (Lakeshore Maintenance)**

INITIATOR: Chris Arnew, Superintendent, Business and Corporate Services

BACKGROUND

1. To maintain and improve the schools of the Kawartha Pine Ridge District School Board (KPR), a skilled team of maintenance staff responds to school needs across the Board's large geographic area on a daily basis.
2. Currently the team of 30+ staff is assigned into three working groups: North, South-East, and South-West. The Northern group is based out of the Education Centre and currently the South-East and South-West groups are stationed out of the Lakeshore Facilities Services Centre in Newtonville (formerly Newtonville Public School).
3. Recently a small, separate building at the Northumberland Centre for Individual Studies (CIS) in Cobourg (formerly Grant Sine Public School) became available as the Community Training and Development Centre (CTDC) relocated (see Appendix A).
4. In the interest of decreasing response times to eastern schools and reducing the amount of daily mileage placed on the fleet of service vans (300 kilometres per week per vehicle), the South-East working group will be assigned to the building at the Northumberland CIS location.
5. Historically for the reasons described above, this group had previously been based out of the former Cobourg District Collegiate Institute East building at a time when there was excess space.

STATUS

6. Nominal required upgrades to the building include:
 - a) Reinstallation of a garage bay door,
 - b) Minimal interior refinements (wiring, etc., completed by KPR staff),
 - c) Compound security for overnight parking of vans.
7. Staffing of this new site will take place during the spring Canadian Union of Public Employees (CUPE) staffing process and become functional as a site shortly thereafter.

RECOMMENDATION

1. That the Facilities Services Centre Restructuring (Lakeshore Maintenance) report, dated May 5, 2021, be received for information.

Chris Arnew
Superintendent, Business and Corporate Services

