



BUSINESS COMMITTEE

COMMITTEE-OF-THE-WHOLE
MINUTES – September 20, 2011

Trustees: Terry Bell; John Chapman; Jim Dawson; Marg Gaviller; Jan Johnstone; Kevin Larson; Fran Morgan; Theresa Root; Dan Wong

Regrets: Marilyn McComb; Tony Pedoniquotte

Staff: John Bryant (Director of Education); Brenda Booth (Superintendent of Business and Treasurer); Marnie Coke (Superintendent of Education); Cynthia Lemon (Administrator of Employee Relations); Alana Murray (Superintendent of Education); Steven Reid (Superintendent of Education); Lori Wilder (Superintendent of Education); Al Gibb (Manager, Plant Services Administration); Denise Nixon (Financial Analyst); Ginnie Smith (Recorder)

AGENDA ITEM	ACTION	ACTION AGENT
1. Approval of Agenda for September 20, 2011	The following was added to the agenda: Private Session, Item 9. Moved by J. Chapman: That the Business Committee approve the Agenda for September 20, 2011. Carried.	
2. Approval of Minutes of June 21, 2011	A typographical error was corrected in the minutes. Moved by M. Gaviller : That the Business Committee approve the minutes of the meeting of June 21, 2011. Carried as amended.	
3. Business Arising from the Minutes of the Meeting of June 21, 2011	It was suggested that carry forward topics be added to the bottom of the agenda. An update on the SAL program was requested.	place on agenda
4. Update re Request for Proposal for Travel Companies for Field Trips	B. Booth provided a verbal update on the status of the request for proposal for travel companies for field trips. The purchasing department has had a number of recent staff changes which has resulted in a delay of the release of the RFP. A preferred vendor list will be prepared for the November meeting.	place on November agenda
5. Capital Project Update Report	A. Gibb provided an update on capital project work. For the Alexandra and Walkerton new schools, funding was through Priority School Replacement Funding. <i>Alexandra School New Build</i> – new school opened as planned for September 2011. M. Gaviller relayed a thank you from the Alexandra staff to all staff who were involved in the replacement project and the move to the new school. <i>Walkerton District Replacement</i> – project is on schedule for secondary students to move in March 2012. <i>Facility Renewal</i> – all projects have come in under budget. Surplus funds will carry over to the 2011-12 budget allocation. A list of recommended projects will be brought back to the Business Committee. <i>Energy Efficiency Funding</i> – this is a two-phased program which commenced in 2009. Approx \$200,000 remains to be spent by August 2012. <i>Full Time Kindergarten</i> – the Ministry has approved funding of \$2.7M for capital projects for September 2012. <i>Good Places to Learn</i> – all four phases have been completed with no carry over to 2010-11 year.	

	<p>A. Gibb advised that the new hardwood gym floor to replace the damaged floor at Beavercrest CS will be installed and fully completed by October 10, 2011.</p> <p>The Plant Dept. was asked to provide recommendations to assist trustees in strategic planning.</p>	<p>plant dept to provide info</p>
<p>6. Early Learning Phase 3 Capital Projects</p>	<p>A. Gibb reviewed the report with the members. Implementation of Phase 3 for Full Day Kindergarten requires capital upgrades to three facilities. Funding is based on Ministry benchmarks and strict criteria. All three projects will require additional funding from facility renewal to complete the projects.</p> <p>Dundalk Proton – project includes classroom upgrade for third JK classroom, washroom complex</p> <p>Keppel Sarawak- will renovate third classroom to provide grouping of kindergarten rooms. Received funding for 3 additional classrooms under priority capital funding. Portables will be removed.</p> <p>Northport – is an open concept plan with no corridors. An addition would block the classroom exit doors. The best solution is to convert two classrooms into a Kindergarten room to adjoin the existing two kindergartens and build two new replacement classrooms.</p> <p>Under the Broader Public Sector guidelines, the Plant Department qualified architects in April/May 2011 for the projects.</p> <p>A. Gibb confirmed that preliminary meetings were held with all respective principals.</p> <p>Moved by M. Gaviller:</p> <p>That the Business Committee recommend to the Board that it approve the allocation of \$329,642 of facility renewal funding to support the capital additions of \$3,020,858 at Dundalk-Proton, Keppel Sarawak and Northport Schools for Phase 3 implementation of full day kindergarten.</p> <p style="text-align: center;">Carried.</p>	
<p>7. Finance Report #3 2010-11</p>	<p>B. Booth reviewed the Finance Report #3 for 2010-11 as at July 31, 2011. Finance Report No. 4 will correspond with financial statements. The following were highlighted:</p> <ul style="list-style-type: none"> • grant revenue expected to increase; as revenue increases, this will result in an increase in expenditure • a zero position is being projected, i.e. neither a surplus nor a deficit. However, yearend work and reconciliations have not been completed. The final position will be taken to Audit Committee and then to Board • elementary enrolment was higher than projected; secondary was lower than projected; this resulted in a net decrease of 100 students • increase in number of tuition paying students • staffing remains unchanged from report No. 2 <p>Major variances to the revenue and expenditure budgets were highlighted with explanations given for the variance.</p> <p>D. Wong spoke to the report and the specific areas of importance; supply teachers; surplus and reserve used from 2009-10.</p> <p>Members were cautioned that numbers could change as the 2010-11 year end is prepared.</p> <p>Members requested that a comparison to the prior finance report be included in the report being presented.</p>	
<p>8. Corporate Donations</p>	<p>B. Booth reviewed the report with the members. Information on corporate donations for 2010 and 2011 to date was provided. The draft guideline for corporate donors/sponsorships has not yet been released by the Ministry. The final guideline is expected to be released by Spring 2012.</p> <p>Equity among schools was discussed. J. Bryant advised that a positive meeting was held with Bruce Power relating to the importance of equity among schools. The establishment of system-wide criteria for acceptance of monies is required. The past donation of monies for the purpose of i-pads will be investigated.</p>	

	<p>J. Chapman spoke to the motion in that it puts in place the framework for a committee, involving members from the community, to review policies and develop a corporate donor plan.</p> <p>Moved by J. Chapman:</p> <p>That the Business Committee recommend to the Board that, upon receipt of the Ministry's draft guidelines for corporate donations, a committee be established to develop a corporate donor plan for Bluewater District School Board.</p> <p style="text-align: right;">Carried.</p> <p>The following were nominated to the committee: Terry Bell; Kevin Larson; Fran Morgan.</p>	
10. Private Session	<p>Moved by J. Johnstone:</p> <p>That the Business Committee rise from Open Session at 5:45 p.m. and reconvene to Closed Session for the purpose of property and/or personnel and that the press and public be excluded.</p> <p style="text-align: right;">Carried.</p>	
11. Return to Open Session	<p>On returning to open session, no report was presented.</p>	
11. Adjournment	<p>Moved by T. Bell:</p> <p>That the meeting be adjourned at 6:06 p.m.</p> <p style="text-align: right;">Carried.</p>	