



Near North

District School Board

Near North District School Board

963 Airport Road, Box 3110

North Bay, ON P1B 8H1

Date of meeting: Wednesday, April 20, 2011 7:00 p.m. – Budget Meeting

PUBLIC MEETING AGENDA

Trustees, please bring your Governance Manual

1.0 Private Session

1.1 In-camera Items

2.0 Opening - Public Session – 7:00 p.m.

2.1 Welcome and Call to Order

2.2 Attendance

2.3 Adoption of the Agenda for Public Session Meeting

THAT the Board approve the agenda as presented/amended for the public meeting of April 20, 2011.

2.4 Adoption of the Minutes of Proceedings from the previous meeting

THAT the Board approve the minutes of the Public Budget Meeting as presented/amended for the meeting held on April 4, 2011

2.5 Conflict of Interest

3.0 Items for Discussion and/or Action

3.1 Smartfind Express – Cost Update (*enclosure*)

3.2 Secure Entrances – Cost Update (*enclosure*)

4.0 Question Period

5.0 Adjournment

5.1 Motion to Adjourn

***THAT the Public Budget meeting of April 20, 2011 adjourn at _____
p.m.***

The **April 4, 2011 Budget Meeting** of the Near North District School Board was held in **Public Session** at 7:38 p.m. at the Head Office of the Near North District School Board, 963 Airport Road, North Bay, ON

Trustees Present:

Kathy Hewitt, Chairperson
Jeff Serran
Randy Sheppard
David Thompson
Debbie Williams
Linda Williams

Regrets:

Jay Aspin, Trustee
Al Bottomley, Trustee
Sue Adamson, Superintendent of Schools & Programs

Staff Present:

Paul Moffat, Interim Director of Education
Liz Therrien, Superintendent of Business
Patrick Bocking, Superintendent of Schools & Programs
Kelly Brown, Superintendent of Schools & Programs
Lianne Bettioli, Executive Assistant
Marsha Cresswell, Manager of Human Resources
Wende Proulx, Manager of Finance
Geoff Todd, Manager of Plant

Videoconference from Parry Sound:

James Beatty, Trustee
Tim Graves, Superintendent of Schools & Programs

1.0 PRIVATE SESSION

1.0 In-Camera Items

No items were brought forward from the In-Camera Session.

2.0 OPENING – PUBLIC SESSION

2.1 Welcome and Call to Order

Chair Kathy Hewitt called the meeting to order at 7:48 p.m.

Chair Hewitt introduced and welcomed Mr. Paul Moffat, new Interim Director of Education who replaced Heli Vail effective April 4, 2011 to August 31, 2011.

2.2 Attendance

Seven trustees and members of the media and public were present for this meeting.

2.3 Adoption of the Agenda for the Public Session Meeting

*11-04-01 Moved by Jeff Serran, Seconded by David Thompson,
THAT the Board approve the Agenda as presented for the meeting of April 4, 2011.*

CARRIED

Trustee Randy Sheppard has requested that we add Robotics Team on the next budget Committee Meeting Agenda

2.4 Adoption of the Minutes from the Previous Meeting

11-04-02 *Moved by David Thompson, Seconded by Randy Sheppard,
THAT the Board approve the minutes of the Public Budget Meeting as presented for
the meeting held on March 21, 2011*

CARRIED

2.5 Declaration of Conflict of Interest

No declaration of interest declared.

2.6 ITEMS FOR DISCUSSION AND/OR ACTION

2.6.1 Instructional School Surpluses at August 31, 2010

Liz Therrien, Superintendent of Business provided an overview of Instructional and School Office Surpluses.

- The instructional and school office surplus report is based on the audited year as of August 31, 2010 and lists all schools instructional and office surpluses and all open purchase orders. Purchase orders are reported given they represent purchase commitments to vendors and suppliers at the end of the fiscal year. Instructional and school office surpluses are rolled forward to offset these commitments in the next fiscal year.
- On a go forward basis given the changes in accounting reform, if surpluses remain at the end of any given school year they will be added to the accumulated surplus for that school year. Therefore when budgeting for instructional and school office budgets this must be taken into account during the budget process.
- Some schools do not have significant surpluses however some have identified significant surpluses
- Concern was expressed by the Board for Parry Sound Secondary's current surplus. Kelly Brown, Superintendent of Schools & Programs advised that Parry Sound Secondary's surplus is a surplus that has accumulated over several years.
- The system has been advised given the recent changes in accounting reforms for school boards that funding received for instructional and school offices are to be expended within the funding year.
- For schools reporting deficits, the deficit is recovered from instructional budget for the next fiscal year.
- If Boards during budget deliberations plan for a deficit it was communicated that any in-year deficit cannot exceed 1% of operating revenues. If the 1% threshold is exceeded Boards must have received Ministerial approval.

2.6.2 Capital Projects

Liz Therrien, Superintendent of Business provided an overview of the Capital Projects:

- The reports outlines approved Good Places to Learn Projects for phases 1, 2, 3 and 4
- The funding was provided by the Ministry and all projects are to be completed by August 31, 2011
- Funding for Capital projects does not come out of our operational budget
- It is the intent that Good Places to Learn funding was to be expended on schools where contemplated at the time of receiving the funding would remain open for a period of ten years. Schools listed in the Good Places to Learn Report were approved by the Board.
- Trustee Debbie Williams questioned Chippewa's paved roadway. As per Manager of Plant it was explained that Chippewa's roadway had been identified as a health & safety issue and therefore paved roadways at Chippewa were reviewed.
- Phase 3 projects are either completed or out for tender and are expected to be completed by August 31, 2011
- Good Places to Learn was identified for high and urgent capital needs for schools; playgrounds expenditures are not eligible for funding from Good Places to Learning monies.

Trustee Linda Williams left the Board meeting at 8:13 p.m.

2.6.3 Energy Efficiency Projects

Liz Therrien, Superintendent of Business provided a brief overview of Energy Efficiency Projects that were funded in 2009/2010 and 2010/2011.

- The report lists energy efficiency allocations under the operational and capital funding envelopes listing the original budget received from the Ministry in August 2009 and actual costs to August 31, 2010 and March 2011, committed costs to March 31, 2011 and status of projects
- Trustee David Thompson questioned how the new biomass system is working. As per Geoff Todd, Manager of Plant, the system has only been in place since March 2011. Once data is gathered with regard to energy efficiencies of the Biomass system a report can be provided to the Board reporting such. However will need approximately one year of data to accumulate in order to report any energy efficiencies given the Biomass system has just recently been installed. It was also noted that propane is still required at the site.

2.6.4 Special Maintenance Budget

Liz Therrien, Superintendent of Business requested clarification on the request for Special Maintenance Budget.

Trustee David Thompson explained that he was requesting information on routine maintenance budget and what would the budget look like with an increase of 5% to our operating budget.

Geoff Todd, Manager of Plant advised that the current budget for routine maintenance is between \$600,000-\$700,000. The strategic plan outlines a 5 year maintenance plan. An ongoing maintenance plan for enhanced dollars will be brought forward for consideration as part of the 2011/2012 budget process.

Action: Liz Therrien, Superintendent of Business will bring forward annual maintenance plan as part of 2011/2012 budget process.

2.6.5 Smartfind Express – Cost Update

This item will be brought forward at the next budget committee meeting.

2.6.6 Videoconferencing Equipment – Cost Update

Superintendent Liz Therrien advised that funding was put aside for a new videoconferencing system. Videoconferencing went out for tender and the lowest bidder was \$162,690 for purchase, installation and programming. Additional expenses were incurred to maintain system, add wireless and wall mounts. Total expenditures to-date are \$170,339.33 for the videoconferencing system.

2.6.7 Secure Entrances

This item will be brought forward at the next budget committee meeting.

2.6.8 Summary of Expenditures and Revenues

Report was provided, no discussion on this item.

2.6.9 Budget Meeting Dates

A proposed budget meeting calendar was provided for consideration. Trustees agreed on the proposed schedule and agreed to move the next meeting to April 20, 2011.

Deadline date for submitting budget to the Ministry is June 30, 2011.

2.7 QUESTION PERIOD

Trustees questioned if there was any indication of what the funding may look like this year. Liz Therrien, Superintendent of Business advised that the GSNs have been released as of March 31, 2011 outlining funding for the 2011/2012 school year but that until the finance department has the opportunity to input all numbers into EFIS we will not know the Board's funding level until that time. Brief highlights of the GSNs communicated included the Ministry's commitment to fund PDTA agreements for teachers and support staff, retroactive funding for OMERS pension increases which took place effective January 1, 2011, 2% increase in funding for school operations to assist in such areas as electricity, increase in transportation funding. It was also relayed that cost constraints would also be expected with reduced funding in such areas as top-up funding for school operations and school renewal, classroom computer reduction in foundation grant, 1% reduction for transportation consortia that do not have high efficiency rating, staff development, reduction in business administration funding and recovery of funding for non-bargaining units. The Board will receive enhanced funding of approximately \$1.4 million dollars for additional school renewal.

3.0 ADJOURNMENT

3.1 Motion to Adjourn

2011-04-03 *Moved by Jeff Serran, seconded by Randy Sheppard,
THAT the Board adjourn the meeting at 8:35 p.m.*

CARRIED

Kathy Hewitt
Chairperson

Paul Moffat
Interim Director of Education



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Kathy Hewitt , Chairperson

Paul Moffat, Interim Director of Education

To: Trustees

From: Paul Moffat

Date: April 20, 2011

Topic: SmartFindExpress (SFE) - Request for Cost Update

Background:

In January 2008 SmartFindExpress (SFE) software was acquired from E School Solutions to being the implementation of an automated call-in system for staff replacement. It was identified that there would be a requirement for IT assistance to build proper interfaces between this new software and that of our existing infrastructure. There was a delay between the purchase of the software and its implementation given the IPPS legacy software that the Board utilizes for its payroll and human resources applications was being sunset in August 2009 requiring the board to do a conversion from legacy software to IPPS.net. This became a top priority given it is the payroll/human resource software for the Board. Given the workload of the IT department and the importance to move this project forward it was approved to engage external resources for the implementation and technical support for the installation of SFE. A significant amount of time was dedicated in establishing the database for SFE, configuring hardware and software components, establishing business processes for roles and responsibilities of end-users, interfacing and configuring SFE with existing application infrastructure, testing and implementation.

In the fall of 2009 pilot schools were identified to test the system prior to going “live” date of March 1, 2010. The system is now up and running successfully.

Update:

Total investment costs incurred by the Board were \$118,463.59. Investment costs include the initial purchase of the application software, database server and web server software and hardware, required onsite training and initial system build configuration and engagement of external resources for configuration and implementation with existing infrastructure. Ongoing annual costs are approximately \$9,500 for software and support maintenance and \$3,600 for maintenance of six analog phone lines required for the system.



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Kathy Hewitt , Chairperson

Paul Moffat, Interim Director of Education

To: Trustees

From: Paul Moffat

Date: April 20, 2011

Topic: Secure Entrances – Request for Cost Update

Background:

At the January 26, 2010 regular board meeting a report was brought forward with regard to a Plan for School Security – Controlled Security Entrances. The plan was developed given the Board had received numerous expressions of concern over the security of entrances of elementary schools, particularly in those elementary schools that have no, or limited control or view of the main doors of the facility. An initial pilot project was being brought forward for consideration for eight of our elementary schools including, Dr. MacDougall, Humphrey, J.W. Trusler, M.A.Wittick, McDougall, Tweedsmuir, Victory and Vincent Massey (Annex). At that point in time it was communicated that \$100,000 had been budgeted in the 2009/2010 school year from renewal dollars for this initiative but the anticipated costs was expected to be approximately \$180,000 for the eight schools. The recommendation to the Board was to commit to completing the phased installation of controlled security entrances at our elementary school through the 2010/2011 budget process also.

As per the minutes of the January 26, 2010 board meeting, the Near North District School Board acknowledged receipt of the report entitled “Plan for School Security.”

Update:

The project for secure entrances was tendered in February 2010. Total costs for the completion of this pilot project were \$206,256.14.

During the budget process for 2010/2011 at the June 7, 2010 board budget meeting the “2010/2011 School Renewal Project List” was approved. The 2010/2011 School Renewal plan included \$250,000 identified for Phase 2 of secure entrances for elementary schools. Phase 2 of this initiative is currently being tendered and is to include eight additional schools, M.T. Davidson, Mapleridge, Sundridge, Land of Lakes, Ferris Glen, Silver Birches, Vincent Massey and Whitewoods.