

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**RESOURCE COMMITTEE MEETING MINUTES**

Held March 1, 2023, at 7:00 p.m.

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

Present: Trustees Cathy Abraham (Committee Chairperson), Terry Brown and Angela Lloyd

Trustees Sean Conway and Cyndi Dickson attended via the Webex platform.

Also Present: R. Russo, A. Foster, S. Gohil, M. Loya, A. Morton and M. Williams.

Trustees Jaine Klassen Jeninga (Vice-chairperson of the Board), Rose Kitney and Diane Lloyd; D. Fitzgerald, J. Thompson attended via the Webex platform.

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Committee Chairperson Abraham 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 A. Lloyd  
Seconded by: Trustee T. Brown

**That the agenda be adopted as printed.**

**CARRIED**

**CONFLICTS OF INTEREST**

Nil.

**ADOPTION OF MINUTES**

It was,

Moved by: Trustee A. Lloyd  
Seconded by: Trustee J. Klassen Jeninga

**That the minutes of the Resource Committee meeting of February 1, 2023, be adopted as recorded.**

**CARRIED**

PRESENTATIONS/DELEGATIONS

Jemma Racine and Rachel Dyson – Student Accommodation Plan: Elementary Family of Schools – Port Hope High School

Jemma Racine began her presentation by thanking the board, school administrators and trustees for the community consultations that took place in December and January. The consultations were extremely engaging and there has been a lot of positive feedback from the community.

A presentation was shared which outlined the delegates “preferred path” in creating the best student outcomes and creating a successful transition. A recent community survey of 96 parents from the North Hope Public School (PS), Beatrice Strong PS and Ganaraska Trail PS catchment areas resulted in option 3 - A second Port Hope area French Immersion program be established at Beatrice Strong PS being the preferred option with a favour of 86.3%. Reasons for favouring this option include transportation, mental health, student success and equity.

J. Racine spoke of what a successful transition would look like including new junior kindergarten students in 2023 from North Hope PS attending Beatrice Strong PS, application for portables, and an open house for Beatrice Strong introducing the French Immersion (FI) program and the Grade 6 students at Dr. M.S. Hawkins Senior PS receiving support. J. Racine suggested a transition team and funding for FI students. Looking ahead to 2026 onwards, J. Racine requested a transition of Grade 6 students at Dr. M.S. Hawkins Senior PS back to Ganaraska Trail PS.

J. Racine spoke to her opinion of what a successful transition would look like and requested a direct email to parents outlining next steps in order to avoid confusion.

J. Racine concluded by thanking the board for the community consultations and involvement in the decision.

Rachel Dyson thanked everyone for making it an easy process.

It was,

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

**That the presentation by delegate Jemma Racine and Rachel Dyson, regarding Student Accommodation Plan: Elementary Family of Schools – Port Hope High School be received for information and with thanks.**

**CARRIED**

## DECISION ITEMS

### Student Accommodation Plan: Elementary Family of Schools – Port Hope High School

Superintendent Foster reported that Ganaraska Trail Public School (PS) is experiencing greater than anticipated accommodation pressures. In September 2022, the Grade 6 students from Ganaraska Trail PS transitioned to Dr. M.S. Hawkins PS to alleviate accommodation pressure. A review of the Port Hope High School Elementary Family of Schools is being conducted in order to identify a sustainable solution to the accommodation pressures being experienced in the region.

Presented on October 26 for the completion of the review was shared.  
Posted on website October 27 showing input from community, teachers, principals,

Superintendent Gohil reported that a consultation resource that included a background study and scenarios for consideration was developed to inform the review. The consultation resource was shared with stakeholders and posted on the board website. The consultation process endeavoured to seek input from a variety of stakeholders and has included in-person and digital engagement, hard-copy feedback forms and the opportunity to connect directly with the Superintendent of Student Achievement for the Port Hope Family of Schools. The in-person community consultation meetings were held in December and January.

Options that were presented to the community at the first community consultation meeting in December were:

- Option A: Remain status quo.
- Option B: Ganaraska Trail PS becomes a dual-track JK-Grade 3 school and Dr. M.S. Hawkins Senior PS becomes a dual-track Grades 4-8 school. Beatrice Strong PS and North Hope Central PS remain status quo.
- Option C: Ganaraska Trail PS becomes a dual-track JK-Grade 4 school and Dr. M.S. Hawkins Senior PS becomes a dual-track Grades 5-8 school. Beatrice Strong PS and North Hope Central PS remain status quo.
- Option D: Ganaraska Trail PS becomes a dual-track JK-Grade 4 school, North Hope Central PS becomes a JK-Grade 4 school and Dr. M.S. Hawkins Senior PS becomes a dual-track Grades 5-8 school. Beatrice Strong PS remains status quo.
- Option E: Create boundary adjustments between Ganaraska Trail PS, North Hope Central PS and Beatrice Strong PS to balance enrolment between the elementary schools.

Superintendent Gohil reported that feedback from the first community consultation meeting was consolidated and shared with administration for review. This feedback was also shared on the board website under Student Accommodation Planning: Elementary Family of Schools – Port Hope High School.

During the consultation period, the community brought forth the following options for consideration:

- Option 1: Change the French Immersion (FI) program grade cohorts between Ganaraska Trail PS and Beatrice Strong PS (i.e., Ganaraska Trail PS becomes FI SK-Grade 3 and Beatrice Strong becomes FI Grades 4-6). Both schools maintain English stream.
- Option 2: Establish a second Port Hope area French Immersion program at Beatrice Strong PS.
- Option 3: Establish a single-track French Immersion program at either Ganaraska Trail PS or Beatrice Strong PS, with English only at the other school.
- Option 4: Change the grade cohorts between Beatrice Strong PS and Ganaraska Trail PS, with Beatrice Strong PS becoming a dual-track primary school (i.e., JK-Grade 1) and Ganaraska Trail PS becoming a dual-track primary/junior school (i.e., Grades 2-6).

Administration reviewed the community feedback that was gathered and analyzed the viability and impact of each option being considered. Once this review was completed, administration brought forth the following three options for final consideration at the second community consultation meeting held in January.

- Option 1: Change the FI program grade cohorts between Ganaraska Trail PS and Beatrice Strong PS (i.e., Ganaraska Trail PS becomes FI SK-Grade 3 and Beatrice Strong PS becomes FI Grades 4-6). Both schools maintain English stream (JK-6).
- Option 2: Ganaraska Trail PS becomes a dual-track JK-Grade 3 school and Dr. M.S. Hawkins Senior PS becomes a dual-track Grades 4-6 school. A dual-track intermediate school (Grades 7-8) is established at Port Hope HS.
- Option 3: Establish a second Port Hope area FI program at Beatrice Strong PS.

Superintendent Gohil shared that to be responsive to feedback received from stakeholders and prepare for a smooth transition for students, no changes to the grade cohorts will be implemented for the 2023-2024 school year. All elementary schools within the Port Hope High School Family of Schools will remain status quo.

Status quo for 2023-2024 entails:

- Utilizing all available space at Ganaraska Trail PS as classrooms (e.g., stage area, portion of library) for the 2023-2024 school year.
- Exploring the use of additional portable(s) as a temporary accommodation measure at Ganaraska Trail PS for the 2023-2024 school year.
- Managing enrolment growth in the Port Hope High School Elementary Family of Schools, all new registrations for out-of-boundary students will not be accepted.

Administration responded to trustee questions regarding portable use at Ganaraska Trail PS to deal with the overcrowding during the status quo year. It was noted that portable placement is being reviewed.

It was,

Moved by: Trustee T. Brown  
Seconded by: Trustee J. Klassen Jeninga

**That a second Port Hope area French Immersion program be established at Beatrice Strong PS, effective September 2024.**

**CARRIED**

Draft Board Policy B-10, Electronic Monitoring

Dan Fitzgerald, Executive Officer, ICT reported in October 2022, Bill 88, Working for Workers Act 2022, mandated that any employer with over 25 employees, must have an electronic monitoring policy in place. Information and Communications Technology worked with Human Resource Services and Facilities Services to identify technologies and infrastructures that were in use at Kawartha Pine Ridge District School Board to ensure they were included in the draft policy.

Superintendent Loya responded to questions about the effect on labour relations regarding employee reaction to the policy. Labour Management has had discussions of this mandated bill. Clarification was provided that the board during disciplinary action is still required to follow policy and law when using this data and does not provide the board with greater permissibility to use these technologies for surveillance.

D. Fitzgerald clarified that the draft policy is in line with mandates set forth from Bill 88 and does not deviate from the structures in place for the Bill.

It was,

Moved by: Trustee T. Brown  
Seconded by: Trustee S. Conway

**That Draft Board Policy B-10, Electronic Monitoring Report, be approved.**

**CARRIED**

Multi-Function Devices Renewal

D. Fitzgerald reported that on December 17, 2017, the Board approved the Xerox OEMC-C-2011-145-01 Ontario Education Collaborative Marketplace (OECM) Office Multi-Function Devices and Managed Print Services Agreement for the renewal of Multi-Function Devices at a cost of \$432,200 annually. Kawartha Pine Ridge District School Board (KPR) is nearing the completion of a five-year contract with Xerox for all multi-function devices throughout the system. These multi-function devices are used in all schools and have taken the place of classroom and office-based printers throughout KPR.

D. Fitzgerald reported that the current OECM Client-Supplier Agreement with Xerox expires in July 2023 and with an increase in the number of multi-function devices throughout the Board from the previous agreement as well as cost increases of multi-function devices, the value of the OECM contract has increased. The OECM cost to refresh the 334 devices and procure the software to support all KPR devices for the next five years is \$609,656.80 annually.

D. Fitzgerald reported that the refresh of the 334 multi-function devices is scheduled to begin September 2023.

Administration responded to trustee questions.

It was,

Moved by: Trustee S. Conway  
Seconded by: Trustee J. Klassen Jeninga

**That the Ontario Education Collaborative Marketplace Office Multi-Function Devices and Managed Print Services Agreement for the renewal of Multi-Function Devices, for a five-year period commencing July 2023, at a renewal price of \$609,656.80 per year, be approved.**

**CARRIED**

Board Policy BA-3.1, Disposition of Annual Surplus Deficit

A. Foster reported that Board Policy BA-3.1, Disposition of Annual Surplus/Deficit was last reviewed in September 2017 and is up for review on the regular five year cycle.

In May 2022, the Director presented a framework for policy renewal that was approved by trustees. A. Foster reported as the renewal framework questions were considered, it became apparent that this policy is no longer relevant as a standalone policy as it speaks to a practice that is well established through financial statement approval both at Resource Committee and Audit Committee.

The policy says that the Board recognizes that the financial results of each fiscal year will not be identical to the approved operating budget. Variances in operating revenues and expenditures will result in operating surpluses and deficits. It then speaks to administration making recommendations for the disposition of the surplus or deficit.

Each year administration brings forward recommendations for the disposition of the surplus/deficit to the Resource Committee, through the Accumulated Surplus/Deficit and Deferred Revenue Report. The report includes both the long narrative describing each of the boards reserves and the changes to them. As well as, charts showing the change year over year and the reserves. This report is approved by the Resource Committee and the adjustments are incorporated into the annual audited financial statements that are brought forward to the Audit Committee annually. The financial statements require Board of Trustee approval.

Each year administration will allocate the in-year surplus/deficit. As part of the financial statement approval, these allocations are recommended by the Audit Committee to the Board, for trustee approval. As the Accumulated Surplus/Deficit note is a requirement of the annual audited financial statements, having a policy reiterating this requirement is considered redundant. A jurisdictional scan was completed, and it was determined that there are no other in the area have a policy of this nature.

It was,

Moved by: Trustee A. Lloyd  
Seconded by: Trustee C. Dickson

**That Board Policy BA-3.1, Disposition of Annual Surplus/Deficit, be rescinded.**

**CARRIED**

**Baltimore Public School Roof Replacement Tender**

A. Foster reported that due to the timing of when this tender was issued and closed Board Policy BA-5.1 revisions had not yet been approved which is why this tender report is being brought for committee approval. Prior to the February 28, 2023 board meeting, Board Policy BA-5.1, Purchasing Procedures, requires Board approval for capital project tenders and consulting services in excess of \$1,000,000 or expenditures which exceed the budgeted amount by 10% and \$100,000. This policy has since been revised and approved increasing the Board approval for capital project tenders and consulting services in excess of \$2,000,000.

On October 25, 2022 the Board approved capital expenditures for Maintenance and Program Enhancements to schools. Included in the approved project listing was the Baltimore Public School Roof Replacement.

11 bids were received with the lowest bidder being Always Roofing Ltd.

It was,

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

**That the Baltimore Public School Roof Replacement Tender be awarded to Always Roofing Ltd. in the amount of \$1,251,460 including net taxes (2.16%).**

**CARRIED**

It was,

Moved by: Trustee S. Conway  
Seconded by: Trustee C. Dickson

**That the Committee move to In-camera Session (8:25 p.m.).**

**CARRIED**

The Open Session of the meeting resumed (8:32 p.m.).

Chairperson Abraham drew attention to the future committee meeting dates.

**ADJOURNMENT**

It was,

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

**That the Resource Committee meeting be adjourned (8:33 p.m.).**

**CARRIED**

Cathy Abraham  
Committee Chairperson  
March 1, 2023