



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Administrative Office: 451 Park Street West, P. O. Box 210, Windsor, Ontario N9A 6K1

MEETING OF THE STANDING COMMITTEE ON OPERATIONS and FINANCE

Tuesday, November 5, 2019
Upon adjournment of Education Committee Meeting
Board Room
451 Park Street West, Windsor, Ontario

A G E N D A

Pages

- A. **CALL TO ORDER**
- B. **ATTENDANCE**
- C. **APPROVAL OF AGENDA**
 - C.1 Agenda
- D. **DECLARATION OF CONFLICT OF INTEREST**
- E. **APPROVAL OF MINUTES**
 - 1 - 3 E.1 Minutes of October 1, 2019 Operations & Finance Committee Meeting Attachment 1
- F. **BUSINESS ARISING FROM THE MINUTES**
- G. **PRESENTATIONS**
- H. **DELEGATIONS**

There were no delegations at the time of agenda preparation.
- I. **SPEAKER'S LIST**
- J. **NEW BUSINESS**

Nil
- K. **REPORTS**
 - 4 - 7 K.1 Trustee Expenditure Report – Annual (2018-2019) Attachment 2
 - 8 K.2 Accounts Receivable Written Off for Year Ended August 31, 2019 Attachment 3
- L. **TRUSTEE QUESTION PERIOD**
- M. **NOTICES OF MOTION**
- N. **ANNOUNCEMENTS**
- O. **ADJOURNMENT**

P. CONVENE INTO PUBLIC BOARD MEETING

DISTRIBUTION

**MINUTES OF A MEETING OF THE STANDING COMMITTEE ON OPERATIONS
and FINANCE HELD ON TUESDAY, OCTOBER 1, 2019 - Board Room**

PRESENT - TRUSTEES:

A. Halberstadt (Chairperson)	A. Higgison
J. Burgess	R. LeClair
S. Cipkar (Vice-Chairperson)	A. Omstead
C. Cooke	L. Qin
G. Hatfield – <i>Regrets</i>	J. Sartori - <i>Regrets</i>

STUDENT TRUSTEES:

A. Jain
N. Johny

ADMINISTRATION:

E. Kelly	V. Houston
S. Armstrong	C. Howitt
T. Awender	C. Mills
J. Canty	S. Pyke
J. Hillman	M. Wilcox

OTHER ADMINISTRATIVE STAFF:

S. Maheux, Manager Financial Services

RECORDER: T. Meloche

A. CALL TO ORDER

Chairperson Halberstadt assumed the Chair and called the meeting to order at 7:57 p.m.

B. ATTENDANCE

Chairperson Halberstadt noted that Trustees Sartori and Hatfield have sent their regrets.

C. APPROVAL OF AGENDA

Moved by Trustee Cooke
Seconded by Trustee Higgison

THAT THE AGENDA BE APPROVED AS PRESENTED.

CARRIED UNANIMOUSLY

D. DECLARATION OF CONFLICT OF INTEREST

Nil

E. APPROVAL OF MINUTES

E.1

Moved by Trustee Higgison
Seconded by Trustee LeClair

THAT THE MINUTES OF THE JUNE 4, 2019 OPERATIONS and FINANCE MEETING BE APPROVED.

CARRIED

E.2

Moved by Trustee Higgison
Seconded by Trustee LeClair

THAT THE MINUTES OF THE JUNE 18, 2019 SPECIAL OPERATIONS and FINANCE MEETING BE APPROVED

CARRIED

F. BUSINESS ARISING FROM THE MINUTES

Nil

G. PRESENTATIONS

Nil

H. DELEGATIONS

Nil

I. SPEAKER'S LIST

Nil

J. NEW BUSINESS

Nil

K. REPORTS

K.1 Tender and Requests for Proposals Awarded for the Quarter Ended May 31, 2019 and the Quarter Ended August 31, 2019

Responding to a question, Superintendent Armstrong noted the board is required to address key building components as directed by the Ministry for School Conditioning Improvement funding. Director Kelly noted key building component are priorities such as roofs, foundations and HVAC systems. Priorities are measured by Professional Engineers and experts in this field.

K.2 Interim Financial Expense Report as at May 31, 2019

Superintendent Armstrong noted expenditures are on track against budget. It was noted Autism support is a budgetary concern that significantly impacts funding. The board anticipated this decrease in funding and a contingency plan was built into the budget. It was also noted Jordan's Principle funding continues to assist support staff in our schools.

K.3 Policy/Regulation BA-02 Borrowing and Investing of Funds

L. TRUSTEE QUESTION PERIOD

Trustee Burgess questioned what the standard is for vacant properties. Superintendent Armstrong noted properties remain insured. Maintenance around the facility continues to be completed. Any concerns regarding the building or outside area are acted upon.

M. NOTICES OF MOTION

Nil

N. ANNOUNCEMENTS

Nil

O. ADJOURNMENT

There being no further business before the Committee, the Chairperson adjourned the meeting at 8:07 p.m.

P. CONVENE INTO PUBLIC BOARD MEETING



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

MEMORANDUM

DATE: November 5, 2019

TO: The Chairperson and Trustees of the
Operations & Finance Committee

FROM: S. Armstrong ^{ck}
Superintendent of Business ^{AX}

S. Maheux
Manager of Financial Services

SUBJECT: Trustee Expenditure Report - Annual

AIM:

To provide the annual Trustee Expenditure Report for 2018/19 to the Board.

BACKGROUND:

Per Regulation R-BA-28, revised on April 17, 2018, Article 5 states that "*Individual Trustee's annual expenditures will be published in the first quarter following the end of the fiscal year*".

The Trustee Expenditure Report for 2018/19 is attached.

In summary, actual expenses are lower than budgeted expenses by \$24,200. Total miscellaneous is over budget by approximately \$3,000 due to a budgeting difference in the Trustee Organization Fees account that has been reviewed and will be adjusted in the 2019/20 budget.

Attachments:

- Appendix 1 – Trustee Expenditure Report – For the Year Ended August 31, 2019
- Appendix 2 – Explanation of Expense Categories

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
TRUSTEE EXPENDITURE REPORT
For the Year Ended August 31, 2019**

Categorized by Trustee	Honouraria	Mileage	Professional Development	Miscellaneous	Total
Trustee Connie Buckler (County)	3,441.57	451.59	-	153.24	4,046.40
Trustee Julia Burgess (County)	15,605.70	2,297.45	683.55	1,213.84	19,800.54
Trustee Sarah Cipkar (City)	9,810.30	-	1,203.76	58.23	11,072.29
Trustee Cathy Cooke (City)	10,020.50	-	-	553.31	10,573.81
Trustee Alan Halberstadt (City)	12,619.70	58.10	165.22	526.14	13,369.16
Trustee Alicia Higginson (County)	9,810.30	-	1,302.76	532.90	11,645.96
Trustee Tom Kilpatrick (City)	3,075.83	39.06	-	408.21	3,523.10
Trustee Ron Le Clair (County)	13,868.26	-	-	-	13,868.26
Trustee Cheryl Lovell (City)	3,278.12	174.29	-	256.67	3,709.08
Trustee Kim McKinley (City)	4,927.70	196.99	-	423.39	5,548.08
Trustee Aimee Omstead (County)	10,117.95	1,032.09	1,359.52	1,473.45	13,983.01
Trustee Linda Qin (City)	9,810.30	477.99	1,684.28	1,390.01	13,362.58
Trustee Jessica Sartori (City)	18,372.61	-	-	-	18,372.61
Trustee Gale Hatfield (City)	12,891.44	-	1,218.19	1,181.21	15,290.84
Trustee Dave Taves (County)	3,131.07	453.05	-	226.02	3,810.14
Student Trustee (City)	2,567.83	402.73	2,980.20	-	5,950.76
Student Trustee (County)	2,518.77	1,645.81	2,975.72	-	7,140.30
Uncategorized - Central Items					
Professional Development - Chair Discretion	-	-	1,506.68	-	1,506.68
Office Supplies	-	-	-	7,825.99	7,825.99
Trustee Organization Fees	-	-	-	116,506.49	116,506.49
Official Board Representative at OPSBA	-	-	9,800.43	-	9,800.43
Total Expenses	145,867.95	7,229.15	24,880.31	132,729.10	310,706.51
Total Budget	145,000.00	10,543.00	49,600.00	129,716.00	334,859.00
Over/(Under) Budget	867.95	(3,313.85)	(24,719.69)	3,013.10	(24,152.49)

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
Explanation of Expense Categories

Appendix 2

HONOURARIA

Approved honouraria is determined by the Board in accordance with the Education Act and Regulations. The level of honouraria paid is based on the position held by the Trustee; the Chair and Vice-Chair of the Board receive an additional amount in accordance with the Act. Honouraria includes amounts paid for attendance at Statutory Committees. The expense includes Canada Pension Plan (CPP) and Employer Health Tax (EHT) benefit costs.

The following Trustees were members of Statutory Committees during the year:

Statutory Committee	Dec 6 2017 to Dec 4 2018	Dec 5 2018 to Dec 3 2019
Special Education Advisory Committee (SEAC)	Connie Buckler Kim McKinley Alternate: Cheryl Lovell	Cathy Cooke Aimee Omstead Alternate: Linda Qin
Supervised Alternative Learning (SAL)	Cheryl Lovell – City Rep Connie Buckler – County Rep Alternate: Julia Burgess	Cathy Cooke – City Rep Aimee Omstead – County Rep Alternate: Alan Halberstadt
Audit Committee	Tom Kilpatrick Ron Le Clair Dave Taves	Alan Halberstadt Gale Hatfield Ron Le Clair
Greater Essex County District School Board Parent Involvement Committee (GECPIC)	Julia Burgess Alternate: Dave Taves	Alicia Higgison Alternate: Julia Burgess

MILEAGE

Travel by personal vehicles reimbursed at the Board's rate per kilometer.

PROFESSIONAL DEVELOPMENT

The budget includes an allocation of \$4,000 for each Trustee and \$3,000 for each Student Trustee for attendance at conferences, conventions and other professional development. The budget covers the cost of registration, travel, accommodation, meals, parking, taxis, other miscellaneous expenses and all applicable taxes.

Chair Discretion

This represents a central expense account for the Chairperson of the Board or designate to attend meetings, conferences or special functions as the official representative of the Board. This budget may also be used to provide other professional development opportunities. The expenses in this account have been reported by amounts spent before and after the annual Board Organizational Meeting.

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
Explanation of Expense Categories

Appendix 2

Ontario Public School Boards' Association (OPSBA)

This represents expenses associated with Trustees appointed to represent the Board at any OPSBA official functions.

MISCELLANEOUS

All other expenses deemed reasonable to the role of the Trustee. This category includes:

1. A Board approved equipment package that includes:
 - a. a computer (laptop, tablet, Netbook, or desktop), printer/fax or printer/scanner, and shredder, and
 - b. communication services (i.e. telephone, internet and/or cell phone)
2. Other expenses directly related to the role of Trustee:
 - a. computer paper and printer cartridges
 - b. documented long distance calls for Board/Trustee business from a private phone line
 - c. business cards, and
 - d. miscellaneous purchases.
3. Other centrally budgeted expenses such as general office supplies and Trustee association fees and membership fees.



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

MEMORANDUM

DATE: November 5, 2019

TO: The Chairperson and Trustees of the
Operations & Finance Committee

FROM: S. Armstrong
Superintendent of Business *AX*

S. Maheux
Manager of Financial Services

SUBJECT: Accounts Receivable Written Off for the Year Ended August 31, 2019

AIM:

To provide the Board information on the 2018/19 write off of any account receivable balance greater than \$5,000 in accordance with Regulation: Write off Accounts – Authorization, R-BA-07.

BACKGROUND:

Historically the Board has been successful in the collection of accounts receivable greater than \$5,000. For fiscal 2018/19, there are no amounts required to be written off.