



MINUTES OF THE FINANCE AND OPERATIONS COMMITTEE MEETING

HELD ON TUESDAY, OCTOBER 13, 2020 (5:30 PM)
AT THE NAPANEE BOARD OFFICE, 151 DAIRY AVENUE, NAPANEE, ONTARIO AND VIRTUALLY VIA TEAMS

A. (i) Opening Prayer:

Trustee Murphy opened the meeting with a prayer with special intentions for families in our communities and beyond who have been touched by the COVID 19 pandemic.

(ii) Roll Call:

Trustees:

T. Shea, Chair
T. Dall
J. Duggan
B. Evoy
P. McEnergy
M. Murphy
W. Procter
G. Speagle
K. Turkington
C. Wright

D. DeSantis, Director of Education
D. Giroux, Superintendent of School Effectiveness
M. McGrath, Superintendent of School Effectiveness
T. Slack, Superintendent of School Effectiveness
K Shannon, Superintendent of School Effectiveness
C. Smith-Dewey, Superintendent of School Effectiveness
M. Lamarche, Superintendent of Human Resources
B. Bradshaw, Superintendent of Finance and Business Services
A. Woodland, Manager, Financial Services
D. Campbell, Controller of Plant & Planning Services

All trustees and administration were present.

(iii) Approval of Agenda:

MOVER: Trustee Wright

SECONDER: Trustee Procter

THAT the Agenda be approved as presented.

CARRIED.

(iv) Declarations of Interest:

None.



B. ACTION ITEMS:

1. Presentations:

None.

2. Business and Finance:

(i) Financial Information – Cheque List for September 2020

MOVER: Trustee Procter

SECONDER: Trustee Turkington

THAT the Board approve of the actions taken by the Director of Education and the Treasurer in the payment of accounts for the month of September 2020.

CARRIED.

(ii) Investment Report

Ms. Woodland reported to Trustee that Regulation 41/10 of the Education Act requires the Treasurer to prepare and provide an investment report to the Board on an annual basis. During 2019/2020, the Board did not hold any investments outside of the operating bank account.

(iii) Budget Planning Year 2021-2022

MOVER: Trustee Shea

SECONDER: Trustee Speagle

THAT the 2021-2022 Budget Planning Process as attached be approved, subject to the note set out below.

Note: The planning process will be updated as additional information is received from the Ministry of Education.

CARRIED.

(iv) Audit Committee Report

MOVER: Trustee Wright

SECONDER: Trustee Turkington

THAT the Board approve the 2020-2021 Regional Internal Audit Plan.

CARRIED.



(v) COVID-19 Funding Update

MOVER: Trustee Wright

SECONDER: Trustee Speagle

THAT the Board approve the use of up to 2% of the budgeted operating allocation to address anticipated costs associated with the COVID-19 pandemic.

CARRIED.

(vi) OCSTA Membership Fees

MOVER: Trustee Shea

SECONDER: Trustee Wright

THAT the Board approve payment of the 2020-2021 OCSTA membership fees in the amount of \$53,619.67.

CARRIED.

(vii) OSTA-AECO Membership Fees

MOVER: Trustee Wright

SECONDER: Trustee Procter

THAT the Board approve payment of the 2020-2021 OSTA-AECO membership fees in the amount of \$1,312.20.

CARRIED.

3. Board Operations:

(i) RFP-2021-PPS01 Provision of Construction Management Services for Installation of Mechanical Ventilation Units

MOVER: Trustee Speagle

SECONDER: Trustee Procter

THAT the Board award the above noted project to the following firms as noted:

Belleville/Trenton Area: Tom Belch and Sons Building Contractors Limited Fixed Fee: \$34,320.00 + HST Percentage Mark-up: 10%

Kingston Area: Anglin Group Limited Fixed Fee: \$32,580.00 + HST Percentage Mark-up: 10%

CARRIED.



4. Other:

None.

5. Pending Items:

None.

C. INFORMATION ITEMS

None.

D. ADJOURNMENT

The meeting adjourned at 6:02 p.m.

T. Shea, Chair of the Board

D. DeSantis, Director of Education and
Secretary of the Board

Barb Woods
Recording Secretary