



AGENDA

Physical Planning, Finance and Building Committee Public Meeting Agenda

November 13, 2023

Item	Responsibility	Page #
1 Call to Order – 3:30 p.m.	Chair Kramp	
2 Acknowledgement of Traditional Lands	Trustee Charlton	
3 Roll Call	Chair Kramp	
4 Approval of Agenda	Chair Kramp	
5 Declarations of Conflict of Interest	Chair Kramp	
6 Delegations - nil		
7 Consent Agenda Items	Chair Kramp	
(a) Approval of public minutes dated October 10, 2023		2
8 Staff Reports		
(a) Enrolment Follow-Up	D. McFarlane	5
(b) Education Centre Air Quality Testing	N. Kishinchandani/K. Horrigan	6
(c) Boundary Review Update	N. Kishinchandani/K. Horrigan	7
9 Trustee Motions for Consideration – nil		
10 Trustee Notices of Motion – nil		
11 Adjournment	Chair Kramp	

Members present: S. Binder, E. Charlton (Vice-Chair), K. Hambly, K. Kramp (Chair), A. Robertson, J. Webster (Student Trustee)

Regrets:

Absent: None

Guests: None

Resources: K. Donnell, K. Horrigan, N. Kishinchandani, K. MacIver, D. McFarlane, T. Rodgers

Minutes: J. McLaren, Executive Assistant

1. Call to order

The meeting was called to order at 3:30 p.m. by Chair Kramp.

2. Motion to Convene into a Closed Session

It was advised that the need to convene into a closed session is no longer applicable as Report 7(a) of the closed agenda package can be discussed in a public session as Report 10(f).

3. Reconvene to the Public Physical Planning, Finance and Building Committee Meeting

Not applicable.

4. Acknowledgement of Traditional Lands

Trustee Hambly offered the Land Acknowledgement.

5. Roll Call

Chair Kramp requested a roll call of Trustees.

6. Approval of agenda

Moved: A. Robertson

Seconded: K. Hambly

That the agenda be approved for Tuesday, October 10, 2023.

To approve the agenda as amended to include Report 10(f) Former Site of Madoc Public School in the public session and cancellation of the closed session.

Carried

7. Declarations of Conflict of Interest

None.

8. Delegations

None.

9. Approval of Minutes from Previous Meeting

Moved: S. Binder

Seconded: K. Hambly

That the minutes of the Monday, September 11, 2023 meeting be approved.

Carried

10. Staff Reports

Enrolment Update

Superintendent McFarlane referred to Report 10(a), dated October 10, 2023.

Clarification/discussion items included:

- It was requested that a follow-up report be provided updating enrolment numbers following school re-engagement efforts. It was confirmed a report will be brought forward at the November PPFB Committee meeting.
- Concerns were raised regarding the decline in enrolments and the financial implications. HPEDSB is optimistic that students will return and strategies to engage students/families are occurring in schools, as well as at the Board office, including messaging both online and throughout our school communities.

Capital Planning and Construction Process

Superintendent Kishinchandani and Senior Manager, Facility Services referred to Report 10(b), dated October 10, 2023.

Clarification/discussion items included:

- Clarification was sought regarding pre-determined school designs created by the Ministry and whether it was mandatory for school boards to use them. It was confirmed that while it is encouraged, it is not mandatory as many boards, including HPEDSB, have repetitive designs that meet requirements.
- A question arose regarding the average timeline for a new build and/or reconstruction. It was advised that several factors impact timelines (preparation of drawings, site constraints, etc.) but that a typical build (pre-COVID) would take approximately 2 years to complete. HPEDSB works with the Ministry on a regular basis to work through projects and any potential issues.

Capital Projects Update

Superintendent Kishinchandani and Senior Manager, Facility Services referred to Report 10(c), dated October 10, 2023.

Clarification/discussion items included:

- A question was raised regarding community use of updated facilities in schools (ex. kitchens used for workshops, etc.). It was confirmed that there is opportunity for the community to use facilities, with the highest-used spaces being gym facilities and classrooms. There is further opportunity to explore partnerships through Community Planning and Partnership meetings.
- Further clarification was provided regarding high-cost projects that lack public visibility (roofing, building upkeep, etc.) but ensure secure and well-maintained facilities are top priority for the safety of students and staff.

Community Planning and Partnership Meetings Update

Superintendent Kishinchandani and Senior Manager, Facility Services referred to Report 10(d), dated October 10, 2023.

Clarification/discussion items included:

- There was an inquiry whether any outreach has taken place with long-term care homes or retirement homes. It was advised that while HPEDSB did not reach out specifically to these sectors, both Hastings County and Prince Edward County were contacted, both who operate long-term care homes.

School Sports Funding

Superintendent Kishinchandani provided a verbal update on Item 10(e). Historically, school athletics and all other extracurricular activities were funded primarily through school generated funds and school budgets. Last year, communication was circulated that school budget amounts were to focus on resources that would benefit the entire student body (Chromebooks, etc.). School Administrators were diligent in moving forward with this request. There was some misunderstanding related to

support for school athletics which inspired strong community feedback. After careful consideration, it was determined that school budgets should continue to be used at Administrators' discretion. Clarification was provided that school athletics are underway as they have been in the past.

Clarification/discussion items included:

- A question arose regarding how HPEDSB sees funding for extracurriculars fitting into the strategic plan. It was confirmed that there is no direct funding available from the Ministry and as funding tightens, tough decisions will need to be made. This will be a key question as the Trustees work through the next strategic plan.
- Clarification was sought regarding school council fundraising capacities. It was confirmed that there is no limit on school councils fundraising for all extracurricular activities.

Former Site of Madoc Public School

Senior Manager, Facility Services provided a verbal update on Item 10(f). Madoc Public School was demolished and consolidated into K-12 at Central Hastings School, with a requirement that green space be available post-demolition. HPEDSB has done exploratory work and determined that the elevation composed of bedrock can be removed without blasting. If it is determined that a level ground is required, a significant amount of rock will need to be removed, with continued work taking place with architects, surveyors, etc. Feedback has been received from students and staff from CHS regarding ideas for the greenspace. The feedback has been reviewed by the architects and built into draft designs. Options will be presented to the school community once a path forward has been established.

11. 2024-25 Education Funding Consultation Guide

Superintendent Kishinchandani referred to Communications Item 11(a), dated October 10, 2023.

12. Trustee Motions for Consideration (Introduced at Previous Meeting)

None.

13. Trustee Notices of Motion (Discussion for Next Meeting)

None.

14. Adjournment

The meeting adjourned at 4:33 p.m. The next meeting will be on Monday, November 13, 2023.

Decision Information

To: Physical Planning, Finance and Building Committee

From: Darren McFarlane, Superintendent, Human Resources Support Services

Re: Enrolment Follow-Up

Purpose

To provide an update on 2023-2024 enrolments for elementary and secondary schools following school re-engagement efforts.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

October 31 is a key enrolment date that the Ministry of Education uses to inform funding. Further, school boards are expected to be in compliance with both provincial and local collective agreement guidelines related to staffing and class size.

Current Situation

Elementary and secondary enrolments were collected on October 31, and this data was used to update projections for 2023-24, as shown below:

Elementary

The elementary enrolment as of October 31 is 10,787 compared to a budget projection for 2023-24 of 10,877. The decrease of 90 students is represented across grade levels.

Secondary

The revised secondary average daily enrolment (ADE) data sits at 4,581 which is 46 students higher than the budget projection of 4,535.

Decision Information X

To: Physical Planning, Finance and Building Committee

From: Narin Kishinchandani, Superintendent, Business Services
Kim Horrigan, Senior Manager, Facility Services

Re: Education Centre Air Quality Testing

Purpose

To provide an update on upcoming air quality testing to take place at the Education Centre.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

The Education Centre was built in 1912 and is approximately 44,000 square feet. Given the age of the building and limited ability to allocate board funds to renovation and/or upgrades, the building remains without ventilation.

The units that service all spaces throughout the building are supported for heating and cooling as well as filtration of air that is returned from the occupied spaces it serves. There is no fresh air, meaning that all spaces are serviced with filtered recycled air and HEPA units exist to perform the same function with a higher level of filtration.

Current Situation

A concern has been raised by staff about the air quality at the Education Centre.

Pinchin, an environmental, engineering, building science and health & safety consulting firm, has been retained to undertake the air quality testing.

The testing was scheduled for Friday, November 10, 2023 at a cost of approximately \$4,000. Once the results are received, a further update will be provided to the Physical Planning, Finance and Building Committee as to the outcomes and planned next steps.

Administration is evaluating alternative plans, should test results return unfavourable outcomes.

Decision ___ Information X

To: Physical Planning, Finance and Building Committee

From: Narin Kishinchandani, Superintendent, Business Services
Kim Horrigan, Senior Manager, Facility Services

Re: Boundary Review Update

Purpose

The purpose of this report is to provide an update on the Boundary Review process.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

The Boundary Review Steering Committee (BRSC) has been meeting at regular intervals and has been providing necessary direction enabling the set up and scheduling of the Boundary Review Ad Hoc Committee (BRAC) meetings. The community membership of two BRACs, one for Bayside-Trenton and the other for Harmony-Foxboro, was finalized on November 7, 2023 and will be announced once all necessary due diligence has been completed. A list of committee representatives can be found at Appendix A.

Current Situation

The first BRAC meeting is being held on Tuesday, November 14, 2023 with both groups (Bayside-Trenton and Harmony-Foxboro) to provide an introduction, orientation and general overview of the Terms of Reference and roles and responsibilities of the BRAC, with further BRAC meetings being held on November 28 and November 30, 2023, respectively.

Public engagement sessions will take place on December 12 and 13, 2023, with final BRAC meetings scheduled on January 16 and 17, 2024. A report noting the conclusions from the Boundary Review process will be brought to the Physical Planning, Finance and Building Committee meeting on February 12, 2024, with a final recommendation being brought forward at the public Board meeting on February 26, 2024.

A Gantt chart reflecting the various activities and milestones within this process can be found at Appendix B.

Appendices

Appendix A – Committee Representatives

Appendix B – Gantt Chart

**BOUNDARY REVIEW AD HOC COMMITTEE
 COMMUNITY AND SCHOOL COUNCIL REPRESENTATIVES**

BAYSIDE AND TRENTON COMMUNITY AND SCHOOL COUNCIL BRAC REPRESENTATIVES	
CHAIR: Ken Dostaler, Superintendent of Education	
TRUSTEE: Kandis Hambly	
LEAD PRINCIPAL: Nicola Wand	
Community Member Selected	TBA after completion of necessary due diligence
School Name	School Council Representative Name
Bayside Public School	Shawn Legere
Bayside Secondary School	Deanna O'Leary
Frankford Public School	Jennifer McCaw
North Trenton Public School	Carly Penwell
Prince Charles (T) Public School	No representative
Stirling Public School	Dana Bell
Trent River Public School	Rachael Lachey
Trenton High School	Dave Wannamaker
VP Carswell Elementary School	Crystal Stewart
HARMONY AND FOXBORO COMMUNITY AND SCHOOL COUNCIL BRAC REPRESENTATIVES	
CHAIR: Kristen Niemi Superintendent of Education	
TRUSTEE: Erica Charlton	
LEAD PRINCIPAL: Earle Wright	
Community Member Selected	TBA after completion of necessary due diligence
School Name	School Council Representative Name
Foxboro Public School	Janet Montgomery
Harmony Public School	Steve Ellsworth
Park Dale Public School	Rachael Ferrante * Jessica Purchase *
Prince Charles (B) Public School	No representative
Susanna Moodie Elementary School	Jen Marr
Tyendinaga Public School	Lynn Phillips Jennifer Phillips
HPEDSB RESOURCES	
Narin Kishinchandani, Superintendent, Business Services	Kim Horrigan, Senior Manager, Facility Services
Kerry Donnell, Manager, Communications & Privacy	Janice McLaren, Executive Assistant

* Alternate representatives should a scheduling conflict arise.

Task	2023									2024								
	October			November			December			January			February					
2023/24 Attendance Area Review				CM		CM					PM			CM	DR		FR	BM
Project Webpage																		
Project Timeline																		
Background Materials (LTCAP)																		
Whiteboard Video																		
Committee Recruitment																		
Background Materials - Meeting #1																		
Draft Scenarios																		
Draft BRAC Meeting #1 Presentation																		
BRAC #1				CM														
Final Materials Provided to Board																		
Initial BRAC Meeting																		
BRAC #2						CM												
Board/Watson Review of Scenarios																		
Final BRAC Meeting #2 Presentation																		
Second BRAC meeting																		
Public Engagement									PM									
Review BRAC feedback, refine scenarios as needed.																		
Final Materials Provided to Board for PIC																		
Public Meeting + Community Engagement/Survey																		
Third BRAC meeting												CM						
Board/Watson Review of Scenarios/Feedback																		
Final BRAC Meeting #3 Presentation																		
Third BRAC meeting																		
Final Report															DR		FR	
Draft Report to Board Staff															DR			
Final Report to Staff																	FR	
PPFB Committee Meeting																		
Draft Board Presentaton																		
HPEDSB Board Meeting																		BM

Board Meeting **BM**
 Public Meeting **PM**
 Committee Meeting **CM**
 Draft Report **DR**
 Final Report **FR**