DISTRICT SCHOOL BOARD OF NIAGARA
Achieving success together

# FINANCE COMMITTEE

**Wednesday, April 20, 2016**
**6:00 p.m.**

**Education Centre**
**Grimsby-Lincoln Room**

## AGENDA

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES OF JANUARY 26, 2016

4. AWARD OF CONTRACT – CONSTRUCTION — Stacy Veld & Robert Dunn
   A) GOVERNOR SIMCOE SECONDARY SCHOOL: NEW MAIN ENTRANCE & PARKING IMPROVEMENTS

5. AWARD OF CONTRACT – CLASSROOM TECHNOLOGY — Stacy Veld & Dino Miele
   A) CHROMEBOOKS

6. SECOND INTERIM FINANCIAL REPORT — Stacy Veld & Rick Werezak

7. OTHER BUSINESS

8. ADJOURNMENT

DISTRICT SCHOOL BOARD OF NIAGARA

FINANCE COMMITTEE

# REQUEST TO AWARD CONTRACT
# NEW MAIN ENTRANCE & PARKING IMPROVEMENTS
# GOVERNOR SIMCOE SECONDARY SCHOOL

**Background:**

The construction of a new main entrance and improvements to the parking areas at Governor Simcoe Secondary School was approved in the Multi-Year Capital Plan. The project scope includes a barrier free front entrance path of travel to a barrier free front entrance. A new entrance canopy with school name and a vertical panel above will provide visible enhancement to the entrance. A major re-design of the exterior site will include parking lot improvements, better street access, vehicle circulation, security lighting, walkways and landscaping.

This project will be funded through the School Renewal Grant allocation, and $1,000,000 was included in the Board-approved multi-year capital plan.

**Tender Results:**

On Thursday, March 31, 2016, tenders were received from five (5) out of sixteen (16) pre-qualified General Contractors. The tenders were opened at the Education Centre and the results ranged from a low bid of $906,700 to a high bid of $1,005,000 (excluding HST).

Board staff and the Architect have reviewed the tenders and all were found to be complete with no errors or omissions. The low bid was submitted by Serianni Construction. The results of the submitted bids are outlined below for the information of the Committee.

| | |
|---|---|
| Serianni Construction | $ 906,700 |
| STF Construction Ltd. | $ 913,360 |
| Scott Construction | $ 964,000 |
| TR Hinan Contractors | $ 969,800 |
| Manorcore Group | $1,005,000 |

Serianni Construction is a contracting firm based in Welland, Ontario. The company successfully completed the West Park pool demolition as well as major renovations to DSBN Academy.

Therefore, it is recommended that the new main entrance and improvements to the parking area project at Governor Simcoe Secondary School be awarded to Serianni Construction.

... 2

Current Projected Costs for this Project:

| | |
|---|---|
| Construction (low bid) | $ 906,700 |
| Architect Fees | 58,000 |
| Permits, Moving, Clean-up, Furniture | 15,715 |
| Sub-total | $ 980,415 |
| Plus net HST (2.16%) | 19,585 |
| **Total Estimated Project Cost** | **$ 1,000,000** |

**Timeline:**

The project is scheduled to commence in mid-May with substantial completion by August 25, 2016.

**Recommended Motion:**

**"That the low bid received from Serianni Construction, in the amount of $906,700 (plus HST), be accepted and a contract awarded for the New Main Entrance and Parking Improvements Project at Governor Simcoe Secondary School."**

Respectfully Submitted,

Robert Dunn, Manager of Projects and Maintenance
Stacy Veld, Superintendent of Business Services

April 20, 2016

***For further information, please contact Robert Dunn or Stacy Veld***

DISTRICT SCHOOL BOARD OF NIAGARA

FINANCE COMMITTEE

# AWARD OF CONTRACT
# CLASSROOM TECHNOLOGY - CHROMEBOOKS

**Background:**

Chromebooks have become the most frequently purchased classroom technology in District School Board of Niagara (DSBN) schools for the last two years due to their ease of use in the classroom, quick log-in times, and low cost in comparison to traditional Windows netbooks and laptops.

The DSBN previously purchased Chromebooks and associated Google Management Licenses through Metafore Technologies Inc. (recently purchased by Compugen Inc.), under the terms of an Ontario Education Collaborative Marketplace (OECM) co-operative tender. The agreement with Metafore Technologies Inc. expired on March 12, 2016. The OECM now offers two Vendors of Record for the purchase of Chromebooks, being Compugen Inc. (for Ace Chromebooks) and Northern Micro (for HP Chromebooks).

In addition to the consideration of the OECM's Vendors of Record, a DSBN Request for Proposal (RFP) was issued in order to investigate the durability of Chromebooks, as well as to try to improve upon the value-added offerings such as unboxing and management server enrollment by a vendor.

Five proposals were received in response to the RFP. The proposals were evaluated based on price, build quality, and value-added services. The leading proposal was submitted by Lenovo.

**Estimated Cost:**

A three-year contract with Lenova would result in an estimated cost of $300,000 per year, or a total spend of $900,000 over the initial contract period.

**Recommendation:**

> **"That staff be directed to enter into a three-year contract with Lenova for the provision of Chromebooks classroom technology, with an expiry date of January 17, 2019, with the option to extend the contract for three additional one-year periods."**

Respectfully submitted,

Stacy Veld, Superintendent of Business Services
Dino Miele, Chief Information Officer

April 20, 2016

For further information, please contact Stacy Veld, Superintendent of Business Services or Dino Miele, Chief Information Officer

DISTRICT SCHOOL BOARD OF NIAGARA

# REPORT TO FINANCE COMMITTEE

# INTERIM FINANCIAL REPORT

## Background:

The 2015-16 second Interim Financial Report, for the period ending February 29, 2016, presents a comparison of year-to-date actual revenue and expenditures to the prior year, explains key variances from budget, and forms a conclusion as to the projected surplus for the year.

## Significant Changes to Budget

The significant changes reflected in the attached Interim Financial Report are as follows:

1. Based on preliminary October 31, 2015 actual enrolment, total projected enrolment for the year is slightly below budget by 20 or .06%, with elementary enrolment above budget by 84 and secondary enrolment below budget by 104.

2. Other special initiative provincial grants in the amount of $1,141,950 (see Appendix B attached) were announced after the approval of the original budget and have been included in the revised revenues. Expenditures have been increased to offset the increased provincial grants.

3. The revised projections have resulted in a projected general operating surplus of $1,160,000 for the 2015-16 fiscal year. Please note that this is not an actual surplus, but reflects a projected reduction to the transfer from the General Operating Accumulated Surplus required to balance the budget. This preliminary projection is based on actual spending to February 29, 2016, actual enrolment for October 31, 2015 and projected enrolment for March 31, 2016. An updated projection of the 2015-16 year-end position will be provided at a June 2016 Finance Committee meeting.

## Recommended Motion:

**"That the Interim Financial Report for the period ending February 29, 2016, be received."**

## Appended Data:

1. Appendix A: 2015-16 Interim Financial Report for the Period Ending February 29, 2016
2. Appendix B: Other Special Initiative Provincial Grants

Respectfully submitted,

Stacy Veld, Superintendent of Business Services
Rick Werezak, Chief Financial Officer

April 20, 2016

***For further information, please contact Stacy Veld or Rick Werezak***

**District School Board of Niagara**
**2015-16 Interim Financial Report - Summary**
**For the Period Ending February 29, 2016**

**Summary of Financial Results (in thousands)**

| | Budget | Projection | In-Year Change | |
|---|---|---|---|---|
| | $ | $ | $ | % |
| **Grants and Other Revenue** | | | | |
| Grants for Student Needs | 407,947 | 409,098 | 1,151 | 0.3 |
| Other | 8,585 | 9,831 | 1,246 | 14.5 |
| **Total Grants and Other Revenue** | **416,532** | **418,929** | **2,397** | **0.6** |
| **Operating and Other Expenditures** | | | | |
| Classroom | 285,440 | 286,579 | 1,139 | 0.4 |
| Non-Classroom | 39,855 | 39,863 | 8 | 0.0 |
| Administration | 10,903 | 10,920 | 17 | 0.2 |
| Transportation | 17,270 | 16,957 | (313) | (1.8) |
| School Operations and Maintenance | 38,671 | 39,063 | 392 | 1.0 |
| Amortization of Tangible Capital Assets | 23,279 | 23,260 | (19) | (0.1) |
| Debt Charges | 5,609 | 5,642 | 33 | 0.6 |
| **Total Operating and Other Expenditures** | **421,025** | **422,284** | **1,258** | **0.3** |
| **Surplus/Deficit Before Use of Accumulated Surplus** | **(4,493)** | **(3,355)** | **1,138** | **(25.3)** |
| General Operating Accumulated Surplus | 3,688 | 2,527 | (1,160) | (31.5) |
| Other Accumulated Surplus | 805 | 828 | 22 | 2.8 |
| **Surplus/Deficit** | - | - | - | - |

*Note: Projection based on year-to-date actuals up to February 29, 2016.*

**Highlights of Changes in Revenue**

- The increase in Grants for Student Needs is primarily attributable to an increase in the Teacher Qualifications & Experience Grant which funds the higher grid placement of classroom teachers. As detailed on page 4, other GSN grants have decreased due to lower enrolment.
- The increase in Other Revenue reflects additional special initiative provincial grants announced after the approval of the original budget.

**Highlights of Changes in Expenditures**

- The overall increase in classroom expenditures is a result of the higher grid placement of classroom teachers, which is fully offset by an increase in the Teacher Qualifications & Experience Grant. This increase in classroom expenditures was partially offset by a decrease in the # of elementary and secondary classroom teachers.
- The decrease in transportation expenditures is a result of efficiencies implemented during the school year.

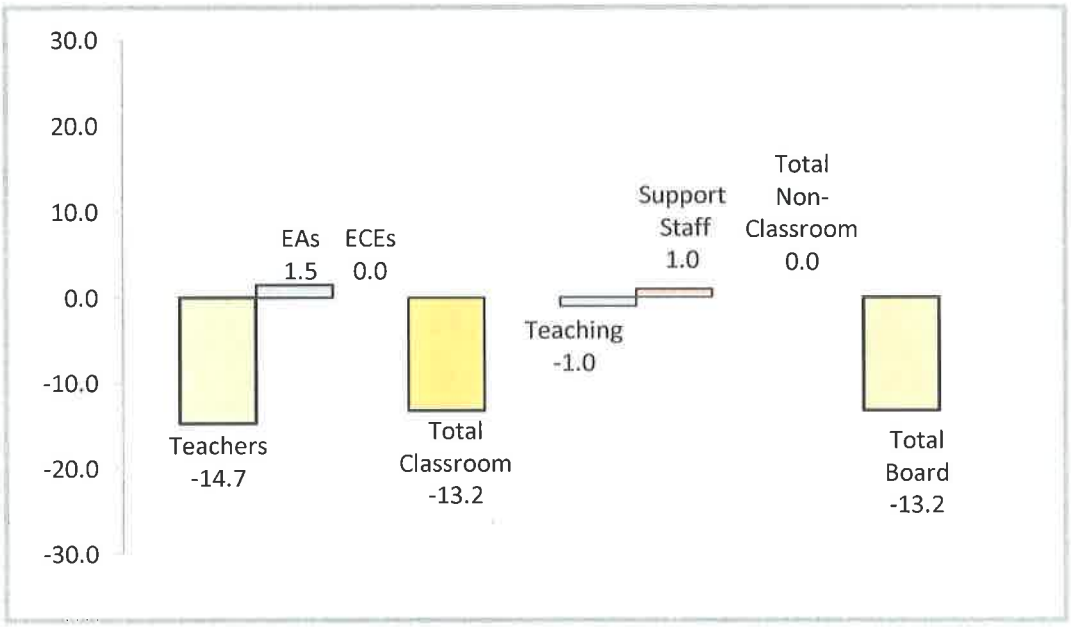
# District School Board of Niagara
# 2015-16 Interim Financial Report - Staffing
# For the Period Ending February 29, 2016

**Summary of Staffing**

| FTE | Budget | Projected | In-Year Change | |
|---|---|---|---|---|
| | # | # | # | % |
| **Classroom** | | | | |
| Teachers | 2,239.1 | 2,224.4 | -14.7 | (0.7) |
| Educational Assistants | 410.0 | 411.5 | 1.5 | 0.4 |
| Early Childhood Educators | 157.0 | 157.0 | 0.0 | - |
| **Total Classroom** | **2,806.1** | **2,792.9** | **-13.2** | **(0.5)** |
| **Non-Classroom** | | | | |
| Teaching | 213.8 | 212.8 | -1.0 | (0.5) |
| Support Staff | 863.2 | 864.2 | 1.0 | 0.1 |
| **Total Non-Classroom** | **1,077.0** | **1,077.0** | **0.0** | - |
| **Total Staffing** | **3,883.1** | **3,869.9** | **-13.2** | **(0.3)** |

*Note: Projected staffing*

**Changes in Staffing: Budget to Projected**




**Highlights of Changes in Staffing**

- The decrease in classroom teachers is due to the lower number of elementary and secondary teachers required versus budget.

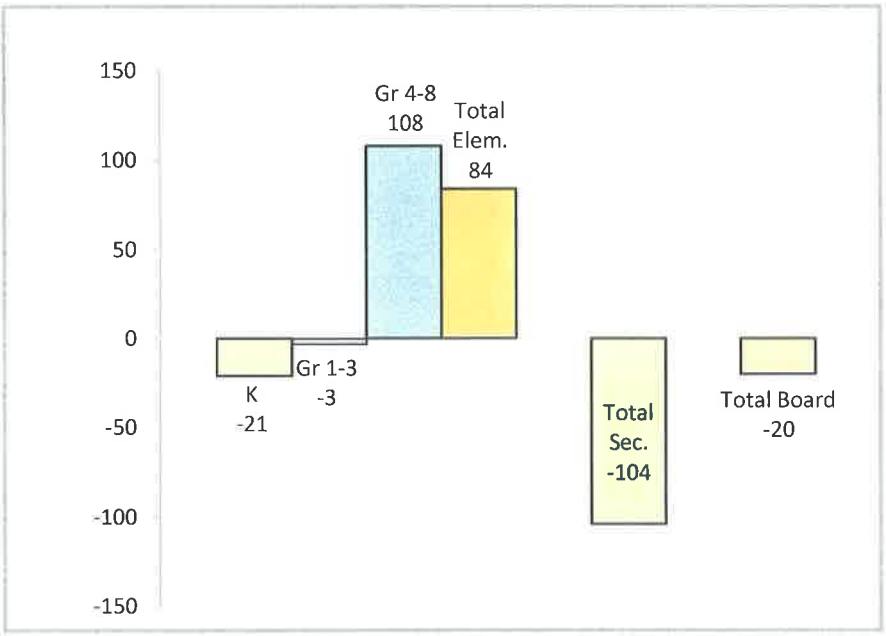
## District School Board of Niagara
## 2015-16 Interim Financial Report - Enrolment
## For the Period Ending February 29, 2016

**Summary of Enrolment**

| ADE | Budget | Projection | In-Year Change | |
|---|---|---|---|---|
| | # | # | # | % |
| **Elementary** | | | | |
| Kindergarten | 4,527 | 4,506 | -21 | (0.5) |
| Grades 1-3 | 7,405 | 7,402 | -3 | (0.0) |
| Grades 4-8 | 12,227 | 12,335 | 108 | 0.9 |
| **Total Elementary** | **24,159** | **24,243** | **84** | **0.3** |
| **Secondary** | | | | |
| Under 21 | 11,636 | 11,501 | -135 | (1.2) |
| Under 21 (High Credit) | 40 | 40 | 0 | - |
| Over 20 | 327 | 358 | 31 | 9.5 |
| **Total Secondary** | **12,003** | **11,899** | **-104** | **(0.9)** |
| **Total Enrolment** | **36,162** | **36,142** | **-20** | **(0.1)** |

*Note: Projection based on preliminary October 31, 2015 actuals and projected March 31, 2016.*

**Changes in Enrolment: Budget to Projection**



**District School Board of Niagara**
**Interim Financial Report - Revenue**
**For the Period Ending February 29, 2016**
**(in thousands)**

| | Budget | | | | Actual | | |
|---|---|---|---|---|---|---|---|
| | 2015-16 | | | | Actual to Feb 29/16 | Actual to Feb 28/15 | |
| | | | Change | | | | |
| | Approved Budget $ | Projection $ | Increase (Decrease) $ | Increase (Decrease) % | Projected Revenue % | Actual Revenue % | Year to Year Increase (Decrease) % |
| **REVENUE** | | | | | | | |
| **Operating Grants** | | | | | | | |
| Pupil Foundation | 190,519 | 190,107 | (412) | (0.2) | | | |
| School Foundation | 27,233 | 27,203 | (30) | (0.1) | | | |
| Special Education | 47,107 | 47,069 | (39) | (0.1) | | | |
| French as a Second Language | 4,550 | 4,550 | - | - | | | |
| English as a Second Language | 2,015 | 2,015 | - | - | | | |
| Learning Opportunities | 5,656 | 5,699 | 43 | 0.8 | | | |
| Continuing Education | 1,353 | 1,383 | 30 | 2.2 | | | |
| Adult Education | 1,091 | 1,195 | 104 | 9.5 | | | |
| Teacher & ECE Q&E | 35,901 | 37,378 | 1,477 | 4.1 | | | |
| New Teacher Induction program | 142 | 142 | - | - | | | |
| Restraint Savings | (122) | (122) | - | - | | | |
| Transportation | 17,744 | 17,744 | - | - | | | |
| Admin and Governance | 9,397 | 9,386 | (10) | (0.1) | | | |
| Declining Enrolment | 787 | 861 | 74 | 9.5 | | | |
| First Nation, Metis and Inuit | 403 | 402 | (0) | (0.1) | | | |
| Safe Schools Supplement | 618 | 617 | (1) | (0.2) | | | |
| Community Use of Schools | 529 | 529 | - | - | | | |
| **TOTAL OPERATING GRANTS** | **344,923** | **346,158** | **1,235** | **0.4** | **47.9** | **47.6** | **0.3** |
| **Minor Tangible Capital Assets** | **(2,127)** | **(2,127)** | **-** | **-** | | | **0.0** |
| **Pupil Accommodation Grants** | | | | | | | |
| School Operations | 36,596 | 36,516 | (80) | (0.2) | | | |
| Amortization of Deferred Capital Contributions | 22,540 | 22,497 | (43) | (0.2) | | | |
| Debt Charges | 5,620 | 5,658 | 38 | 0.7 | | | |
| Temporary Accommodation | 395 | 395 | - | - | | | |
| **TOTAL PUPIL ACCOMODATION GRANTS** | **65,151** | **65,066** | **(84)** | **(0.1)** | **48.2** | **46.9** | **1.2** |
| **Prior Year Grant Adjustment** | **-** | **-** | **-** | **-** | | | **0.0** |
| **TOTAL GRANTS FOR STUDENT NEEDS** | **407,947** | **409,098** | **1,151** | **0.3** | **48.2** | **47.8** | **0.4** |
| **Other Revenue** | | | | | | | |
| Other Provincial Grants | 3,716 | 4,858 | 1,142 | 30.7 | | | |
| Tuition Fees | 1,483 | 1,483 | - | - | | | |
| Community Education | 1,230 | 1,233 | 3 | 0.3 | | | |
| Community Use of Schools | 807 | 807 | - | - | | | |
| Interest Income | 1,100 | 1,200 | 100 | 9.1 | | | |
| Miscellaneous Revenues | 250 | 250 | - | - | | | |
| **TOTAL OTHER REVENUE** | **8,585** | **9,831** | **1,245** | **14.5** | **66.8** | **63.3** | **3.5** |
| **TOTAL GRANTS AND OTHER REVENUE** | **416,532** | **418,928** | **2,396** | **0.6** | **48.6** | **48.2** | **0.5** |
| **Use of Accumulated Surplus** | | | | | | | |
| General Operating | 3,688 | 2,527 | (1,160) | (31.4) | | | |
| Other | 1,015 | 1,029 | 14 | 1.3 | | | |
| **TOTAL USE OF ACCUMULATED SURPLUS** | **4,703** | **3,557** | **(1,146)** | **(24.4)** | | | |
| **TOTAL REVENUE** | **421,235** | **422,485** | **1,250** | **0.3** | **48.2** | **47.3** | **0.9** |

**District School Board of Niagara**
**Interim Financial Report - Expenditures**
**For the Period Ending February 29, 2016**
**(in thousands)**

| | Budget | | | | Actual | | |
|---|---|---|---|---|---|---|---|
| | 2015-16 | | | | Actual to Feb 29/16 | Actual to Feb 28/15 | |
| | | | Change | | | | |
| | Approved Budget $ | Projection $ | Increase (Decrease) $ | Increase (Decrease) % | Projected Spending % | Actual Spending % | Year to Year Increase (Decrease) % |
| **EXPENDITURES** | | | | | | | |
| **Classroom** | | | | | | | |
| Teachers | 215,512 | 216,114 | 601 | 0.3 | 55.4 | 54.6 | 0.7 |
| Supply Teachers | 6,427 | 6,427 | - | - | 59.3 | 47.1 | 12.3 |
| Educational Assistants | 18,461 | 18,508 | 48 | 0.3 | 59.3 | 62.0 | (2.7) |
| Early Childhood Educators | 8,119 | 7,799 | (321) | (4.0) | 7.7 | 6.9 | 0.8 |
| Textbooks and Supplies | 10,014 | 10,378 | 364 | 3.6 | 42.0 | 48.6 | (6.7) |
| Classroom Computers | 2,777 | 2,790 | 14 | 0.5 | 91.4 | 73.9 | 17.6 |
| Professionals and Paraprofessionals | 11,545 | 11,725 | 180 | 1.6 | 40.7 | 41.2 | (0.6) |
| Library and Guidance | 7,409 | 7,409 | - | - | 8.0 | 8.3 | (0.3) |
| Staff Development | 4,682 | 4,935 | 253 | 5.4 | 28.9 | 44.6 | (15.7) |
| Department Heads | 493 | 493 | - | - | 46.0 | 44.8 | 1.2 |
| **TOTAL CLASSROOM** | **285,440** | **286,579** | **1,139** | **0.4** | **52.0** | **51.8** | **0.2** |
| **Non-Classroom** | | | | | | | |
| Principal and Vice-Principals | 16,618 | 16,736 | 118 | 0.7 | 54.4 | 54.3 | 0.2 |
| School Office | 9,471 | 9,481 | 11 | 0.1 | 45.1 | 44.8 | 0.3 |
| Coordinators & Consultants | 11,297 | 11,249 | (48) | (0.4) | 29.2 | 30.0 | (0.7) |
| Continuing Education | 2,468 | 2,396 | (72) | (2.9) | 39.8 | 34.9 | 4.9 |
| **TOTAL NON-CLASSROOM** | **39,855** | **39,863** | **8** | **0.0** | **44.2** | **44.1** | **0.1** |
| **Administration** | | | | | | | |
| Trustees | 366 | 366 | - | - | 55.0 | 61.2 | (6.1) |
| Director/Supervisory Officers | 1,956 | 1,956 | - | - | 35.7 | 28.9 | 6.8 |
| Board Administration | 8,581 | 8,598 | 18 | 0.2 | 44.5 | 39.2 | 5.2 |
| **TOTAL ADMINISTRATION** | **10,903** | **10,920** | **18** | **0.2** | **43.3** | **37.7** | **5.5** |
| **Transportation** | **17,270** | **16,957** | **(312)** | **(1.8)** | **47.1** | **47.5** | **(0.4)** |
| **School Operations and Maintenance** | **38,671** | **39,063** | **392** | **1.0** | **41.4** | **41.1** | **0.3** |
| **Other** | | | | | | | |
| School Renewal | - | - | - | - | - | - | - |
| Amortization of Tangible Capital Assets | 23,279 | 23,260 | (19) | (0.1) | 0.1 | 0.1 | 0.0 |
| **TOTAL OTHER** | **23,279** | **23,260** | **(19)** | **(0.1)** | **0.1** | **0.1** | **0.0** |
| **Debt Charges** | **5,609** | **5,642** | **33** | **0.6** | **43.9** | **44.1** | **(0.2)** |
| **TOTAL OPERATING & OTHER EXPENDITURES** | **421,025** | **422,284** | **1,259** | **0.3** | **46.9** | **46.3** | **0.6** |
| **Increase to Accumulated Surplus** | | | | | | | |
| General Operating | - | - | - | - | - | - | - |
| Other | 210 | 201 | (9) | (4.3) | - | - | - |
| **TOTAL INCREASE TO ACCUMULATED SURPLUS** | **210** | **201** | **(9)** | **(4.3)** | - | - | - |
| **TOTAL EXPENDITURES** | **421,235** | **422,485** | **1,250** | **0.3** | **46.9** | **45.9** | **1.0** |

**District School Board of Niagara**

**2015-16 Interim Financial Report**
**For the Period Ending February 29, 2016**

| Other Special Initiative Provincial Grants | |
|---|---|
| | $ |
| Student Success Support Initiative | (55,000) |
| Parents Reaching Out (PRO) Grants | 33,275 |
| Regional PRO Grants | 15,000 |
| Re-engagement Initiative | 19,457 |
| Board Leadership Development Strategy | 92,248 |
| Outdoor Education | 181,246 |
| First Nations, Metis, Inuit (FNMI) Engagement, Re-Engagement | 100,000 |
| Enrolment Reporting Initiative | 20,805 |
| FNMI Implementation | 82,962 |
| Children & Youth In Care (CYIC) - Beamsville District SS | 100,000 |
| Parenting & Family Literacy Centres | 62,634 |
| French as a Second Language (FSL) Renewal | 126,061 |
| Ontario Youth Apprentice Program (OYAP) | 27,865 |
| Tutors in the Classroom | 15,240 |
| Specialist High Skills Major (SHSM) | 91,512 |
| Supporting Lesbian, Gay, Bisexual and Transgender (LGBT) Students | 10,000 |
| Teaching Learning & Leadership Program | 43,901 |
| SpeakUp Projects | 37,860 |
| Building Capacity in Assessment for Learning | 16,000 |
| System Implementation & Monitoring (SIM) | 49,500 |
| Creating Pathways to Success | 10,211 |
| Pedagogical Leadership K-3 | 5,000 |
| Capital Planning & Capacity | (44,415) |
| Technology & Learning - CODE - Out of Province Innovation | 10,000 |
| School to College to Work Initiative (SCWI) | 90,588 |
| **Total** | **1,141,950** |