



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Wednesday, September 5, 2018 – 2:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora, C. Cramer

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 2:03 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the June 19, 2018 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Review Preliminary 2017-2018 Results

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the preliminary 2017-2018 results and indicated that his office is currently finalizing the financial statements and preparing for the auditors.

He reviewed the projected Variance Summary Report and highlighted changes. The projected Net Current Year Surplus is approximately \$2.8 million after transfers to Capital. Trustees asked questions for clarification in regards to various variances for which the Secretary-Treasurer provided further information.

Accumulated Surplus Analysis – Operating Fund Reports were reviewed. The projected amount over the 4% Cap per Ministerial Policy is \$2.4 million. Trustee asked questions for clarification regarding school carryforwards.

B. Capital Reserves

The Secretary-Treasurer reviewed the projected Capital Reserves Balances as of June 2018.

Mr. Labossiere indicated that based on the 2017-2018 Preliminary Financial Statements, the Division's Accumulated Surplus will amount to 6.46% of Operating Fund Expenses based on PSFB Calculations. As this amount exceeds the 4% policy limit set by the Province, the Secretary-Treasurer recommended that

\$2,500,000 from the Operating Fund Accumulated Surplus be allocated to Capital Reserves for capital items that address both short-term and long-term needs of the Division.

The Secretary-Treasurer reviewed the following Capital Reserve recommendations:

New School Capital Reserve Fund - \$1,000,000

Based on current information and unforeseen conditions and costs, it is reasonable to expect that a new school may cost Brandon School Division approximately \$3,000,000 for capital items not covered by PSFB. The Division currently has \$2 million in a capital reserve for a new school, therefore an additional \$1,000,000 is recommended for the reserve.

Accessibility/Barrier Free Facility Improvements Capital Reserve Fund - \$60,000

As required by the Accessibility for Manitoban's Act, the Brandon School Division is currently finalizing its facility barrier free audit results. The Division has currently prioritized specific facility improvements which consist of replacement of access/egress hardware and installation of power door openers at several facilities/schools.

Gender Neutral/Accessible Washrooms Capital Reserve fund - \$240,000

Brandon School Division is committed to providing universally accessible washrooms to meet the needs of our students and users within our community; which includes addressing the need for gender neutral/accessible washrooms in the Division, beginning with the high schools.

Computer Network Infrastructure Capital Reserve Fund - \$500,000

As outlined in the MIST 8 year capital plan, the Division's network infrastructure consists of several large components that are necessary to provide access to our network and internet. The replacement of these components is scheduled proactively to ensure our network operates optimally and is fully supported. A capital reserve is recommended to fund the replacement of the following components related to wired connectivity: Approximately 200 Edge switches, 2 Firewalls, 10 Gig Dense Wave Division Multiplexing Small Form Pluggable connectors.

School Bus Capital Reserve Fund - \$700,000

The replacement of a minimum of three (3) buses at market value per annum shall be allocated to transportation and be reflected in the annual operating budget as per Administrative Procedure 8035 to meet the objective of achieving a twelve (12) year retirement age for the Division's school buses. The transfer of \$700,000 to the School Bus Reserve will result in a reserve for approximately 13 buses and will allow the Board to minimize the effect on taxes for 2019-2020 by replacing 4 buses through the reserve instead of the 2019-2020 budget.

The Committee agreed to the recommendations as presented.

Recommendations:

- That the amount of \$1,000,000 from the Operating Fund Surplus be allocated to the New School Capital Reserve Fund for additional costs associated with a new school including furnishings and equipment that is not covered by the Province, subject to PSFB approval.
- That the amount of \$60,000 from the Operating Fund Accumulated Surplus be allocated to the Accessibility/Barrier Free Facility Improvements Capital Reserve Fund for installation of power door openers at the following facilities/schools: Administration Office, Crocus Plains, Green Acres, King George, Linden Lanes, O'Kelly, Riverview, St. Augustine and Vincent Massey, subject to PSFB approval.
- That the amount of \$240,000 from the Operating Fund Accumulated Surplus be allocated to the Gender Neutral/Accessible Washrooms Capital Reserve Fund to address the needs regarding gender neutral/accessible washrooms in our facilities, subject to PSFB approval.

- That the amount of \$500,000 from the Operating Fund Accumulated Surplus be allocated to a Computer Network Infrastructure Capital Reserve Fund for the replacement of Edge Switches, Firewalls and DWDM Connectors, subject to PSFB approval.
- That the amount of \$700,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacement and expansion of the school bus fleet.

C. Confirm Payments of Account (June, July and August)

The payments of account for the months of June, July and August were provided for information. The reports were accepted as circulated.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - Earl Oxford Modular Classroom Unit
 - Riverheights Roof Replacement
- The Secretary-Treasurer provided additional information on the following:
 - École Harrison DDC Controls Capital Reserve Fund
 - New PSFB Project Leader
 - Maryland Park School
- Ms. Eunice Jamora, Assistant Secretary-Treasurer provided information on the following:
 - Tender/Quotation Summary – Under \$50,000:
 - Carpet and Flooring Supply/Installation – Administration Office
 - Paper

7. NEXT REGULAR MEETING: Tuesday, September 25, 2018, 1:00 p.m., Boardroom.

The meeting adjourned at 3:59 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)