



# BRANDON SCHOOL DIVISION

## Finance Committee Minutes

Thursday, December 8, 2016 – 12:30 p.m.  
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross, K. Sumner  
D. Labossiere, E. Jamora, M. Casavant

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### 1. CALL TO ORDER

The Finance Committee Meeting was called to order at 12:35 p.m. by Committee Chair Mark Sefton.

### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 24, 2016 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A. Request for Proposal – Auditing Services

Mr. Denis Labossiere, Secretary-Treasurer, reviewed his memo to the Committee and the results of the audit tender and answered Trustee questions.

The Committee approved the recommendation as submitted.

#### Recommendation

That the Proposal from BDO Canada LLP for auditing services for the period of five (5) years commencing with the 2016-2017 audit in the amount of \$109,975 (plus applicable taxes) be accepted.

#### B. Request for Information - Enterprise Resource Planning (ERP)

The Secretary-Treasurer reviewed his memo to the Committee, the summary of proposals document and the costs involved with the different software programs.

Mr. Labossiere spoke to the due diligence taken to ensure the atrieveERP software solutions from SRB Education Solutions is in the best interest of the Division's needs for Payroll, Human Resources and Finance. He further indicated that Senior Administration reviewed the RFI's and requested additional presentations from three (3) companies. Staff user groups received a further presentation from SRB Education Solutions and visited three (3) school divisions where atrieveERP has been implemented. It was also noted that atrieveERP is used by 101 School Division/Districts in Western Canada ranging from small divisions with 246 students to large Divisions with 72,000 students.

Trustees asked questions for clarification. The Committee approved the recommendation as submitted.

**Recommendation**

That the Proposal from SRB Education Solutions in the amount of \$645,450.00 (plus applicable taxes) for an Enterprise Resource Planning (ERP) Software System funded through the ERP System Capital Reserve Fund be accepted.

**C. Request for Information - Supply and Installation of 41 School Bus Surveillance Camera Systems Tender**

The Secretary-Treasurer reviewed his memo to the Committee and answered Trustee questions. Mr. Labossiere noted that the life expectancy of the cameras is 7 years, and the life expectancy for the DVR units is 5 years. Mr. Labossiere indicated that there will be an approximate future cost of \$2,000 per bus as these items will require replacing once over the 12-year life of the bus, and that this cost will need to be built into future budgets.

The Committee approved the recommendation as submitted.

**Recommendation**

That the Proposal from Gatekeeper (including installation) in the amount of \$149,553.20 (excluding taxes) for the supply and installation of 41 School Bus Surveillance Camera Systems funded through the Bus Video Surveillance Hardware Capital Reserve Fund be accepted.

**D. Request for Information – Provision of Leased Space – Off-Campus**

The Secretary-Treasurer reviewed his memo to the Committee, the summary, and provided information on this RFI. He reviewed the proposed classroom space layout, and the proposed timelines regarding project construction/completion. Mr. Labossiere noted that the building leases for Off-Campus and At-Risk Youth Program (ARYP) expire June 2017 and July 2017 respectively. The Committee discussed the location and the opportunity for further expansion.

Mr. Labossiere reviewed the costs and noted that the proposed 10-year lease will result in an increase of approximately \$50,000 to the annual operating budget. Mr. Labossiere answered Trustee questions.

The Committee approved the recommendation as submitted.

**Recommendation**

That the Proposal from the City of Brandon for provision of leased space for Off-Campus and ARYP for a term of ten (10) years in the amount of \$1,283,150 (plus property taxes and other applicable taxes) be accepted.

**6. OPERATIONS INFORMATION**

- Letters from BSIMA – reviewed by Committee.

**7. NEXT REGULAR MEETING: Thursday, January 19, 2017, 12:00 p.m., Boardroom**

The meeting adjourned at 1:42 p.m.

Respectfully submitted,

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M. Sefton (Chair)

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L. Ross

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K. Sumner

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J. Murray (Alternate)