



"Accepting the Challenge"

Finance Committee Minutes

Monday, May 14, 2012, 1:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson) P. Bartlette, M. Sefton, L. Ross (alternate)
Dr. D. Michaels, K. Zabowski, D. Labossiere.

Guest: B. Ewasiuk, Director of MIST.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 1:00 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) School Bundle

Secretary-Treasurer, Mr. Zabowski, provided background information regarding School Bundle. He noted it was a portable software system which would bundle all the current systems used by the Division to allow for one area in which to access information.

Mr. Brent Ewasiuk, Director of MIST, attended the meeting to speak about the benefits of the School Bundle system to the Division and to answer any questions the Trustees might have.

Mr. Zabowski then reviewed the Statement of Work Breakdown for the Committee (Appendix "A"). He noted the matter was coming to the Committee for information purposes only as the Division had set money aside via motion 17/2002 for computer administration. He noted the money was currently sitting in designated accumulated surplus. Trustees inquired as to why the money was part of surplus. Trustee Snelling noted at the time the Committee had been looking at a number of items for the future but had not made any firm decisions.

B) F1 Competition Funding

Superintendent, Dr. Michaels advised the F1 Competition is not part of the drafting design program. She confirmed this is the only curriculum program that requires travel up to three levels. Dr. Michaels stated the current Crocus Plains F1 Team has place in the Provincials and will now move on to the Nationals with the Internationals possibly being the next step. She referenced the information received from Crocus Plains regarding costs (Appendix "B") noting the funds raised to date fundraising, the school and TVI grants. She confirmed the students are still \$1,625.00 short and

should be able to raise this sum; however this does not address what will be done in the future. She confirmed this will be coming forth as a budget item in the fall.

Changes to the Vocational Programming have been discussed by the Government but to date those proposed changes have not been made public. This item was received as information by the Committee.

C) Tender Quotes:

Assistant Secretary-Treasurer, Mr. Labossiere, reviewed the three tenders over \$50,000 as per Policy 3011. He answered Trustee questions for clarification. The Committee agreed to bring forward the winning tenders for Janitorial Services at Crocus Plains Regional Secondary School; Paving and Resurfacing at Crocus Plains, Earl Oxford, Riverheights; and Refuse Removal and Recycling to the Board of Trustees for approval.

Recommendation:

That the Tender from JCI, in accordance with the conditions and specifications, for provision of Janitorial Services at Crocus Plains Regional Secondary School in the following amounts (all taxes included), be accepted:

<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>Total</u>
\$256,500.00	\$264,195.00	\$272,122.00	\$792,817.00

That the Quotation from Maple Leaf Construction Ltd., in accordance with the conditions and specifications, in the following amounts (all taxes included), be accepted:

Crocus Plains Regional Secondary School	\$ 68,250.00
Earl Oxford School	\$ 9,187.50
Riverheights School	<u>\$ 87,150.00</u>
Total:	\$164,587.50

That the Tender from Waste Management, in accordance with the conditions and specifications, for Refuse Removal and Recycling Service at Brandon School Division schools, the Administration Office, and Maintenance/Transportation Building, in the following amounts (plus taxes) be accepted:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
\$47,190.00	\$48,605.70	\$50,063.96	\$145,859.56

D) Confirm Payments of Accounts (March and April)

The Assistant Secretary-Treasurer spoke to the reports answering Trustee questions for clarification. The payments of account for March and April were accepted as circulated.

E) Review Monthly Reports (March and April)

The Secretary-Treasurer spoke to the recent audit. He noted the Province has still not addressed the matter of sick leave accrual. He confirmed the Province has asked for information in this area, but has not provided any direction.

The Assistant Secretary-Treasurer reviewed the Accumulated Surplus Analysis as of April 30, 2012 as well as the Summary of Projected Over/Under Expenditures as of April 30, 2012 (Appendix "C" and "D"). The costs to the Division related to Policy 5026 were discussed by the Committee.

5. OPERATIONS INFORMATION

- The Secretary-Treasurer confirmed that he will be bringing forth various scenarios to the Committee regarding maintain a specific percentage in the accumulated surplus funds for the next meeting.

6. NEXT REGULAR MEETING: Monday, June 18, 2012, 1:00 p.m., Board Room

The meeting adjourned at 2:25 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

P. Bartlette

M. Sefton

L. Ross (Alternate)

3. Statement of Work Breakdown

The following is the price breakdown for the modules and associated professional services that the Board has requested. Following this page is the detail breakdown of the editions and deliverables for the schoolBundle™, Microsoft SharePoint Standard Edition work.

3.1. Program Professional Services & Product Subscription Fees

Professional Services	
Definition - (Kick-Off, Strategy Meetings)	\$39,500.00
Architecture - (All Meetings, Specifications and Storyboard Design)	\$35,100.00
Development - (Application Development)	\$42,000.00
Implementation - (User Testing, Quality Assurance, Training)	\$23,400.00
Budget	\$140,000.00
Infrastructure Set-up (SharePoint 2010 Farm implimenation & schoolBundle Install)	\$34,500.00
Installation of Office Web Apps for SharePoint	\$4,800.00
Budget	\$179,300.00
** Content Migration from existing internet, intranet properties and repositories to be quoted, if desired by Board.	
Product Subscriptions	
schoolBundle™ Internet Edition Client Access License - (901 Staff + 7,511 Students) x \$0.14/month	\$1,177.68
schoolBundle™ Intranet Edition Client Access License - (901 Staff) x \$0.10/month	\$90.10
schoolBundle™ Teacher Edition Client Access License - (901 Staff) x \$0.13/month	\$117.13
schoolBundle™ Student Edition Client Access License - (7,511 Students) x \$0.13/month	\$976.43
schoolBundle™ Parent Edition* Client Access License - (Free)	
Monthly License	\$2,361.34
Yearly Subscription License	\$28,366.08
*Parent Edition requires Internet or Intranet, Teacher and Student Edition employed.	

- Total Budget does not include applicable taxes.
- 30% Deposit required upon signing of contract.
- All pricing in CAD. The solution delivery target date will be further delineated within a Project Plan once base-lined with the board scheduling dependencies. The project invoicing schedule will be outlined based on the above fixed prices and reflected in the project plan as key milestones.

Teacher: Tom Outhwaite

Appendix B

Team Name: Canrok

Funding:

Sponsorships Received to date:

Cando Contracting	1250
Samson Engineering	500
Atom-Jet Ind.	500
Gordon & Diane Peters	1250
J&G Supply Ltd	500
Flyer Industries	500

Total Sponsorships: \$ 4,500.00

Sponsorships Outstanding to date:

Atom-Jet (Materials)	500
Leech Printing	500
Puma (Korea-Clothing)	1000
Brandon School Division	4000
Modern Industrial Structures	3000
Home Hardware	500
Merv Tweed (Gifts, pins, etc)	500

Total Sponsorships: \$ 10,000.00

TVI Funding Outstanding:

Targeted Project Funding

Pit Display	2000
Car Manufacturing	1500
Registration	3000
Design Equipment	1000
Misc. Materials & Equipment	1500

Total Target Project Funding: \$ 9,000.00

Professional Development Support

PD (deadline was March 31, 2012)** 4000 ** not spent by March 31st

Total TVI PD Funding: \$ 4,000.00

TOTAL FUNDING: \$ 27,500.00

COSTS:**ESTIMATED COSTS: (Location not known)**

Air Fare	13200
Hotel	8400
Ground Transportation	600
Visitors Visa (Malaysia)	n/a
Printing (Leech)	1500
Clothing	1000
Registraiton Fees	2400
Gifts	500
Consumables/Misc.	500
Sub Costs	750
Meals (5 days)	275

Total Costs: \$ 29,125.00

Estimated Overage (Shortage) \$ (1,625.00)

Appendix C

BRANDON SCHOOL DIVISION

ACCUMULATED SURPLUS ANALYSIS

As of April 30, 2012

ACCUMULATED SURPLUS AS AT July 1, 2010	<u>Motion</u>	\$ 2,523,740
ADD: Surplus (Deficit) on 2010-2011 Operations		<u>1,037,620</u>
Accumulated Surplus - June 30, 2011		3,561,360
LESS: Designated & Committed		
a) Insurance Aggregate Retention (Self-Insurance) 155/2006	\$ 45,000	
b) School Budgets carry forward	Policy <u>123,600</u>	
	168,600	
LESS: Designated but not Committed		
a) Vocational Equipment Replacement	50,000	
b) Major Renovations	40,894	
c) Administration Computers	9,924	
d) Transportation Fuel Infrastructure 156/2007	54,880	
e) 2011-2012 Negotiation Costs 67/2011	218,000	
f) Crocus Plains - parking/drop-off 26/2011	100,000	
g) Linden Lanes - School of Choice 96/2011	90,000	
h) Computer Replacement 17/2002	<u>180,110</u>	
		<u>912,408</u>
UNALLOCATED SURPLUS - JUNE 30, 2011		2,648,952
LESS: Sick Leave Accrual		(250,000)
LESS: Projected over expenditure 2011/12	(767,094)	
ADD: Designated from above (e, f, g) in over expenditures	<u>408,000</u>	<u>(359,094)</u>
Projected Unallocated Surplus - June 30, 2012		<u>\$ 2,039,858</u>

In previous financial reports to the Board of Trustees we have reported the auditors opinion that the Division should carry an unappropriated surplus of at least 5% of the annual budgeted expenditures, or approximately \$3,600,000. An unappropriated accumulated surplus of \$2,039,858, or 2.8%, is a low operating contingency fund in relation to our total budget and the uncertainties characteristic of the current budgeting process. The Secretary-Treasurer's Department continues to recommend that the Board of Trustees endeavor to maintain the unappropriated accumulated surplus balance.

Furthermore, we have recommended, and the Board of Trustees have agreed, that the unappropriated surplus not be allowed through budget deliberations to fall below a minimum level of \$1,000,000 in order to be in a management position to address unexpected significant variances from budget.

Summary of Projected Over/Under Expenditures
2011/12
As of April 30, 2012

Appendix D

Motion **Approved Over Expenditures**

67/2011	2011/2012 negotiation costs		218,000.00	
165/2011	VP at NE		31,800.00	
158/2011	Teacher at NE & CP, Support for EAL	334,400.00		
	Increase in grant revenue for above	(326,000.00)	8,400.00	
96/2011	Teacher at LL		90,000.00	
80/2011	Accountant		38,450.16	
171/2011	2nd floor Neelin Off-Campus		25,000.00	
153/2011	Bus Transport to North End Community Centre		25,000.00	
26/2011	Paving at CP		100,000.00	
169/2011	Ameresco		38,000.00	
18/2012	Crocus Plains Fieldhouse		20,000.00	
20/2012	Meadows playground relocation		5,900.00	
55/2012	Joint Job Evaluation Human Resources Secretary		6,500.00	
				607,050.16

Unapproved Over/Under Expenditures

Provincial Revenue Increase	(48,900.00)	
Joint Use Recovery Increase	(60,890.51)	
Salaries & Benefits	301,122.47	
HR Investigation - Policy 5026	250,000.00	
Heating System Maintenance/Boiler	72,271.98	
IT Projected overage (net of cabling reserve)	7,670.61	
Hydro under expenditure (gas, hydro)	(341,828.62)	
Property Taxes	(42,607.31)	
Other various under expenditures	23,205.57	160,044.20
Total Projected over expenditure		<u><u>767,094.36</u></u>