



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Tuesday, February 28, 2017 – 2:00 p.m.  
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross (arrived at 2:10 p.m.), K. Sumner  
D. Labossiere, E. Jamora

Guest: R. Clark

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### **1. CALL TO ORDER**

The Finance Committee Meeting was called to order at 2:07 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 January 19, 2017 were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

### **5. OTHER COMMITTEE GOVERNANCE MATTERS**

#### **A. Basketball Backboard Systems Tender**

Mr. Ralph Clark, Physical Education/Health Education Specialist, provided background on the Division's current basketball backboard systems. He noted there are two types of systems currently in the schools that pose a concern; wall mount and ceiling mount. Mr. Clark indicated that some of the backboards require immediate replacement due to the fact that they place students and staff at great risk if there is a mechanical failure (system is sometimes referred to as a guillotine backboard). Other backboards increase some risk to students and staff as they use hand or power drill systems to operate the system to raise and lower the backboard to the ceiling. There are also a limited number of schools that have the aut-o-lok safety strap (acts like a car safety belt). Other school divisions are also addressing the safety risks identified with the current backboards systems used in BSD schools and have already replaced or are in the process of replacing the equipment. He added that there are different standards for basketball backboard adjustment between the K-8 schools. The new backboard systems would allow the functionality to adjust the backboard from the standard 10 feet height (suitable for grade 7-12 students and adults) to 8 feet height (to provide younger students the opportunity to succeed).

Trustees asked questions for clarification. Mr. Denis Labossiere, Secretary-Treasurer, noted that the main issue with the current backboard systems is liability to the Division should one of the systems fail. He also noted the opportunity to bring all K-8 schools to the same standard while addressing safety issues.

The Committee agreed to the recommendation as presented.

**Recommendation:**

That the tender from Royal Stewart Ltd. in the amount of \$132,000 (including taxes) for the Supply and Installation/Replacement of Basketball Backboard Systems funded through the 2016-2017 Operating Budget be accepted.

**B. Contract Extension Janitorial Service – Crocus Plains**

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item. Mr. Labossiere noted that the contract between Brandon School Division and JCI Johnson's Commercial and Industrial Services (JCI) at Crocus Plains Regional Secondary School expires June 30, 2017. The Division expressed interest in extending the contract for an additional two (2) years and requested that JCI provide pricing.

The Secretary-Treasurer indicated that pricing for the proposed contract extension is within budget and answered Trustee questions.

The Committee agreed to the recommendation as presented.

**Recommendation:**

That the Janitorial Services Contract between the Brandon School Division and JCI Johnson's Commercial and Industrial Services at Crocus Plains Regional Secondary School be extended for the 2017-2018 and 2018-2019 School Years in the following amounts (all taxes included):

<u>2017-2018</u>	<u>2018-2019</u>	<u>Total</u>
\$292,303	\$295,956	\$588,259

**C. Confirm Payments of Account**

The payments of account for the month of January were accepted as circulated. Trustees asked questions for clarification and noted some of the newspaper advertising costs associated with staff recruitment. The committee will ask that the Personnel Committee review the methods used for staff recruitment, the costs associated and the effectiveness of the methods.

**D. Review Monthly Reports**

The monthly reports for the month of January were accepted as circulated. Mr. Labossiere reviewed the reports and answered Trustee questions.

**6. OPERATIONS INFORMATION**

**7. NEXT REGULAR MEETING: Thursday, February 16, 2017, 12:00 p.m., Boardroom**

The meeting adjourned at 3:25 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)