



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Wednesday, May 20, 2015, 1:00 p.m.
Boardroom, Administration Office

Present: M. Sefton, L. Ross, K. Sumner, D. Labossiere, E. Jamora.

Regrets: P. Bartlette, Dr. D. Michaels

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 1:10 p.m. by Committee Chair Kevan Sumner.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The minutes of the Committee meeting held on April 23, 2015 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Tenders:

a) **Security Management Systems**

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item. He noted that this tender will complete the Security project in all buildings and that it is within budget. The project will take 26 months to complete. Trustees asked questions for clarification.

Recommendation:

That the Proposal from AAA Security in the total amount of \$990,037.61 (including taxes) for the Augmentation to Existing Security Management Systems be accepted.

b) **Desktop Computers**

Ms. Eunice Jamora, Assistant Secretary-Treasurer spoke to this item and reviewed the proposals received. Trustee asked questions for clarification regarding hybrid hard drives.

Mr. Labossiere indicated that 200 computers would be purchased through the 2014-2015 Budget and an additional 200 computers would be purchased through the 2015-2016 Budget due to the favourable pricing received.

Recommendation:

That the tender from Powerland Computers in the amount of \$238,560.00 (plus applicable taxes) for the supply of 400 Desktop Computers Funded from the Computer Replacement Budget be accepted.

c) Refuse Removal and Recycling 2015

Ms. Jamora spoke to this item and reviewed the proposals received. Trustees asked questions for clarification regarding a comparison of costs from the previous year. Mr. Labossiere noted that the 2015-2016 Budget for refuse removal is \$65,200.

Recommendation:

That the Tender from Overland Waste, 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 be accepted:

<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>Total</u>
\$65,417.66	\$68,688.62	\$72,123.04	\$206,229.32

d) Furniture

Ms. Jamora spoke to this item and reviewed the proposals received. Trustees asked questions for clarification.

Recommendation:

That the tender for School Furniture for 2015-2016, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted.

Accent Workplace Environments	\$ 47,841.05
Christie's Office Plus	\$ 846.00
Supreme Office Products Ltd.	\$ 4,068.66
School Specialty	\$ 2,141.59

B) March Audit/Public Sector Compensation Disclosure Report

The Secretary-Treasurer, Mr. Denis Labossiere, spoke to the March Audit/Public Sector Compensation Disclosure Report. Mr. Labossiere noted the formatting changes to the Compensation Disclosure Report and answered Trustee questions. He also noted that a motion regarding the Audit/Engagement Letter would be required.

Recommendation:

That the Auditor Letter regarding the audit engagement for the March 31, 2015 year end between the Division and BDO Canada LLP, Chartered Accountants, be approved and that the Chairperson and Secretary-Treasurer be authorized to affix their signatures thereto.

C) Confirm Payments of Account (April)

The Secretary-Treasurer reviewed the monthly reports for March with Trustees asking questions for clarification. Mr. Labossiere spoke to the April cheques and Direct Deposit over \$1,000 listing, and pointed out that the Division's focus is to increase Electronic Funds Transfers (EFT) to vendors.

The reports were accepted.

D) Review Monthly Reports (March & April)

The Secretary-Treasurer reviewed the monthly reports and answered Trustee questions.

The reports were accepted.

E) In-Camera Discussion

One In-Camera matter was discussed.

6. OPERATIONS INFORMATION

7. **NEXT REGULAR MEETING: Thursday, June 18, 2015, 10:30 a.m., Boardroom.**

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)