



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, April 2, 2019 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Sumner (Chair), P. Bartlette S. Montague
D. Labossiere, E. Jamora, C. Cramer

Guests: L. Ross (1:00 p.m. to 2:30 p.m.)

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:00 p.m. by Committee Chair, Trustee Kevan Sumner.

2. APPROVAL OF AGENDA

The agenda was approved with two additions: In-Camera Item and the MUST Fund.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the February 19, 2019 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2019-2020 TAX INSERTS

Mr. Denis Labossiere, Secretary-Treasurer, provided background on the Tax Inserts that are created and delivered in partnership with the City of Brandon. The Tax Insert recaps the Brandon School Division's Operating Budget. A discussion around the effectiveness and the associated cost occurred. The Committee requested to have it added to the BSD/City of Brandon joint meeting. The Committee decided to continue with the Tax Insert for 2019 and review the process for future years.

Trustees asked questions for clarification.

B. FIVE-YEAR CAPITAL PLAN – 2020-2021 TO 2024-2025

Ms. Caroline Cramer, Director Facilities & Transportation, reviewed the Five-Year Capital Plan for 2020-2021 to 2024-2025. The categories for submission are Renovation, Accessibility, Roofing, Heating Systems and Structural. Discussions were held regarding the summary of requests and the Trustees asked questions for clarification. The committee made one modification under the accessibility priority list.

The top five capital requests for the Division are:

1. New Era School – Refit Cafeteria
2. Valleyview School – K-8 Standard/Gymnasium
3. George Fitton School – Classroom Refit to Science Lab
4. Riverview School – K-8 Standard/Gymnasium

5. Green Acres School – Refit old Gymnasium

The Committee agreed to bring forth the recommendation to approve the Five-Year Capital Plan 2020-2021 to 2024-2025 by motion to the Regular Board Meeting on Monday, April 8, 2019.

Recommendation:

That the Five-Year Capital Plan 2020-2021 to 2024-2025 be approved for submission to the Public Schools Finance Board.

C. SCHOOL CATCHMENTS

Ms. Caroline Cramer, Director of Facilities & Transportation, provided preliminary information regarding the new catchments that would be established for the new Maryland Park School. The Committee discussed the existing school capacity of Maryland Park School and the schools that will be impacted by the new catchment. This item will return to Finance & Facilities on April 16, 2019 for further discussions.

Trustees asked questions for clarification.

D. SCHOOL BUS PURCHASE

Mr. Denis Labossiere, Secretary-Treasurer, referred to the bus order form to explain the costs involved. The order form reflects pricing obtained through a central tender process. On average the base model of buses increased by 10% compared to 2018 regardless of vendor and type of bus. The Division recommends purchasing four (4) propane school buses through the Bus Reserve.

Trustees asked questions for clarification. The Committee agreed to the recommendation as presented

Recommendation:

That the purchase of four (4) Blue Bird propane school buses for the 2019-2020 school year in the amount of \$608,206.68 (including taxes) be funded by the School Bus Reserve.

(Trustee Bartlette left the meeting, at 3:20 pm)

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Cisco Network Switches - Request for Proposal (RFP)

The Committee reviewed the tender to replace aging network equipment that is at end of life, and agreed to the recommendation as presented.

Recommendation:

That the Tender from BellMTS in the amount of \$179,319.00 (including taxes) to supply seventy-five (75) Cisco Switches funded through the 2018-2019 operating budget be accepted.

B. Network Access Control – Request for Proposal (RFP)

The Committee reviewed the tender regarding new Network Access Control to address the increase in the number of devices connecting to the network, and agreed to the recommendation as presented.

Recommendation:

That the Tender from Broadview Networks Inc. in the amount of \$65,175.88 (including taxes) to supply Network Access Control funded through the 2018-2019 Operating Budget be accepted.

C. Tuition Fees – 2019-2020 School Year

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the Metro School Divisions Residual Fee Rates for 2019-2020 and Brandon School Division's average cost per pupil for 2019-2020.

The Committee agreed to the recommendation as presented.

Recommendation:

That the following tuition fees be approved for the 2019-2020 year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,795
Non-Resident (First Nations)	\$12,200
International Student Fees	\$12,200

Due to time constraints, the Committee deferred the remaining items on the agenda to the April 16, 2019 Finance and Facilities Committee meeting.

6. NEXT REGULAR MEETING: Tuesday, April 16, 2019, 1:00 p.m., Boardroom.

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

K. Sumner (Chair)

P. Bartlette

S. Montague

J. Murray (Alternate)