



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Monday, July 7, 2014, 2:00 p.m.  
Board Room, Administration Office

Present: K. Sumner, M. Sefton,  
Dr. D. Michaels (exited from 3:20 to 3:30), D. Labossiere, E. Jamora

Regrets: L. Ross

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### 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:25 p.m. by Committee Chairperson, Mr. K. Sumner.

### 2. APPROVAL OF AGENDA

The Secretary-Treasurer confirmed he had one in-camera item to add to the agenda. The Finance Committee Agenda was approved as amended.

### 3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held June 9, 2014 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

#### A) VOIP Tender

The Secretary-Treasurer spoke to the Cisco Unified Communications System (VOIP) Request for Proposal. He noted that several components of the current Centrix system had exceeded the life expectancy and in an effort to meet the goals of the Division with respect to cost savings and 21<sup>st</sup> Century Learning, a request for proposal had been initiated. Mr. Labossiere spoke to the additional functionality and options which had been requested. He noted other school divisions and community organizations currently using the system. Mr. Labossiere also spoke to the proposed financing and cost savings which would be realized by using the VOIP System. A memorandum from the Communications and Technology Specialist, and the Director of MIST provided information regarding the benefits of switching to a VOIP system.

Discussions were held and Trustees asked questions for clarification regarding timelines for implementation, licensing, and the current budget for phones. Trustees inquired as to whether or not both the old system and the new system would need to be paid at the same time during set-up and implementation of the new system. The Secretary-Treasurer and the Director of MIST confirmed they would follow-up on this inquiry, but they did not view this as an issue as MTS is the provider for the current system and the proposed VOIP system.

The Committee agreed to bring forth a motion to approve the VOIP Request for Proposal from MTS as a late motion to the Board Meeting on July 7, 2014.

**Recommendation:**

That the proposal for the design, supply, installation and configuration of a Cisco Unified Communications System (VOIP) from MTS be accepted as follows:

<b>Equipment</b>	<b>Cost</b>
Cisco Unified Communication System as described above (including SX20 license) Including design, supply, equipment costs, licensing, installation/deployment/cutover, configuration and training. Excluding Smartnet costs.	\$ 325,213.84
Recommended Cisco VOIP Conference Telephone, Model: Cisco 8831 (wired or wireless MIC kits not included). Cisco VOIP conference Telephone (per unit)	\$ 887.25
Twenty (20) Cisco 2960X model WS-C2960X-24PD-L switches	\$ 58,450.24
Four (4) Cisco 2960X model WS-C2960X-48FPD-L switches	\$ 20,339.92
Sixteen (16) Cisco 2960X model WS-C2960X-24TS-L switches	\$ 24,372.29
Four (4) Cisco 2960X model WS-C2960X-48TS-L switches	\$ 10,672.42
	<u>\$ 439,935.96</u>

\*Above costs do not include PST & GST

And approval be granted to enter into a 60 month lease financing agreement with Cisco Systems Capital Canada for same in accordance with the proposals.

**B) Photocopier Tender**

The Secretary-Treasurer spoke to the photocopier tender. He noted the 66 month lease for the Konica Minolta Bizhub photocopiers expired in March as well as the lease on the Gold Business Solutions Kyocera photocopiers in January. An extension to June 30<sup>th</sup> had been requested in order to examine the needs of the Division, test the equipment and standardize the copiers throughout the Division. Mr. Labossiere spoke to the additional functionality and options which had been requested. He noted five companies had met the requirements of the tender and provided proposals. The Secretary-Treasurer and Director of MIST had reviewed the tenders and selected Konica Minolta for product testing before the final award.

Discussions were held and Trustees asked questions for clarification regarding the product testing, savings, and division requirements. The Committee agreed to bring forth a motion to approve the tender from Konica Minolta as a late motion to the Board Meeting on July 7, 2014.

**Recommendation:**

That the proposal for supply and installation of Photocopier Equipment be accepted as follows:

Photocopier	Unit Cost (Yearly)	Qty	Total Lease Cost (Yearly)	Service @.0047	Total Yearly Cost	5 Year cost for Lease/Service
Konica Minolta Bizhub 284e	\$ 968.64	6	\$ 5,811.84	\$ 1,530.94	\$ 7,342.78	\$ 36,713.90
Konica Minolta Bizhub 554e	\$ 1,739.00	11	\$ 19,129.00	\$ 14,179.51	\$ 33,308.51	\$ 166,542.55
Konica Minolta Bizhub 754e	\$ 2,411.96	17	\$ 41,003.32	\$ 46,787.18	\$ 87,790.50	\$ 438,952.50
		34	\$ 65,944.16	\$ 62,497.63	\$ 128,441.79	\$ 642,208.95

\*Above costs do not include  
PST & GST

And approval be granted to enter into a 60 month lease for same in accordance with the proposals.

**C) Residual Cost & Tuition Fees for Non-Resident Students**

The Secretary-Treasurer spoke to the proposed Residual Cost and Tuition Fees for Non-Resident Students for the 2014-2015 school year. He noted he had been reviewing the current practice by other Divisions across the Province and the information those Divisions had provided. He also referenced the MASBO Winnipeg Region Residual Fee Rates for 2014-2015, the 2013-2014 FRAME Budget Reports, and also presented the Non-Resident and Foreregion Student Fee Analysis for 2014-2015. Mr. Labossiere noted by using the new formula calculations and information provided fees would be set in April of each year moving forward. Mr. Labossiere also presented a proposed form with respect to supports required for non-resident pupils with special needs. He confirmed he would be bringing forth the 2014-2015 residual fees as a late motion to the Board Meeting held on July 7, 2014.

**Recommendation:**

That the following rates be approved for the 2014-2015 year:

Residual Fees	\$ 5,208
Non-Resident Fees	\$11,000
Foreign Student Fees	\$11,000

**D) Policy and Procedures 3011 – Purchasing Authority**

The Secretary-Treasurer reviewed the legal opinion of the Division solicitor with respect to the presentation of tenders for approval by the Board as per Policy and Procedures 3011. He noted the sum of \$50,000 referenced in the policy and in The Public Schools Act was before taxes. The Board agreed the policy should be amended to provide clarification regarding this matter. It was agreed to add the words “(before taxes)” after the financial amount of \$50,000 in Procedures 3011 – “Purchasing Authority”. (Appendix “A”) The Secretary-Treasurer also confirmed that the solicitor is currently reviewing the Division’s request for a policy which will allow tenders to be received electronically.

**Recommendation:**

That the words “(before taxes)” be added after the financial amount of \$50,000 where that amount appears on pages 1, 2 and 4 of Procedures 3011 – “Purchasing Authority”.

**E) Confirm Payments of Account (May)**

The payments of account for May were accepted.

**F) Review Monthly Reports (May)**

The Assistant Secretary-Treasurer spoke to the Monthly Financial Report for May. She noted many of the expenses were coming in lower than expected.

The Secretary-Treasurer spoke to the projections, the additional Revenue, and various areas of savings including personnel, utilities, public consultations, and portables. The Secretary-Treasurer noted there will be a surplus and discussed the potential range of the surplus amount; however the final amount of the surplus has yet to be determined.

The Superintendent requested the attendance of the Associate Superintendent to provide further information regarding enrollment and staffing as it relates to the surplus. Mr. Malazdrewicz entered the meeting at 3:40 p.m. and provided additional information with respect to the possible need for five additional staff members in the fall. Trustees asked questions for clarification. The reports were accepted.

**6. OPERATIONS INFORMATION**

- The Secretary-Treasurer provided further details regarding the Skill Build Shops funding.
- The Tender/Quotation Summary – Tenders less than \$50,000 was received as information.

**7. PERSONNEL ITEM – IN-CAMERA DISCUSSION**

The Secretary-Treasurer spoke to a financial personnel matter. It was agreed the matter would be brought forward to the Board Meeting on July 7<sup>th</sup>, 2014 for in-camera discussions and a decision.

**8. NEXT REGULAR MEETING: TBA**

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

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K. Sumner (Chairperson)

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L. Ross

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M. Sefton

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P. Bartlette (Alternate)