



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, June 19, 2018 – 1:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora, C. Cramer
Guest: B. Ewasiuk

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:03 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the May 22, 2018 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Linden Lanes School – Grooming Room

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the letter from Public Schools Finance Board (PSFB) regarding the Linden Lanes School Grooming Room project.

The Committee agreed to the recommendation as presented.

Recommendation:

That the appointment of MCM Architects Inc. for project design, tender and contract administration services for the Linden Lanes School Grooming Room project, be approved, subject to approval by the Public Schools Finance Board.

B. Tender – Supply of Carpet and Flooring and Installation

Ms. Eunice Jamora, Assistant Secretary-Treasurer, spoke to this item and reviewed the proposals received.

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

Recommendation:

That the Tender from Jenkins Flooring in the amount of \$54,822.59 (including applicable taxes) for the Carpet and Flooring Supply/Installation at Riverheights School and École secondaire Neelin High School be accepted.

C. Tender – Concrete Installation/Replacement

Ms. Eunice Jamora, Assistant Secretary-Treasurer, spoke to this item and reviewed the proposals received.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Zenith Paving Ltd. in the amount of \$67,894.05 (including applicable taxes) for the Concrete installation/replacement at Riverview School and Ecole Harrison be accepted.

D. DRAFT - 2017-2018 Facilities Report

Ms. Caroline Cramer, Director of Facilities and Transportation, spoke to this item and reviewed the draft 2017-2018 report.

Trustees asked questions for clarification.

Senior Administration will provide further information regarding the report at a later date when available.

E. DRAFT – Ameresco Report

The Director of Facilities and Transportation reviewed the Draft Ameresco report and discussed facility items that require attention in the near future. The Committee asked questions for clarification, and requested that the document be brought back for review in the fall.

F. Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - NIL

G. Confirm Payments of Account (May)

The payments of account for the month of May were provided for information. The report was accepted as circulated.

H. Review Monthly Reports (May)

Mr. Labossiere reviewed the Summary of Forecasted Variances for the 2017-2018 school year. Trustees asked questions for clarification.

The monthly reports were accepted as circulated.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - École Harrison Steam Heating System Replacement
 - Concrete Tender work, Carpeting and Tiling – Schools and Administration Office

- The Secretary-Treasurer provided updates on the following projects :
 - New School
 - École New Era School - Steam Unit Ventilation Replacement Project
- The Secretary-Treasurer provided additional information on the following:
 - Earl Oxford School – Modular Classroom
- Mr. Brent Ewasiuk, Director of Management & Information Systems Technology provided information on the following:
 - Tender/Quotation Summary – Under \$50,000:
 - Disposal of Laptop Computers (Trustee Kruck excused himself from the discussions and exited the room)
 - Trustees discussed the process and asked questions for clarification.
 - Student Achievement Support Services Software

7. NEXT REGULAR MEETING: Wednesday, September 5, 2018, 2:00 p.m., Boardroom.

The meeting adjourned at 2:42 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)