



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, June 18, 2015, 10:30 a.m.
Boardroom, Administration Office

Present: P. Bartlette, L. Ross, K. Sumner, D. Labossiere, E. Jamora, G. Malazdrewicz.

Regrets: M. Sefton, Dr. D. Michaels.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:36 a.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 May 20, 2015 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Tender Approval – Over \$50,000:

a) Paper Towels, Toilet Tissue, Garbage Bags

Ms. Eunice Jamora, Assistant Secretary-Treasurer, spoke to this item. Trustees asked questions for clarification regarding the number of tenders received and how many tenders were from local businesses.

Recommendation:

That the tender for Paper Towels, Toilet Tissue and Garbage Bags for 2015-2016, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted.

Bunzl Distributors

\$51,992.40

B) Confirm Payments of Account (May)

The Secretary-Treasurer reviewed the payments of account for May and answered Trustee questions.

The reports were accepted.

C) Review Monthly Reports (May)

The Secretary-Treasurer reviewed the monthly reports for May and discussed variances. Mr. Labossiere also spoke in regards to capital reserves and indicated that the deadline to apply to PSFB to transfer funds in capital reserves from the current fiscal year is September 15.

The reports were accepted.

6. OPERATIONS INFORMATION**a) Bus Garage Addition Update**

The Secretary-Treasurer gave a verbal project update and spoke to the estimated costs for the Bus Bay Addition. He also provided information in regards to the anticipated increased costs. The tender for this project closes on Tuesday, June 30, 2015 and a recommendation will be made for Board approval at the July 6, 2015 Board Meeting. The Committee spoke on borrowing options and capital reserves. Trustee Sumner stated that there is unanimous support by the Committee to move forward with this project and the Committee preferred that increased costs for the project be funded by a capital reserve so that future budgets are not affected.

b) Administration Office – Roof Update

The Secretary-Treasurer reviewed the 2015 Roof Assessment report provided by Agassiz Consulting Group Ltd. which recommends that the roof on the newer part of the Administration Building be replaced. He indicated that this matter likely needs to be addressed within the next fiscal year and that these costs are not covered by PSFB. The estimated costs to replace the roof is approximately \$210,000. Trustees asked questions for clarification. Trustee Sumner asked about installing a peaked roof as it may assist with the issues of a flat roof. Mr. Malazdrewicz, Associate Superintendent, noted that there is a peak on the current roof which is not high but it does move water off the roof better. Putting money into reserves to cover the costs of this type of project was discussed.

Mr. Labossiere also discussed other uses of Capital Reserves, such as buses and the costs associated with building a new school.

c) Tender/Quotation Summary – Tenders less than \$50,000

The Assistant Secretary-Treasurer provided an update on the following tenders under \$50,000:

- Carpet Supply and Installation
- Concreate Installation/Replacement
- Fire Alarm Verification
- Paint Supply
- Paving
- Art Supplies
- Custodial Supplies
- Envelope Supplies
- Light Bulb Supplies
- Physical Education Equipment and Supplies
- Stationery Supplies
- Cargo Van

Trustees asked questions for clarification.

7. NEXT REGULAR MEETING: Wednesday, September 9, 2015, 6:00 p.m., Boardroom.

The meeting adjourned at 11:50 a.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)