



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, January 11, 2021 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna
K. Fallis B. Foley
J. Gobeil D. Kejick
L. Letain J. Murray
L. Ross

Also Present: D. Labossiere M. Gustafson
E. McFadzen

Regrets: M. Casavant

1. COMMITTEE ITEMS

A. 2021-2022 Budget Process

Enrollment Projections

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Baragar enrollment projections and the 2021-2022 Enrollment Estimate. He noted that for the 2021-2022 Budget, the Division is projecting that the enrollment for September 2021 will increase by 1.2% (111 students) to 9,097 students.

Modular Classroom Request

The Secretary-Treasurer reviewed the Modular Classroom Request letter from PSFB. He reviewed the student projections and school capacities based on Provincial capacity calculations of 25 students per classroom. Based on the calculations, the Committee agreed that no modular classrooms will be requested for 2021-2022.

B. Photocopier Tender

The Secretary-Treasurer spoke to the photocopier tender and noted that the current lease with Konica Minolta Business Solutions (Canada) Ltd. will expire at the end of March 2021. He noted four (4) companies had met the requirements of the tender and provided proposals. The Assistant Secretary-Treasurer and Director of Management and Information Systems Technology had reviewed the tenders and recommended that Konica Minolta Business Solutions (Canada) Ltd. be awarded the photocopier tender for a 60 month period.

The Committee agreed to the recommendation as presented.

Recommendation:

That the tender for the supply and installation of Photocopier Equipment from Konica Minolta Business Solutions (Canada) Ltd. in the amount of \$510,380.00 (plus applicable taxes) for 60 months for 64 units, be accepted.

C. BDO Canada LLP – Engagement Letters, January 6, 2021

The Secretary-Treasurer reviewed the Auditor Engagement Letters regarding the Audit for the fiscal year ended June 30, 2021 between the Brandon School Division and BDO Canada, noting the recommendation encompassed the Enrolment and Public Compensation Disclosure audits. Trustee asked questions for clarification.

It was agreed that a motion would be brought forward to the next Regular Meeting of the Board of Trustees.

Recommendation:

That the Auditor's Engagement Letter regarding the Audit for the fiscal year ended June 30, 2021, between the Brandon School Division and BDO Canada LLP, Chartered Accounts, be approved and that the Secretary-Treasurer be authorized to affix his signature thereto.

D. Confirm Payments of Account (December)

The payments of account for the month of December were provided for information.

The reports were accepted as circulated.

E. Review Monthly Reports (November)

The Monthly Reports for the month of November were provided for information.

The reports were accepted as circulated.

2. OPERATIONS INFORMATION

- The Secretary-Treasurer provided an update on the following:
 - Maryland Park School – School Opening

NEXT MEETING: Monday, February 8, 2021, 6:00 p.m., Boardroom.

Respectfully submitted,

L. Ross