



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, December 19, 2017 – 1:00 p.m.

Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora, M. Clark

Guests: L. Ross, G. Malazdrewicz, B. Ewasiuk

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:02 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 November 30, 2017 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2018 – 2019 Budget – Public Consultation – February 15, 2018

The Committee reviewed, discussed and provided feedback on a room layout for the upcoming Public Budget Consultation, which will take place in the Green Acres School gymnasium. The Committee also discussed the low attendance at the public budget consultations in the past (65 people in 2017, 92 people in 2016) and what other divisions do regarding public consultations.

Further review of the process will occur after the February public consultation.

B. Facility Planning, Capacity, Enrolment

Mr. Greg Malazdrewicz, Assistant Superintendent, reviewed the Facilities Planning, Capacity and Enrolment Report and discussed the current process used (7001.2 – Assignment to Schools – School of Choice Administrative Procedures) regarding accepting School of Choice students within the Division and from outside the Division.

Mr. Malazdrewicz briefly spoke on the upcoming Modular Classroom request, which is due to the Province at the end of January. He anticipated that the Division may require seven (7) modular classrooms and that further information will be provided at the January meeting. Mr. Labossiere also noted that the Province has asked for a report on how the Division is currently using its modular classrooms. Trustees asked questions for clarification regarding catchment areas and possible future considerations.

Mr. Malazdrewicz indicated that School of Choice student placement is determined primarily based on school capacity and the distribution of students with consideration given to:

- Siblings currently attending a requested school of choice
- Proximity to the school of choice
- Individual student programming request

Mr. Malazdrewicz discussed the difference between capacity and utilization and noted that:

- Capacity – Maximum total enrolment for a school as set by the Division in consultation with the Public Schools Finance Board and reported annually in the Brandon School Division Facilities Report.
- Utilization – Number of classrooms in use, compared with the maximum number of classrooms available for classroom instruction.

Trustees asked questions for clarification and discussed different percentages to be used for capacity and classroom utilization when declining School of Choice applications.

To protect the potential needs for pupils moving into the school catchment area prior to the commencement of classes, the Committee discussed refusing School of Choice applicants when: *the forecasted total school enrolment for the requested school is at or above 90% of either capacity or classroom utilization.*

Pupils wishing to exercise School of Choice will be considered in the following order:

1. Resident, catchment area pupils;
2. Pupils previously approved to attend the school;
3. Resident pupils residing outside the catchment area of the school wishing to attend the school as a School of Choice;
4. Non-resident pupils (outside the Division).

The Committee also discussed the current utilization of New Era and Riverview Schools. Suggestion was made that when Kindergarten students are being registered in select schools, other school options be provided to the parent/guardian.

The Committee agreed to bring forth a recommendation to the January 8, 2018 Board meeting to provide direction to Senior Administration regarding School of Choice requests in order to manage school enrollments.

Recommendation:

That Senior Administration be directed to decline school of choice requests for schools at or above 90% of either capacity or classroom utilization.

(Trustee Sumner exited at 1:21 p.m.)

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. School Bus Procurement Process

Mr. Labossiere reviewed a letter from the Manitoba Association of School Business Officials (MASBO) regarding a resolution to update the school bus procurement process. Mr. Labossiere noted that in the past, not all Manitoba school divisions were using the Central Tender process. Mr. Labossiere reviewed the Rationale given by MASBO to change the process and noted the following from MASBO's letter:

“Approximately half of the school divisions are currently participating in the central tender process and it is believed a “menu” type bid process, whereby multiple vendors would be awarded the tender, would see 100% participation. Many factors go into the decision making process for school bus purchasing. The

purchase cost is a significant component but several other factors are also of critical importance:

- Vehicle Equipment Options
- The lowest life cycle cost for the bus
- Inventory management and bus maintenance costs”

Mr. Labossiere also noted that the Minister of Education approved the MASBO resolution in July 2017.

B. Student Information System Software - RFP

Mr. Brent Ewasiuk, Director of Management & Information Systems Technology, spoke to this item and reviewed the memo and costing analysis provided to the Committee.

Mr. Ewasiuk noted that the Division's current Student Information System (SIS) is built on an old database platform and is being retired by the vendor at the end of June 2018. Once retired, not only will the application not be enhanced any further, it will no longer be supported. Any issues presented by the old software will not be fixed. It is imperative that the Division be operating on a current version of a SIS by September 2018.

In searching for a replacement SIS, it was felt that it was prudent that the search consider the longer term need to meet the data and operational requirements identified by the IBM Data Needs Project.

The user groups reviewed and scored the vendor submissions and presentations on the following:

- Meets needs
- Intuitive
- Visual appeal
- Language

Mr. Denis Labossiere, Secretary-Treasurer, indicated that the proposed Student Information System Software will result in a budget increase (before applicable taxes) of \$126,790 for Year 1, \$83,039 for Year 2 and \$86,621 for Year 3.

Trustees asked questions for clarification on the process used when recommending the vendor and whether other Manitoba school divisions are using the 3 vendors who submitted proposals. Mr. Ewasiuk provided information on how many Manitoba school divisions are currently using each vendor.

(Trustee Ross exited at 1:52 p.m.)

(Trustee Sumner returned at 1:55 p.m.)

Mr. Malazdrewicz noted there is also a Special Education module that can be added to the recommended software program which will benefit the Division's operations. Further evaluation on this module and other options will occur in January/February prior to putting forth a recommendation for the additional module.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Proposal from PowerSchool in the amount of \$422,727.67 (plus applicable taxes) for a Student Information System be accepted.

C. Sub-Committee Reports

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

D. Confirm Payments of Account (November)

The payments of account for the month of November were provided for information. Mr. Labossiere noted the changes in the report using the new AtrieveERP system. The reports were accepted as circulated.

E. Review Monthly Reports (November)

The monthly reports for the month of November were accepted as circulated.

6. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - Waverly Park Roof Repairs
 - King George Roof Replacement
 - George Fitton Roof Replacement
 - Earl Oxford Grooming Room
 - École Harrison Steam Heating System Replacement
- The Secretary-Treasurer provided additional updates on the following:
 - **Manitoba Schools Insurance Program Rebate**
As a result of the Manitoba Schools Insurance Program for 2016-2017, an amount of \$966,968.55 is being rebated to divisions in respect of the property, liability and crime self-insurance funds, plus the current surplus amount of the MSI Risk Management Equipment Fund (loss prevention equipment, fire inspections and security patrols). Our Division's share of the rebate for liability coverage is \$30,963.77 (last year \$3,698.23).
 - **Manitoba School Boards Association (MSBA) – Public Sector Compensation Disclosure Amendment Act – Bill 6**
Under the proposed legislation, the threshold for reporting is being changed in 2019 from \$50,000 to \$75,000 (indexed) and the public sector body must publish the information on its website.
 - **Brandon Transit**
Mr. Labossiere advised that Mr. Ron Harkness, Supervisor of Transportation, has been working with Brandon transit regarding upcoming changes to the City bus routes. The City of Brandon noted that no major adjustments will occur for Home Ec/Industrial Arts students using the City buses.

7. NEXT REGULAR MEETING: Tuesday, January 16, 2018, 1:00 p.m., Boardroom.

The meeting adjourned at 2:43 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)