

INTERLAKE SCHOOL DIVISION

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY, OCTOBER 19TH- 2009 IN THE BOARDROOM, 192 - 2ND AVENUE NORTH (PTH #67), STONEWALL, MB.

COMMITTEE MEMBERS PRESENT:

DAVID HARCUS (CHAIRPERSON), TODD DEW, MARK GRINDEY, VALERIE WEISS.

OTHER MEMBERS PRESENT:

FRAN FREDERICKSON (BOARD CHAIRPERSON) NON-PARTICIPATING

SENIOR ADMINISTRATION PRESENT:

SUPERINTENDENT – ROSS METCALFE
ASSISTANT SUPERINTENDENT – CHRISTINE PENNER
SECRETARY TREASURER – AL LEIMAN

THE MEETING COMMENCED AT 5:30 P.M.

ITEMS DISCUSSED

1) REVIEW OF 2008-2009 OPERATIONS:

- THE COMMITTEE REVIEWED THE 2008-2009 FINANCIAL REPORTS. THE COMMITTEE WAS INFORMED THAT FOR THE 2009-2010 FISCAL YEAR, THIS WILL BE THE THIRD YEAR IN A ROW THAT THE DIVISION WILL ONLY RECEIVE THE TWO PERCENT GUARANTEE FUNDING.
- IT WAS EXPLAINED TO THE COMMITTEE THE EFFECT OF THE GUARANTEE AND HOW HIS GRANT IS REDUCED ONCE OTHER CATEGORICAL GRANTS ARE OBTAINED.
- THE COMMITTEE WAS ALSO GIVEN EXAMPLES OF THE EFFECT OF EQUALIZATION AND THE LIMITATIONS TO THE INTERLAKE SCHOOL DIVISION BECAUSE OF THE GUARANTEE FORMULA.
- THE COMMITTEE ALSO RECEIVED THE MONTH-BY-MONTH EXPENDITURE ANALYSIS BY OBJECT CODE FOR THE 2009-2010 FISCAL YEAR.

2) CURRENT YEAR OPERATING ACCOUNTS:

- THE COMMITTEE WAS PROVIDED WITH A FINANCIAL SUMMARY FOR THE CURRENT FISCAL PERIOD 2009-2010 TO THE END OF SEPTEMBER 2009.

3) REVIEW OF RESERVE ACCOUNT:

- THE COMMITTEE WAS PROVIDED WITH AN ACCUMULATED SURPLUS REPORT OF OTHER DIVISIONS IN THE PROVINCE.

4) BELLAMY SOFTWARE UPDATE:

- THE COMMITTEE WAS PROVIDED WITH A VERBAL UPDATE ON THE PROGRESS OF THE CONVERSION OF THE ACCOUNTING SOFTWARE TO BELLAMY. THE COMMITTEE WAS INFORMED THAT THE GENERAL LEDGER "GO LIVE DATE" IS PLANNED FOR THE END OF NOVEMBER AND PAYROLL IS PLANNED FOR JANUARY 2010.

5) TRANSPORTATION BUS REQUEST:

- THE COMMITTEE WAS INFORMED THAT WITH THE ENGINE EMISSION CHANGES COMING IN 2010 FOR OUR SCHOOL BUSES THAT THIS WOULD BE A WINDOW OF OPPORTUNITY TO PURCHASE FOUR ADDITIONAL SCHOOL BUSES. THIS WOULD BE A SAVING OF APPROXIMATELY \$14,460 PER BUS DUE TO THE STRONG CANADIAN DOLLAR AS WELL. THE COMMITTEE HAD A LENGTHY DISCUSSION AND IT WAS INDICATED THAT IF WE PURCHASED THESE BUSES FROM SURPLUS NOW, THEN WE WOULD NOT NEED TO PURCHASE BUSES IN THE NEXT BUDGET YEAR.

RECOMMENDATION BY THE COMMITTEE:

THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES PURCHASE FOUR NEW SCHOOL BUSES.

ACTION REQUIRED: THAT THESE MONIES BE TAKEN FROM THE CURRENT DIVISIONAL SURPLUS ACCOUNT AND THAT THE DIVISION NOT BUDGET FOR THESE FOUR SCHOOL BUSES FOR THE 2010-2011 FISCAL YEAR.

6) **SYNER-VOICE PROPOSAL:**

- THE COMMITTEE WAS PROVIDED WITH INFORMATION REGARDING THE SYNER-VOICE COMMUNICATION SYSTEM FOR ALL OF OUR SCHOOLS. IT WAS THE CONSENSUS TO RECOMMEND TO A REGULAR MEETING OF THE BOARD THAT A SYNER-VOICE PRESENTATION BE PROVIDED TO THE ENTIRE BOARD OF TRUSTEES AT THE NOVEMBER 23rd BOARD MEETING AT 6:00 P.M.

7) **REQUEST FOR PROPOSALS GUIDELINES:**

- THE COMMITTEE REVIEWED THE CURRENT REFERENCE MANUAL FOR PURCHASING AND THE PROCEDURES FOR OBTAINING GOODS AND SERVICES IN THE INTERLAKE SCHOOL DIVISION. THE COMMITTEE FELT THAT THE PROCEDURES ARE ADEQUATE AND THAT THE ADMINISTRATION SHOULD SEND A REMINDER TO ALL PRINCIPALS AND DEPARTMENT HEADS TO FOLLOW THE GUIDELINES.

8) **POSSIBLE OTHER PRODUCTS/SERVICES THAT WOULD REQUIRE A RFP:**

- THE COMMITTEE DISCUSSED OTHER SERVICES/PRODUCTS THAT WOULD REQUIRE ADVERTISEMENT OF A RFP. THE COMMITTEE INDICATED THAT IF ALL DEPARTMENT HEADS ARE FOLLOWING THE THRESHOLD OF \$2,500.00 TO \$19,999.99 AND OBTAINED THREE QUOTATIONS, THEN ADVERTISED RFP'S WOULD NOT BE REQUIRED FOR ONE TIME SERVICES/GOODS, UNLESS THE COST WAS OVER \$20,000.00.

IT WAS ALSO INDICATED THAT IF THE SERVICES/PRODUCTS WERE UNDER \$20,000.00 THRESHOLD AND THE SERVICES/PRODUCTS WERE ON-GOING THEN AN ADVERTISEMENT IN THE LOCAL PAPERS WOULD BE A REQUIREMENT.

9) **COSTS FOR CASUAL LABOUR:**

- THE ADMINISTRATION HAD BEEN REQUESTED BY THE COMMITTEE FOR A COSTING ON THE AMOUNT THE DIVISION HAS SPENT ON CASUAL LABOUR OVER THE PAST THREE YEARS. IT WAS THE CONSENSUS OF THE COMMITTEE THAT THE DIVISION HIRE A CUPE PART-TIME CASUAL LABOURER AS WAS DISCUSSED WITH THE BOARD OF TRUSTEES AT THE LAST REGULAR BOARD MEETING. IT WAS ALSO THE CONSENSUS OF THE COMMITTEE THAT THE BOARD OF TRUSTEES FURTHER REVIEW THE REQUIREMENT OF ADDITIONAL HELP FOR THE MAINTENANCE DEPARTMENT DURING THE NEXT BUDGET DELIBERATIONS.

10) **BUDGET PROCESS FOR 2010-2011:**

- THE COMMITTEE HAD A BRIEF DISCUSSION REGARDING THE UPCOMING BUDGET PROCESS FOR 2010-2011. IT WAS THE CONSENSUS OF THE COMMITTEE THAT THE PROCESS WOULD REMAIN THE SAME BUT SENIOR ADMINISTRATION AND TRUSTEES PROVIDE MORE ASSISTANCE TO THE GENERAL PUBLIC IN EXPLAINING SOME OF THE "READER BOARDS".

THE MEETING ADJOURNED AT 7:10 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER