

MINUTES OF THE FINANCE COMMITTEE

Wednesday, April 20, 2016

**Grimsby-Lincoln Meeting Room
6:00 p.m.**

Present:

Trustee Committee Members: Kevin Maves, (Committee Chair), Lora Campbell,
Diane Chase, Sue Barnett (for Jonathan Fast)

Regrets: Jonathan Fast

Administration: Stacy Veld, Superintendent of Business Services
Kelly Pisek, Superintendent of Education
Bob Dunn, Manager of Projects & Maintenance
Dino Miele, Chief Information Officer

Recording Secretary: Brenda Buckingham, Business Assistant

CALL TO ORDER

Chair Kevin Maves called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

The agenda was reviewed and it was,

Moved by: Diane Chase
Seconded by: Lora Campbell

“That the agenda be approved as presented.”

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES OF THE JANUARY 26, 2016, MEETING

The minutes of the January 26, 2016, Finance Committee were reviewed and it was then,

Moved by: Diane Chase
Seconded by: Lora Campbell

**“That the minutes of the January 26, 2016, Finance Committee meeting
be approved as presented.”**

CARRIED UNANIMOUSLY

AWARD OF CONTRACT - CONSTRUCTION**Governor Simcoe Secondary School New Main Entrance & Parking Improvements**

Superintendent Stacy Veld reported that the District School Board of Niagara's approved Multi-Year Capital Plan provides for the construction of a new main entrance and improvements to the parking areas at Governor Simcoe Secondary School. The project includes a barrier free front entrance path leading to a barrier free front entrance. The construction of a canopy with the school name and a vertical panel above will draw attention to this entrance area. The exterior site will see a major re-design which includes parking lot improvements, better street access, vehicle circulation, security lighting, walkways and landscaping. This project is funded through the School Renewal Grant, with a total of \$1,000,000 being allocated in the Multi-Year Capital Plan.

Manager of Projects & Maintenance Robert Dunn reported on the Request for Proposal (RFP) process for this project, which resulted in submissions from five (5) out of sixteen (16) pre-qualified General Contractors. The tenders, opened publically, ranged from a low bid of \$906,700 to a high bid of \$1,005,000. Board staff, with the project architect, reviewed the tenders and all were found to be complete with no errors or omissions. The low bid was submitted by Serianni Construction, a Niagara-based contracting firm. This company has completed many other renovation projects for the DSBN.

The project timeline will see construction commence in mid-May and be complete by August 25, 2016. Any work undertaken prior to the summer months will be in an area that will not interfere with normal school operations.

During discussion it was confirmed that a portion of this project was identified in the Multi-Year Capital Plan under accessibility needs. Stacy Veld and Robert Dunn noted that the DSBN has undertaken a considerable amount of accessibility project work at its schools, and that the Committee will be provided with an updated list of the status of accessibility needs remaining when the Multi-Year Capital Plan is presented for approval in May.

Moved by: Lora Campbell
Seconded by: Diane Chase

“That the low bid received from Serianni Construction, in the amount of \$906,700 (plus HST), be accepted and a contract awarded for the new main entrance and parking improvements project at Governor Simcoe Secondary School.”

CARRIED UNANIMOUSLY

AWARD OF CONTRACT – CLASSROOM TECHNOLOGY**Chromebooks**

Stacy Veld introduced Chief Information Officer Dino Miele to report on the award of contract for Chromebooks classroom technology.

CIO Dino Miele explained that Chromebooks and associated Google Management Licenses were previously purchased through Metafore Technologies (recently purchased by Compugen Inc.) under the terms of an Ontario Education Collaborative Marketplace (OECM) cooperative tender. This agreement expired on March 12, 2016. The OECM now offers two Vendors of Record for the purchase of Chromebooks, being Compugen and Northern Micro. In addition to consideration of these two vendors, DSBN

staff wanted to further investigate Chromebook, currently available on the market, for durability and value-added offerings such as unboxing and management server enrollment. To that end, a Request for Proposal (RFP) was issued.

A total of five (5) proposals were received in response to the RFP. The proposals were evaluated based on price, build quality and value-added services. The leading proposal was submitted by Lenovo. This company offers a three-year contract, for an estimated spend of \$300,000 per year, with the option for the DSBN, at its discretion, to extend the contract for three additional one-year periods. It was confirmed that, if the contract is extended for the three additional one-year periods, associated costs during those extension periods would be for maintenance only.

CIO Dino Miele also explained that the DSBN conducts a privacy impact assessment or PIA on its software products used, such as Google and Microsoft. However, this practice is not necessary for hardware as hardware is secured through password protection and the units are re-imaged with DSBN productivity tools. However, since Chromebooks will now be purchased for long term use by students, a PIA was conducted by DSBN's Records Management Officer Trudi Wright. As a result, the sync mode on all Chromebooks will be turned off thereby providing security for student use and prohibiting pattern recognition.

Moved by: Diane Chase
Seconded by: Lora Campbell

“That staff be directed to enter into a three-year contract with Lenovo for the provision of Chromebooks classroom technology, with an expiry date of January 17, 2019, with the option to extend the contract for three additional one-year periods.”

CARRIED UNANIMOUSLY

Dino Miele left the meeting at 6:25 p.m.

2015-16 SECOND INTERIM FINANCIAL REPORT

Superintendent of Business Services Stacy Veld presented the Second Interim Financial Report for the period ending February 29, 2016. This report is an update to the initial interim report presented to the Committee on January 26th, which was for the period ending October 31, 2015. Schedules were provided within the report which summarize the significant changes in staffing, enrolment, revenue and expenditures, and the special initiative Provincial grants, from the original budget.

The significant changes to the 2015-16 Budget, at this point in time, were highlighted. The enrolment data, based on the preliminary October 31, 2015, actual enrolment and projected March 31, 2016 enrolment, indicates a very slight decrease over projections of 20 F.T.E. or .06%. Elementary enrolment is over projections by 84 and secondary below projections by 104. In addition, special initiative provincial grants, in the amount of \$1,141,950, have been announced after the approval of the original budget. Expenditures have been increased to offset the increase in the provincial grants.

At this time, the revised projections indicate a projected general operating surplus of \$1,160,000 for the 2015-16 fiscal year. The Committee was reminded that this is not an actual surplus but reflects a reduction to the transfer of general operating surplus required to balance the 2015-16 budget.

The final interim report, factoring in the actual March 31st enrolment data, will be provided to the Committee in June.

Moved by: Diane Chase
Seconded by: Lora Campbell

**“That the Interim Financial Report for the period ending February 29, 2016,
be received.”**

CARRIED UNANIMOUSLY

NEXT MEETING

The next meeting is scheduled for May 18, 2016.

ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Kevin Maves
Chair