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Erika Lougheed, Chair

Craig Myles, Director of Education

Finance Committee

Tuesday, March 5, 2024 11:00AM
Zoom Meeting

Committee Members Present

Shane Hall, Committee Chair

Howard Wesley, Trustee

Julie Bertram, Trustee, arrived 11:05am

Craig Myles, Director of Education

Seija Van Haesendonck, Superintendent of Business

Staff Present

Lesley Marshall, Acting Executive Assistant

Regrets

Wende Proulx, Manager of Finance

Absent

Chantal Phillips, Trustee

1. Call to Order

Chair Hall called the meeting to order at 11:01AM.

Following the roll call, it was noted that the meeting had quorum.

2. Declaration of Conflict of Interest

The Chair called for declarations of conflict of interest with none rose.

3. Approval of Agenda

3.1. Motion: Moved by Trustee Wesley and seconded by SBO Van Haesendonck.

Carried

That the agenda for the meeting of March 5, 2024 be approved.

4. Approval of Minutes from Previous Meeting

4.1. Motion: Moved by Trustee Wesley and seconded by SBO Van Haesendonck.

Carried

That the minutes of the meeting held on December 5, 2023 be approved.

5. Business Arising

5.1. 2024-2025 Budget Update – verbal, SBO Van Haesendonck

SBO Van Haesendonck provided a brief update following dec draft budget manual to committee. The draft budget manual was approved by exec council and subsequently shared with relevant department staff. 2024-2025 enrollment projections have been prepared and are moving forward to be shared with HR staff, and begin staffing processes, with firm staffing timelines as outlined in collective agreements. It was noted that there is no firm timeline for Grants for Student Needs (GSN) – and no signaling from the Ministry that it will be made available early. Historically the timeline is from mid February to mid April. Previously identified schedule to provide preliminary details for May continues to be on track.

6. Review of Quarterly Report ✓

6.1. Motion: By Electronic vote conducted upon receipt of complete report

Moved by: Trustee Wesley, seconded by Trustee Bertram. Carried.

That the Finance Committee recommends the Quarterly Report for March 2024 be presented to the Board of Trustees for review.

SBO Van Haesendonck noted that the final page review will be provided by email including notes on variances, with the intention to provide for the upcoming board meeting as well. The delay in availability of this section was due to the month end and agenda preparation coinciding with approved staff leave.

7. New Business

7.1. NNDSB 2024-006 Window Replacement Phelps Central Public School – Tender Award ✓

Motion: Moved by: Trustee Bertram Seconded by: Trustee Wesley. Carried.

That the Finance Committee of the Near North District School Board recommends that the Board of Trustees awards tender NNDSB 2024-006 Window Replacement Phelps Central Public School to Venasse Building Group in the amount of \$405,000.00 plus HST

SBO Van Haesendonck stated there are no unusual aspects to this tender, as this project was included with capital projects previously approved by the Finance Committee and the Board, and it is anticipated that project should move forward without challenges.

7.2. Review Enterprise Resource Planning (ERP) Solution Finance Committee Recommendation of Award ✓

Motion: Moved by: Trustee Wesley, seconded by Trustee Bertram. Carried

That the NNDSB Finance Committee recommends approval by the Board of Trustees to enter into a Client Supplier Agreement (CSA) with Edsembli to provide the products, services, and subscriptions needed for ERP, including K212 FIN and K212 HRP software.

SBO Van Haesendonck explained that Ontario Education Collaborative Marketplace (OECM) identified 3 vendors through their procurement process that boards could opt-in to using for their Enterprise Resource Planning (ERP). The current products being used by NNDSB for various Human Resources and Finance Department functions will not be

supposed beyond August 2024. Changing to a different software provider and undertaking our own procurement, would be challenging, and typically a multi-year process. The executive team supports signing a master agreement through OECM.

7.3. Chippewa and West Ferris Secondary School - Track upgrades

Chair Hall acknowledged that this item came to him from Trustee Phillips, however she is not present to provide her comments.

Director Myles noted that during the consolidation and rebranding process there was awareness that improving the tracks of both locations would be valuable, however the funds are not available at this time. He noted it as an improvement that he hopes to see in long-term plans, but it is not feasible currently given the associated costs, estimated to be multi-million dollar projects.

Item 7.3 deferred for further discussion at the June quarterly meeting.

8. Adjournment

With no further business to note, Committee Chair Hall tabled the following motion:

*8.1 Motion: Moved by Trustee Wesley and seconded by Trustee Bertram.
Carried That there being no further business to discuss, on March 5 the Finance Committee stands adjourned at 11:17am.*