Staff Report

ABBOTSFORD SCHOOL DISTRICT

Date   November 5, 2024

To   Board of Education (Public Meeting)

From   Ray Velestuk, Secretary-Treasurer/CFO

Re   **Update on Enterprise Resource Planning (ERP) Implementation**

This report is provided to the Board of Education for information.

BACKGROUND:

One of the most important tools a School District has is its Enterprise Resource Planning (ERP) system. This is the software used to manage day to day business activities such as accounting, human resources, payroll and procurement. The School District selected Sparkrock as the preferred vendor for the ERP system in early 2023.

The Finance, Payroll and HR departments, along with our project management consultant from IBM have worked on planning and implementation of the new system since the Fall of 2023. It was expected the new system would go live during the 2024-25 school year.

In July 2024, the district began fully utilizing Sparkrock's finance & accounting systems as initially scheduled. Over Summer 2024, the district transitioned to use the new ERP online reporting tools to track employee data, including employee absences and hourly timesheets (for hourly employees).

At this time, the HR implementation is approximately 80% complete, and Payroll about 60%. We are currently running some parallel payrolls between Atrieve and Sparkrock and will be going live with PVP/Exempt payroll in November. We intend to go live with other payrolls on January 1, 2025. While there is still work to do, the project has been a huge success. Our team put forward very aggressive timelines for the overall implementation and worked hard to deal with the many implementation issues. We are currently on-track to be fully functional on January 1, 2025.

In the 2022-23 Budget, the board set aside $600,000 for the implementation of the new ERP system. To date, the implementations costs have been just under $500,000. (374,000 SR, 100,000 IBM, 20,000 Linda).