



"Accepting the Challenge"

Finance Committee Minutes

Tuesday, December 8, 2009 – 10:00 a.m.
Board Room, Administration Office

Present: B. Mayes, Chairperson (exited at 11:40 a.m.), G. Buri (entered at 10:30 a.m., exited at 11:15 a.m.), R. Coey, L. Ross, P. Bartlette (guest)
G. Malazdrewicz, G. Barnes, K. Zabowski

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:05 a.m. by Committee Chairperson, Mr. Mayes.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was amended to include 2010/2011 Budget salary estimates for In-Camera discussion as item C).

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Additional 09/10 Support EAL Teachers & Special Needs EAs

G. Malazdrewicz, Associate Superintendent reviewed the information circulated to the Committee regarding the additional staffing over budget for EAL purposes for the remainder of the 2009/2010 school year. It was explained that the 4.0 FTE additional teacher positions and 3.0 EAL education assistants would meet the current and projected needs for additional EAL students entering the Division this school year at Betty Gibson, King George, New Era and Riverview; and the 6.0 AEP education assistants were needed throughout the Division to address specific student needs. The information was discussed in detail noting that the increased expenditures would be covered by the increase in Provincial grants and an under expenditure in library professional services. The Committee agreed to the recommendation.

Recommendation:

That the request for 4.0 FTE additional teacher staff positions at a cost of \$133,800 (effective February 1, 2010), 3.0 EAL education assistants at a cost of \$40,200 and 6.0 AEP education assistants at a cost of \$82,000 be approved and funded as follows:

| | |
|-------------------------------|-----------|
| EAL Provincial Grant | \$174,000 |
| Enrolment Change Grant | \$ 70,600 |
| Library Professional Services | \$ 11,400 |

B) 2010/11 Budget Preparations

The summaries from the stakeholder meetings with the school administrators and BTA Executive were noted. The budget sustainability requests circulated to the Committee were reviewed with Trustee inquiries responded to. B. Mayes, Chairperson, stated that further sustainability requests were anticipated by the December 11, 2009 date. G. Barnes, Secretary-Treasurer, reported that the sustainability requests would be forwarded to other Trustees for their information as requested at a previous Board meeting, would be presented at the January 18, 2010 Special Board Meeting for information with discussion and approval at the February 16, 2010 Budget Meeting. The Committee agreed to proceed as outlined.

C) 2010/2011 Budget Estimates - Salaries

The matter of 2010/2011 budget estimates for salaries for support staff, out-of-scope staff and teachers was considered In-Camera. It was agreed a confidential report would be submitted to the Board regarding this matter.

D) Capital & Maintenance Budget

Secretary-Treasurer G. Barnes, provided the revised preliminary 2010/2011 Capital & Maintenance Budget summaries to the Committee. The Committee was informed that this budget included the allotments similar to previous years and that the requests related to the Single Track French Immersion implementation would be submitted as a separate detailed request. Trustee inquiries were responded to. The Committee accepted the information with it to be referred to future budget consideration at the January 18, 2010 Special Board Meeting and February 16, 2010 all day Budget Meeting.

E) Wiring – Green Acres

The information provided to the Committee regarding technology related wiring costs at Green Acres School was considered. G. Barnes, Secretary-Treasurer advised the Committee that this item was being presented now due to the timeliness of undertaking this work while the roof replacement was taking place noting the on-slab building construction. It was noted the work would be undertaken as part of the roof replacement tender with an estimated cost of \$60,000 plus architect fees to be covered from Section D unallocated funds. This matter was discussed by the Committee. The Committee agreed to recommend approval of this project to the Board to be undertaken in cooperation with the roof replacement.

Recommendation:

That the technology related wiring for Green Acres School in the estimated amount of \$65,000 be approved and further the project be supported from previous years unallocated Section D funding.

F) Additional Secretarial Time

The request from Neelin High School for 3 hours per day of additional secretarial time was presented. The Committee was referred to the Budget Sustainability Request for additional secretarial time throughout the Division including Neelin High School. The Committee agreed to consider this matter during its deliberations of the Budget Sustainability Request.

G) Waverly Park Playground Committee Support Request

The information circulated with the agenda from the Waverly Park Playground Committee requesting financial support for construction of two new adventure playgrounds was presented. The Committee discussed the request noting the budget allocation that had been provided for playground improvements. The Secretary-Treasurer G. Barnes informed the Committee of current allocation of these budget funds and the administration priority to provide some funding for the George Fitton/Harrison playground structure. It was agreed that the Secretary-Treasurer would respond to the Waverly Park request.

Trustee Coey assumed the Chair at this time.

H) Confirm Payment of Accounts (November)

The payment of Accounts for November circulated to the Committee were reviewed. The payment of accounts as circulated was accepted.

I) Review Monthly Reports

Assistant Secretary-Treasurer, Mr. Zabowski, reviewed the monthly financial reports as circulated noting the status to date. Trustee inquiries were responded to. The Committee accepted the financial reports as presented.

J) **Draft Policy – Capital Projects Approval**

This item was deferred to the next meeting due to time restrictions.

5. **OPERATIONS INFORMATION**A) **Outstanding First Nations Tuition Fees**

Secretary-Treasurer, G. Barnes provided a verbal update on outstanding First Nations tuition fees informing of further action the Secretary-Treasurer's Department would be undertaking.

B) **Brandon School Division Retirement Benefit Obligations**

Due to time constraints, this item was deferred to the next meeting.

6. **NEXT REGULAR MEETING: Monday, January 11, 2010, 10:00 a.m.**

The meeting adjourned at 12:00 noon

Respectfully submitted,

B. Mayes, Chair

G. Buri

R. Coey

L. Ross (alternate)