



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Thursday, December 18, 2014, 10:30 a.m.
Boardroom, Administration Office

Present: M. Sefton, P. Bartlette, L. Ross; K. Sumner, D. Labossiere, E. Jamora, G. Malazdrewicz.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:39 a.m. by Chair Kevan Sumner.

2. APPROVAL OF AGENDA

Secretary-Treasurer, Denis Labossiere, added two items to the agenda.

The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held November 13, 2014 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2015-2016 Budget Process

The Stakeholder meeting minutes were reviewed and discussed. The Stakeholder Feedback documents have been posted for Trustees on the Brandon School Division Portal.

Capital Maintenance Budget for 2015/16

Senior Administration reviewed the Capital Maintenance requests and identified that the \$5.00/student allocation for Divisional maintenance was not sufficient and resulted in large Principal choice amounts. Senior Administration requested a reallocation of \$3.00 from the school allocations to the Divisional maintenance allocation.

Allocation for Capital projects was discussed and the need to increase funding to address capital needs as indicated in the Ameresco Report.

Recommendation

That \$3.00 from the Capital and Maintenance per capita school allocation be reallocated to divisional maintenance resulting in a per capita school allocation of \$17.00 per pupil and a Divisional maintenance allocation of \$8.00 per pupil.

B) BSIMA 2015/16 Budget Request

The request from the BSIMA for an annual funding allotment increase of 15% (\$3,600) for new instrument purchases was discussed. It was noted that this request is the first increase in a number of years and is requested as a result of decreased revenue due to waived usage fees, increase costs of cleaning and repair, as well as an increased number of instruments needed to repair, and the need to replace aging instruments. Annual inflationary increases was discussed in regards to instrument purchases.

Recommendation

That the annual funding allotment to BSIMA for new instrument purchases be increased by 15% (\$3,600) to \$27,500 and that Senior Administration build this into the 2015/16 operating budget with inflationary increases as approved by the Board on an annual basis.

C) **MOU – Comprehensive Health Care Aide with ACC**

Although the program has been in existence for several years, there has been no Memorandum of Understanding (MOU) nor a budget line for the costs associated with this program. The program has a capacity of 22 students with an annual cost of \$26,000 to the Division. In the past, funds were directed from other programs to cover the Health Care Aide Program; in the future, this program needs to be properly budgeted for. The program is well attended with a high proportion of EAL and Aboriginal students. The MOU is for the current school year, with the intent of negotiating a long-term MOU with ACC in the spring.

Recommendation

That the Memorandum of Understanding (MOU) between The Brandon School Division and Assiniboine Community College (ACC) to facilitate the implementation of ACC's Comprehensive Health Care Aide (CHCA) program at Crocus Plains Regional Secondary School (CPRSS) for the 2014-2015 Academic/School year be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

D) **Off-Campus Lease**

A lease renewal was submitted by Kelly Morris in regards to the property for the Off-Campus and Upper Deck programs. The lease is for 30 months from January 1, 2015 to June 30, 2017, at an annual rent of \$40,500.00 plus GST and utilities. The new agreement is a 25% increase (\$8,100 before GST) over the previous lease agreement and works out to \$6.75 per square foot.

Recommendation

That the Lease Renewal Agreement between The Brandon School Division and Kelly Morris to rent the property commonly known as 118 – 10th Street Avenue for the period January 1, 2015 to June 30, 2017 at an annual rent of \$40,500.00 plus GST and utilities for operation of the Off-Campus and Upper Deck Programs be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMSA) **Confirm Payments of Account (November)**

The payments of account for the month of November were accepted as circulated.

B) **Review Monthly Reports (November)**

The reports for the month of November were accepted as circulated.

6. OPERATIONS INFORMATION

The Secretary-Treasurer distributed a letter received from the Division Solicitor, regarding a 5.7% fee increase for 2015. Discussions were held regarding the history and specialized knowledge provided by the Division solicitor. It was noted by the Secretary-Treasurer that an increase happens yearly and the Division is charged less than private sector clients.

The Secretary-Treasurer distributed the T4A guidelines for the Division that are being implemented January 1, 2015. T4A's are issued to individuals not employed by BSD and who receive fee for services, honorariums and scholarships in an amount of \$500 or more in a calendar year.

7. **NEXT REGULAR MEETING: Thursday, January 15, 2015, 10:30 a.m., Boardroom.**

The meeting adjourned at 11:55 a.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)