



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, March 25, 2013, 12:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson), M. Sefton, D. Ross
Dr. D. Michaels, K. Zabowski, D. Labossiere.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:10 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

Discussions regarding the upcoming meeting with the Minister of Finance, and potential flood planning were added to the agenda. The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held February 25, 2013 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2013-2014 Budget Preparations

- Review of Process:

The Superintendent reviewed discussions held at Senior Administration regarding the budget process. The Secretary-Treasurer discussed formalizing the budget process in September. Senior Administration will begin looking at the roll over budget starting in April 2013. Discussions were held regarding the need to review the sustainability of the operating budget and possible review of programs with low enrollments for financial cost versus program benefits. Stakeholder meetings were reviewed and the suggestion was made to meet with school administrators in three different groups in order to receive appropriate feedback. Discussions were also held regarding the proposed reductions which had been brought to the Board on Budget Day through the "Pink Confidential".

- 2014-2015 Budget Dates:

Discussions were held regarding the budget dates for 2014-2015. It was agreed to follow the dates as per Policy 3001 and brought forth in the agenda. The suggestion was brought forth to invite the Chamber of Commerce to review the budget on a line-by-line basis in order to find efficiencies. Trustees agreed this would be a good idea. The possibility of forming a sub-committee of the Finance Committee to review with the Chamber and follow-up on this proposal would need to be brought forward to the Board of Trustees for approval.

AGREED:

That the proposed budget dates for the 2014/2015 budget deliberations be as follows:

Monday, January 20, 2014	Special Board Meeting
Wednesday, February 5, 2014	Public Budget Consultation Forum
Tuesday, February 18, 2014	All-Day Budget Meeting
Monday, March 3, 2014	Special Board Meeting – Public Presentations
Monday, March 10, 2014	Final Budget Approval

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**A) Confirm Payments of Account (February)**

The payments of account for February were accepted as circulated.

B) Review Monthly Reports (February)

The Assistant Secretary-Treasurer reviewed the balance sheet line by line. Discussions were held regarding the cash balance position, payments to the Province, and the need for another debenture in the near future. The monthly reports for February were accepted.

The Assistant Secretary-Treasurer also reviewed, in detail, the Revenue and Expenses by function for the Committee. He highlighted items such as higher than budgeted snow removal expenses and increases in the hydro budget as well as savings in the gas budget. Mr. Labossiere reviewed the uncontrollable expenditures such as maternity/parental leaves, relief bus drivers, and substitute teacher salaries, all of which are projected to be over-budget.

C) Update on Flood Claim - 2011

The Secretary-Treasurer provided an update on the 2011 flood claim which had been received.

D) Flood Preparation – 2013

Trustee Snelling inquired about the Division's plans for any possible spring flooding, noting the City of Brandon is preparing for a potential flood. It was noted that the Director of Facilities and Transportation is monitoring the situation. A report will be provided to the Board of Trustees through the Report of Senior Administration at the April 8, 2013 Regular Meeting of the Board.

E) Meeting with Minister of Education

The Committee discussed items on the agenda for the upcoming meeting with the Minister of Education. Discussions revolved around the 20K-3 funding and the Level II and III funding.

6. OPERATIONS INFORMATION

- The paper tender was reviewed by the Assistant Secretary-Treasurer for the Committee's information.

7. NEXT REGULAR MEETING: 12:00 noon, Monday, April 12, 2013, Board Room.

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

L. Ross

M. Sefton

G. Kruck (Alternate)