



# BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., THURSDAY, FEBRUARY 13, 2020.

## **PRESENT:**

Dr. L. Ross, Chairperson, Mr. P. Bartlette, Ms. K. Fallis, Ms. L. Letain, Mr. J. Murray.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. K. Rance, Live Streaming Video Operator.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. Elaine McFadzen, Assistant Superintendent.

## **REGRETS:**

Ms. S. Bambridge, Vice-Chairperson, Ms. D. Kejick.

## **CALL:**

The Chairperson called the meeting to order at 7:09 p.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

### a) 2020-2021 Budget Presentation

Mr. Denis Labossiere, Secretary-Treasurer, noted that the purpose of his presentation was to provide budget information to assist the Board of Trustees with their Budget Deliberations on February 24, 2020. The Financial Budget 2020-2021 document was circulated to Trustees.

The Secretary-Treasurer indicated the outline he would be following:

- Budget development process
- Preliminary 2020-2021 Operating Budget
- Budget and Sustainability requests
- Special Requirement/Levy
- Next Steps

(Trustee Murray exited at 7:22 p.m., returned at 7:23 p.m.)

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including:

- 2019-2020 Budget impact on the 2020 Special Levy
- Enrollment Changes
- Programs and infrastructure for increasing diversity of student learning needs
- Provincial legislation/Policy
- Infrastructure and Support for Program Delivery
- Collective Agreement Costs
- Uncertainty of Funding
- Effects of population growth on Facility Sustainability
- Contingency Funds and Reserves

Mr. Labossiere also provided details regarding the budget development process and the directions provided by the Board to Senior Administration. Mr. Labossiere reviewed how the Division compared to the Manitoba Provincial Average and similar divisions such as St. James and Seven Oaks using the 2019-2020 Provincial Draft FRAME Budget Report. He spoke to enrollment and the development of the staffing budget. Mr. Labossiere provided detailed information regarding the current status of the accumulated surplus and the capital reserve accounts.

Mr. Labossiere reviewed the Special Requirement, the effect of the School Year Budget on the Special Levy and the Budget and Sustainability Requests. He provided highlights of the Ministerial Direction and guidelines used in developing the preliminary Budget.

Mr. Labossiere indicated that should the Board of Trustees approve the Preliminary Budget along with all Budget and Sustainability Requests for 2020-2021, the Special Requirement would decrease an average home by (0.29%) and the mill rate would decrease by (2.06%), resulting in a \$15.55 increase in annual school taxes for a typical home assessed at \$270,000.

The Secretary-Treasurer concluded with a review of the next steps and upcoming dates in the Budget Process.

Trustees asked questions for clarification regarding the staffing budget and increase in WCB rates.

**Motion:**

15/2020 Mr. Bartlette – Ms. Fallis  
That Senior Administration transfer the 2020-2021 Operating Budget to the Board of Trustees for the Board's ownership and final decision making.  
Carried.

Ms. Letain – Ms. Fallis  
That the meeting do now adjourn (7:58 p.m.).  
Carried.

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Chairperson

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Secretary-Treasurer