



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, April 22, 2013, 12:00 p.m.
Board Room, Administration Office

Present: M. Snelling (Chairperson), M. Sefton, Dr. L. Ross, D. Karnes
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

The Finance Committee Agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

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

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2014-2015 Budget Process

The Committee discussed a number of items regarding the proposed Budget process for the 2014-2015 school year, including:

- Dividing the principal group into three separate groups: It was agreed one principal group would be high school administrators only, and the Committee would meet principals before other stakeholder groups;
- The local taxpayer will be invited to the public forum: It was agreed there will not be a separate stakeholder meeting for this group;
- Meeting with the Chamber of Commerce: The Finance Committee would like to meet with the Chamber to review the budget for efficiencies. It was agreed that the Board Chairperson will approach members of the Chamber of Commerce to determine if this might be feasible;
- Budget dates: The school administrators will all be provided with the Board Budget dates as established per Policy 3001. It was confirmed that this had been done and hopefully school administrators would take the dates into consideration when planning their school activities next year;
- Board Motion regarding input from the Division's employee group: It was noted employees already have the opportunity to provide feedback through the various stakeholder meetings, including the public forum. Superintendent, Dr. Michaels, confirmed that this matter had been discussed at Senior Administration. Senior Administration would be preparing a response to this request including cost and the need to contract out as it will be a labour intensive process;

- Proposed reductions: It was noted discussions regarding proposed reductions needs to take place with Senior Administration. These discussions would include the impact any possible reductions would have to service. It was agreed that these discussions need to begin in May, 2013. Senior Administration was requested to look at potential reductions and provide a report at the May Finance Committee meeting.

5. **OTHER COMMITTEE GOVERNANCE GOAL ITEMS**

A) **Confirm Payments of Account (March)**

The payments of account for March were accepted as circulated.

B) **Review Monthly Reports (March)**

The Assistant Secretary-Treasurer spoke to the monthly report and the current deficit noting that the Division is awaiting payment from the various levels of government with respect to revenue.

The Secretary-Treasurer noted his department was currently working on the preliminary report as they prepare for the March year end. He confirmed the Auditors would be coming May 13 to 15, 2013 and following the completion of the March year end, he would be able to provide the Committee with a detailed statement for their review.

The Assistant Secretary-Treasurer spoke to the revenues and expenditures by function and answered Trustee questions for clarification.

The monthly reports for March were accepted as circulated.

6. **OPERATIONS INFORMATION**

- The Assistant Secretary-Treasurer provided a verbal update on the status of tenders noting there were currently 18 tenders which he was reviewing. One tender for furniture will be over \$50,000 and brought to the Board for approval. The remaining tenders will be under \$50,000. Mr. Labossiere also noted that several local businesses missed the tender deadlines and therefore those tenders had to be rejected.
- Government's budget decision regarding school taxes and senior citizens were discussed. The Secretary-Treasurer clarified that a dollar figure is provided to the municipal governments and it is then up to them to collect the taxes. The school division does not determine how the municipalities will collect the funds owed to the division.
- Mr. Zabowski, Secretary-Treasurer, noted he has contacted several school divisions as directed by the Board of Trustees with respect to the 20K-3 funding. He noted he is currently requesting clarification on some of the responses he has received. Once he has received that clarification he will provide the information to the Board of Trustees.

7. **NEXT REGULAR MEETING: 12:00 noon, Monday, May 27, 2013, Board Room.**

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

M. Snelling (Chairperson)

L. Ross

M. Sefton

G. Kruck (Alternate)