Finance Committee Minutes

Monday, June 18, 2012, 1:00 p.m.
Board Room, Administration Office

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

BRANDON SCHOOL DIVISION
"Accepting the Challenge"

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 1:00 p.m. by the Committee Chairperson, Trustee Snelling.

2. APPROVAL OF AGENDA

Secretary-Treasurer, Mr. Zabowski, noted he had information from the Director of MIST regarding the number of SmartBoards which had been budgeted for and the number of SmartBoards required to ensure all K-8 classrooms are equipped with the SmartBoards. He also noted the tender results for the Cisco Network Switches had been circulated to the Committee. The Finance Committee Agenda was approved as amended.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) March Audit/Public Sector Compensation Disclosure Report

Secretary-Treasurer, Mr. Zabowski, spoke to the March 31st Audit Report. He noted the Auditor's review of the School Division's financial information is to ensure that the Division's statements are sufficient to consolidate into the Province's financial statements.

Mr. Zabowski also reviewed the 2011 Compensation of $50,000 or More Public Sector Compensation Disclosure. He noted the Auditor's responsibility with respect to the report and that the Auditor found the report to be in accordance with The Public Sector Compensation Disclosure Act.

Trustees asked questions for clarification with respect to the March 31st Audit Report.

B) Residual Cost and Tuition Fees for Non-Resident Students

The Secretary-Treasurer reviewed the residual cost fees for students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Secondary School. He also reviewed the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending the Brandon School Division. The non-resident tuition fees charged to foreign students was also reviewed and set. The Committee reviewed the information presented by the Secretary-Treasurer and agreed to recommend the fees suggested to the Board of Trustees for approval.

Recommendation:
That the residual cost fees for the students from other divisions attending Special Education Programs, High School Academic, Academic Elementary Programs in the Division and Vocational Programs at Crocus Plains Regional Secondary School, during the July 2010 - June 2011 fiscal period, the July 2011 - June 2012 fiscal period, and for the July 2012 to June 2013 fiscal period (subject to adjustment to reflect the audited financial statements) be set as follows:

	2010/2011 Final	2011/2012 Estimated	2012/2013 Estimated
Special Education Students	$16,539	$18,500	$18,200
Vocational Students	$ 4,826	$ 4,800	$ 5,000
Academic High School Students	$ 3,125	$ 3,300	$ 3,300
Academic Elementary Students	$ 3,698	$ 3,800	$ 3,900

That the non-resident tuition fees for students from Sioux Valley Educational Authority Inc. and other First Nations students attending Brandon Division schools during the July 2010 - June 2011 fiscal period, the July 2011 - June 2012 fiscal period, and for the July 2012 to June 2013 (subject to adjustment to reflect the audited financial statements) be set as follows:

	2009/2010 Final	2010/2011 Estimated	2012/2013 Estimated
Academic Elementary Students	$ 7,458	$ 7,500	$ 7,800
Academic High School Students	$ 6,125	$ 6,300	$ 6,400
Vocational Students	$ 8,284	$ 8,200	$ 8,700
Special Education Students	$20,297	$21,500	$21,500
Modified Program Students	$13,854	$14,200	$14,500

That the non-resident tuition fees charged to foreign students for the 2012/2013 school year be set at $9,500 per student and for the 2013/2014 school year be set at$10,000 per student.

C) **Confirm Payments of Account (May)**

The payments of account for May were accepted as circulated.

D) **Review Monthly Reports (May)**

The monthly report for May was accepted as circulated.

The Secretary-Treasurer spoke to his report regarding the Accumulated Surplus Percentages Suggestions (Appendix "A"). He had provided information based on the budget regarding the amount of money which would be held in accumulated surplus in amounts from 1% to 4%. Discussions were held regarding the amount of money currently in accumulated surplus; the need to establish a firm bottom line the Division would be comfortable with; the definition of extreme circumstances; and what factors Senior Administration believes the Board would need to take into consideration when determining the percentage to be established. The Committee directed Senior Administration to provide a report in September regarding the factors the Committee should take into consideration before recommending a percentage amount for the accumulated surplus.

Mr. Zabowski, Secretary-Treasurer, also provided preliminary information regarding the Division's up-coming fiscal year-end and audit.

E) **Supply Mount Cable NEC NPU300X Projectors Tenders**

Assistant Secretary-Treasurer, Mr. Labossiere, reviewed the tenders received for the supply, mount and cabling of 50 to 60 NEC Smart Board Projectors and answered Trustee questions for clarification. The Committee agreed to recommend Television City's proposal.

Recommendation:
That the tender from Television City in the total amount of $100,240 (including taxes) for the supply and installation of 50 projectors, with the option of purchasing 10 additional projectors with installation, be accepted.

F) **CISCO Network Switches – Request for Proposal**

Assistant Secretary-Treasurer, Mr. Labossiere, reviewed the tenders received for the CISCO Network Switches. The Committee agreed to recommend MTS Allstream's proposal.

Recommendation:
That the proposal from MTS Allstream in the total amount of $67,394.41 (including taxes) for the supply of CISCO Network Switches be accepted.

G) **SmartBoards – Programming Needs Request**

Secretary-Treasurer, Mr. Zabowski, noted the Division had budgeted for 48 SmartBoards for K-8 classrooms in the 2012/2013 budget. The Division will need an additional 13 SmartBoards in order to accommodate the number of classrooms currently configured for the 2012-2013 school year. Mr. Zabowski also reviewed the number of SmartBoards requested by the high schools. It was noted the Director of MIST would address the 48 SmartBoards requested. Throughout the school year he would review his budget to determine whether or not there were funds available to purchase the additional 13 boards. These additional boards would also be included in the 2013-2014 budget discussions.

5. OPERATIONS INFORMATION

- The Assistant Secretary-Treasurer reviewed his memo of May 18, 2012 regarding the school furniture tender.
- The Secretary-Treasurer reviewed the letter received from Services Canada declining the Division's request for support for summer employment. It was noted the Services Canada application form was directed towards summer employment which would lead to a career. It was agreed that future applications be prepared for possible apprenticeship positions in the future.

6. NEXT REGULAR MEETING: TBA

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

M. Snelling (Chairperson)	P. Bartlette
M. Sefton	L. Ross (Alternate)

Appendix A

BRANDON SCHOOL DIVISION
SCHEDULE OF REVENUE AND EXPENDITURES
2012/13 OPERATING BUDGET

	2011/2012 Budget	%	2012/2013 Budget	%
REVENUES				
Provincial Government	44,943,400	61.8%	49,157,900	62.3%
Federal Government	23,900	0.0%	23,900	0.0%
Municipal Government	26,578,700	36.5%	28,461,300	36.1%
Other School Divisions	222,200	0.3%	243,500	0.3%
First Nations	283,200	0.4%	285,000	0.4%
Private Organizations and Individuals	685,500	0.9%	712,400	0.9%
	72,736,900	**100.0%**	**78,884,000**	**100.0%**
EXPENDITURES				
Regular Instruction	42,453,900	58.4%	46,885,200	59.4%
Student Support Services	16,153,500	22.2%	16,794,200	21.3%
Community Education and Services	245,300	0.3%	255,600	0.3%
Divisional Administration	2,116,400	2.9%	2,386,700	3.0%
Instructional & Other Support Services	2,021,300	2.8%	2,194,900	2.8%
Transportation	1,795,600	2.5%	1,885,100	2.4%
Operations and Maintenance	6,440,600	8.9%	6,769,000	8.6%
Fiscal	1,255,800	1.7%	1,354,800	1.7%
	72,482,400		**78,529,500**	
Transfers To Capital	254,500	0.3%	354,500	0.4%
	72,736,900	**100.0%**	**78,884,000**	**100.0%**

Accumulated Surplus %		
1.00%	727,369.00	788,840.00
1.50%	1,091,053.50	1,183,260.00
2.00%	1,454,738.00	1,577,680.00
2.50%	1,818,422.50	1,972,100.00
3.00%	2,182,107.00	2,366,520.00
3.50%	2,545,791.50	2,760,940.00
4.00%	2,909,476.00	3,155,360.00