



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Monday, December 16, 2013, 2:00 p.m.
Board Room, Administration Office

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

Regrets: L. Ross

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:00 p.m. by Committee Chairperson, Mr. Kevan Sumner.

2. APPROVAL OF AGENDA

The Secretary-Treasurer requested the addition of one item under "Operations Information". The Finance Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

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

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2014-2015 Budget Process

The Secretary-Treasurer distributed a copy of last year's budget Resource Request form. It was reiterated that Senior Administration would be bringing forth a status quo budget without any resource requests. The motions approved by the Board and the message presented to all stakeholder groups have been advised that this was a "pause year" and nothing new would be brought forward. It was confirmed this direction had been the collective will of the Board. Therefore, it was agreed by the Committee that should any enhancements be brought forth it would be noted that they were from individual trustees.

The Committee provided direction regarding the revision of the Trustee Enhancement Request form. The Chairperson of the Committee noted he would send an email to Trustees with the revised form attached. He would request that Trustees fill out the form in as much detail as possible. Request forms are to be returned to the Secretary-Treasurer no later than January 17, 2014 in order for Senior Administration to add the proper monetary and staffing calculations to the requests.

The Finance Committee agreed all requests would be reviewed by the Committee at their regular meeting on January 27, 2014. The requests would then be presented to the public at the public forum on February 12, 2014.

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

The payments of account for November were accepted.

B) Review Monthly Reports (November)

The Secretary-Treasurer reviewed the monthly reports for November. Trustees asked questions for clarification. The reports were accepted.

C) Reconciliation of teaching staff

The Secretary-Treasurer spoke to the reconciliation of teaching staff (Appendix "A"), attached to the agenda. Discussions were held regarding the need to provide flexibility in the budget for accommodated returns. It was noted that the Division was 8.85 FTE over staffed for a total of approximately \$700,000. Senior Administration confirmed in the past the Division has under budgeted and then had to staff into October and November. Staff was in place for school start-up based on approved FTE, however, the enrollment came in under what had been projected resulting in an overage of teacher FTE's. In future, the Division will need to return to past practice of fewer enrollment increases.

Discussions were held regarding the enrolment projections for this year's upcoming budget deliberations and the impact of the current staffing on budget. Trustees asked questions for clarification regarding the reconciliation of teaching staff presented to them. They requested this item be included for the January agenda as well and continue to be brought forward on a regular monthly basis.

The Committee also requested Senior Administration contact representatives of Maple Leaf to obtain an update on their hiring statistics to determine the possible impact on student enrolment growth.

6. OPERATIONS INFORMATION

The Secretary-Treasurer distributed a letter received from the Division Solicitor regarding a fee increase for 2014. Discussions were held regarding the history and specialized knowledge provided by the Division solicitor. Trustees asked questions for clarification regarding what other Divisions do in this area; the cost of legal fees from year to year; retainer versus hourly rate. The Committee agreed to accept the letter received from the Division Solicitor and referred it to the 2014-2015 budget preparations. It was also agreed that future In-Camera discussions would be held on this item with the Board of Trustees.

7. NEXT REGULAR MEETING: Monday, January 27, 2014, 2:00 p.m., Board Room.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bartlette (Alternate)

2013/2014 Teacher Staffing Report
November 2013

		Balance
2013/14 Approved Teacher FTE		665.67
Assigned Teachers	670.64	
Teacher Vacancies that will not be filled	(0.93)	
Learning to 18 Grant	(0.50)	
EA transfers (R.H./Neelin)	(0.50)	
Policy 5026 - Respectful Workplace	(1.00)	
Workplace Health & Safety/Acommodated Returns (unbudgeted)	<u>(1.50)</u>	666.22
Difference in Teacher FTE		<u>0.55</u>
Fall Adjustments		
Estimated Enrolment shortfall (83.4 Students/13.03 ratio)	6.40	
Short Term Supports:		
Betty Gibson	0.10	
Earl Oxford	0.20	
Principal Interviewers	<u>0.10</u>	6.80
Add back Workplace Health & Safety /Acommodated Returns		<u>1.50</u>
Total Teacher FTE over budget		<u><u>8.85</u></u>