



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Monday, September 23, 2013, 2:00 p.m.  
Board Room, Administration Office

Present: L. Ross, M. Sefton, K. Sumner, Dr. D. Michaels, D. Labossiere.

### 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:10 p.m. by Trustee Linda Ross.

### 2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES:

It was agreed that Mr. Kevan Sumner would serve as Committee Chairperson for 2013-2014. It was further agreed that the Finance Committee meetings would be held on the fourth Monday of each month from 2:00 p.m. to 3:30 p.m. as follows:

Monday, October 28, 2013	2:00 p.m.
Monday, November 25, 2013	2:00 p.m.
Monday, December 23, 2013	2:00 p.m.
Monday, January 27, 2014	2:00 p.m.
Monday, February 24, 2014	2:00 p.m.
Monday, March 24, 2014	2:00 p.m.
Monday, April 28, 2014	2:00 p.m.
Monday, May 26, 2014	2:00 p.m.
Monday, June 23, 2014	2:00 p.m.

The Committee reviewed their responsibilities as noted on the agenda.

### 3. APPROVAL OF AGENDA

Trustee Sefton noted he would like to provide information regarding a meeting he and the Superintendent recently held with the Mayor. The Finance Committee Agenda was approved as amended.

### 4. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held June 24, 2013 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) 2014-2015 Budget Process

The Acting Secretary-Treasurer circulated a memo to the Committee regarding various factors which will impact the 2014-2015 Budget (Appendix "A"). Mr. Labossiere noted revenue, expenses and other factors which needed to be considered by the Committee when providing direction with respect to the preliminary budget. Trustees asked questions for clarification as Mr. Labossiere reviewed the memorandum. Discussions were held regarding provincial legislation in relation to child booster seats, the technical

vocational budget and the need to work towards an "enterprise software system" through the replenishment of the computer reserve.

The Committee also reviewed the discussions which had been held at the Board planning session held August 27, 2013 and the guiding principles agreed to by the Board at that meeting. The Committee agreed to bring forth a motion to the Board of Trustees regarding guiding principles for the 2014-2015 Preliminary Budget.

**Recommendation:**

In preparing for the 2014/2015 Budget, the Board of Trustees will be examining efficiencies in several areas, as follows:

- Enrollment efficiencies: including minimum enrollment and maximum number of credits;
- Program efficiencies: in consideration, no expansion of existing programs and no implementation of new programs;
- Staffing efficiencies: maintaining September 2013 staffing numbers with a consideration to possible staff reduction and examination of substitute teacher costs.

The Committee discussed the need to provide Senior Administration with direction in developing the preliminary 2014/2015 operating budget as it related to the guiding principles established by the Board of Trustees. Direction was provided with respect to the following: non-controllable expenditures; controllable services and supplies; school instructional budgets; capital and maintenance budgets. Further discussions were held regarding the surplus, the reserves and the impact the upcoming collective bargaining negotiations will have on the budget. It was agreed discussions regarding the computer reserve would be brought back to the Committee for further discussion following the stakeholder consultations. It was also noted that the Personnel Committee would be providing a recommendation to the Committee regarding the upcoming negotiations in due course.

**Recommendation:**

That the following guidelines be initiated for the 2014/2015 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$20.00 per pupil with \$3.00 being identified as second priority items;
- b) No increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) Maintain \$50,000 allocation for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) No increase provided for controllable services and supplies;
- f) No per pupil increase on the school instructional supply budget;
- g) Continue to budget for a 2% contingency fund.

The 2014/2015 budget provide for expected enrollment growth.

The Committee directed Senior Administration to begin to set up the stakeholder consultations following the October 15, 2013 Board meeting as follows:

- A consultation meeting for Teachers, CUPE, and Out-of-Scope;
- A consultation meeting for school principals;
- A consultation meeting with parents through the School Division Parent/Guardian/Advisory Committee;
- A consultation with the Chamber of Commerce.

**6. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**

**A) Confirm Payments of Account (June, July and August)**

The Acting Secretary-Treasurer answered Trustee questions regarding accounts. The payments of account for the months of June, July and August were accepted.

The Acting Secretary-Treasurer noted his department is still working on the audit and more information would be provided to the Committee in October. He confirmed that the preliminary numbers appear to be better than what was originally projected.

**7. OPERATIONS INFORMATION**

NIL

**8. NEXT REGULAR MEETING: Monday, October 28, 2013, 2:00 p.m., Board Room.**

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

\_\_\_\_\_  
K. Sumner (Chairperson)

\_\_\_\_\_  
L. Ross

\_\_\_\_\_  
M. Sefton

\_\_\_\_\_  
P. Bartlette (Alternate)



# BRANDON SCHOOL DIVISION

*Office of the Secretary-Treasurer*

Mr. Denis Labossiere, Acting Secretary-Treasurer

Appendix "A"

## MEMORANDUM

DATE: September 19, 2013  
TO: Finance Committee  
FROM: Denis Labossiere, Acting Secretary-Treasurer  
SUBJECT: Factors which will impact the 2014-2015 Budget

In preparation of the Brandon School Division 2014-2015, the following factors will impact the budget and must be taken into consideration during the budget development process:

### Revenue:

- Enrollment growth
- Assessment and growth in Brandon
- Equalization Support
- Provincial Funding
- Provincial Level Funding
- 20K3 funding
- Revenue from other sources: Other School divisions, First Nations and Private Organizations
- Municipal Government - local tax and budget increases from prior years

### Expenses:

- Inflation (3% from July 2012 to July 2013)
- 1% PST increase on supplies and services
- Enrollment growth = increased costs for supplies, staffing, and services
- Salary Provisions:
  - Increments
  - Non-negotiated salary increases as both collective agreements expire June 30, 2014
  - Joint Job Evaluations to include external comparisons
  - Change in teacher and support staff demographics
- Staff Benefits:
  - Canada Pension Plan, Employment Insurance, Workers Compensation
  - Leaves – parental, maternity, personal days, other leaves, sick time, substitute costs
  - Non-negotiated benefit increases - collective agreement negotiations such as:
    - Relief time/Prep time/Fixed hours of work
    - Smaller class sizes for middle and senior years
    - Compensatory – special needs students in classroom

*"Accepting the Challenge"*

- Sustainability of Division's Current and Future Operations/Growth
  - Infrastructure development including staff, technology and facilities
  - Professional Learning
- Board of Trustee Election costs – i.e.: Returning Officer, Custodians and other costs
- Inflationary increase for controllable expenditures – school instructional budgets
- Non-controllable expenditures such as:
  - Utilities – water, natural gas, hydro, garbage
  - Bus gas and school bus maintenance – external repairs
  - Property & vehicle insurance
  - Property Taxes
- Interest costs for line of credit (bank balances are affected by lower accumulated surplus, lower capital reserves and cash flow for increased capital projects)
- Safety and security of schools
- Inflationary increase for Capital Maintenance Budget

Other:

- Accumulated Surplus – 2% of operating budget
- Reserve for Enterprise Resource Planning (ERP) computer system (replenish computer reserve)
- Vocational Equipment Replacement including technology
- Provincial Legislation:
  - Bill 13 – Appropriate Educational Programming (mandatory attendance to age 18)
    - Infrastructure needs for ARYP, Upper Deck and Off Campus
  - Bill 18 – Safe and Inclusive Schools
  - New Math Curriculum
  - 20K3
  - Provincial Report Card
  - Workplace Health and Safety Act
  - Community Use of Schools
  - Booster Seats for children under 9
- Programs and infrastructure for increasing diversity of student learning needs:
  - English as an Additional Language
  - At-Risk Youth
  - High needs students (including full day/every day Kindergarten)
  - Students with Aboriginal Heritage
- Effects of population growth on Facility Sustainability:
  - Deferred maintenance
  - Facility development
  - School building capacity
  - Transportation needs – buses, bus garage and yard
  - Equipment/Furniture from Capital Budget (eg. chairs, desks, tables, etc.)

*“Accepting the Challenge”*