



"Accepting the Challenge"

Finance Committee Minutes

Monday, September 20, 2010 – 1:00 p.m.
Board Room, Administration Office

Present: G. Buri (Chairperson), R. Coey, L. Ross (alternate) (exited at 11:10 a.m.), Dr. D. Michaels (entered at 10:30 a.m.), G. Barnes, K. Zabowski.

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 10:10 a.m. by Committee Chairperson, Mr. Buri.

3. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS

A) Confirm Payments of Account (June/July)

The payment of accounts for June and July circulated to the Committee were reviewed. The payment of accounts as circulated were accepted.

B) Review Monthly Reports (June/July)

Assistant Secretary-Treasurer, Kevin Zabowski, reviewed the monthly financial reports as circulated noting the status to the June 30, 2010 year-end. The Committee asked questions for clarification. The Assistant Secretary-Treasurer elaborated on over and under expended funds. It was noted that several adjustments had been made this year due to the payout of retro pay to staff. The financial report was accepted.

C) Banking Tender

The tender letter provided regarding proposed banking services was received as information by the Finance Committee.

D) 11/12 Budget Preparations

The Secretary-Treasurer, Mr. Barnes presented guidelines to be initiated in the 2011/2012 Budget preparations.

Discussions were held regarding proposed budget dates; leaving all stakeholder meetings until after the elections; increasing the heating repair budget; adding the 1% inflationary increase in the capital and maintenance budget to the Director of Facilities and Transportation's discretionary fund; adding the 1% inflationary increase to the instruction budgets towards equity. Discussions were held regarding whether or not the 1% increase in the capital and maintenance budget should be provided directly to school principals or to the Director of Facilities and Transportation's discretionary fund. Discussions were also held regarding whether or not the 1% increase in instruction budget should go towards equity or be

applied equally across all schools. It was agreed to bring the dates and preliminary budget guidelines forward to the Board in the form of two separate motions.

Recommendation:

That the proposed budget dates for the 2011/2012 budget deliberations be as follows:

Wednesday, February 2, 2011	Public Forum
Tuesday, February 22, 2011	All Day Budget Meeting
Monday, March 7, 2011	Special Board Meeting – Public Presentations
Monday, March 14, 2011	Regular Board Meeting – Approve Budget

That the following guidelines be initiated for the 2011/2012 Preliminary Budget preparation:

- a) The Capital and Maintenance per capita school allocation remain at \$18.00 per pupil with \$3.00 being identified as second priority items;
- b) A 1% inflationary increase on the capita school amount be allocated to the Maintenance Department contingency;
- c) \$19,200 for equity/aging buildings;
- d) Inflationary increases be provided as advised by suppliers eg: employee benefits, utilities, school bus maintenance;
- e) A 1% inflationary increase provided for controllable services and supplies;
- f) A 1% inflationary increase on the school instructional supply budget to be allocated to the school equity account;
- g) The 2011/2012 budget provide for expected enrollment growth.

E) **FRAME Report – 2008-2009 – Actual**

Secretary- Treasurer, Mr. Barnes, noted the FRAME Report 2008-2009 Actual had been presented to the Board of Trustees at their regular meeting held on September 13, 2010, however, it was now being brought to the Finance Committee in case the Committee wished to discuss the matter further. The report was received as information.

F) **Teacher Staffing Update**

Associate Superintendent, Mr. Malazdrewicz, distributed and reviewed information regarding school enrollment and class size and composition. He noted there were a number of “hot spots” which needed to be addressed and provided information regarding the following:

New Era School:

Request 3.0 FTE be assigned to New Era School (English Program) to split the Kindergarten class; provide an additional 1/2 multi-age class and 3/4 multi-age class; provide an additional 0.5 FTE to reduce core program pressure in the Grade 7 class.

Meadows School:

Request 1.5 FTE be assigned to Meadows School to split the Kindergarten class; provide a 7/8 multi-age class. It was noted that these positions will fill the last two currently available classroom spaces at Meadows School.

Riverview School:

Request 1.0FTE be assigned to Riverview School to split the Grade 1/2 class which is at 30 students in its current configurations. It was noted this would allow the school to adjust to anticipated additional growth through the year.

Earl Oxford:

Request 1.0FTE be assigned to Earl Oxford School to provide an additional 7/8 multi-age class.

O'Kelly School:

Request 0.5 FTE be assigned to split the Kindergarten classroom which is currently stable at 27 students.

Mr. Malazdrewicz noted the total requirement for staff allocation was for 7.0 FTE. He further noted that a total of 2.5FTE remained unallocated in the Superintendent's discretionary staffing allocation and therefore only an additional 4.5 FTE is required in the way of an overexpenditure.

Trustees asked questions for clarification regarding what number Senior Administration used for staffing. Mr. Malazdrewicz noted their staffing numbers in the spring had been based on 7531 and to date the division is sitting at approximately 7645 students. It was further noted that additional staff may be required early in 2011 to address any additional EAL enrollments prior to Spring Break 2011.

Recommendation:

That 4.5 FTE additional Teaching Staffing positions, to address class size and composition matters presented at the September 20, 2010 Finance Committee Meeting, effective October 1, 2010, at a cost of \$260,800 be approved and be funded from the 2010/2011 increase in the Provincial Enrollment Change Grant.

5. OPERATIONS INFORMATION

The approval of Manitoba Education to increase the Computer Reserve to \$700,00 was received as information.

6. NEXT REGULAR MEETING: Monday, October 18, 2010, 10:00 a.m., Board Room.

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

G. Buri, Chair

R. Coey

L. Ross (alternate)