



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Thursday, November 13, 2014, 12:00 p.m.  
Boardroom, Administration Office

Present: M. Sefton, P. Bartlette, L. Ross (departed meeting 1:35 p.m.), K. Sumner, Dr. D. Michaels (entered 12:15 p.m.), D. Labossiere, E. Jamora.

Guest: K. Boklaschuk

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### 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:05 p.m. by Trustee Kevan Sumner.

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

It was agreed that Mr. Kevan Sumner would serve as Committee Chairperson for 2014-2015. It was further agreed that the Finance Committee meetings would be held on the third Thursday of each month from 10:30 a.m. to 12:00 p.m. as follows:

Thursday, December 18, 2014	10:30 a.m.
Thursday, January 15, 2014	10:30 a.m.
Thursday, February 19, 2014	10:30 a.m.
Thursday, March 19, 2014	10:30 a.m.
Thursday, April 16, 2014	10:30 a.m.
Thursday, May 21, 2014	10:30 a.m.
Thursday, June 18, 2014	10:30 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

### 3. APPROVAL OF AGENDA

K. Sumner requested that one item be added to the agenda.

The Finance Committee Agenda was approved as amended.

### 4. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held October 14, 2014 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) 2015-2016 Budget Process

- The Secretary-Treasurer reviewed the budget schedule, dates are dependent on the funding announcement.

- The Secretary-Treasurer presented a report on factors which will impact the upcoming budget and noted that these factors were previously discussed with Trustees at the Trustee Professional Development Seminar.
- Establish questions for Stakeholder meetings. The Committee discussed the purpose and the format of the questions to Stakeholders. The questions should be based in the areas of academic preparedness, global citizenship, health and wellbeing, as there are 7 broad areas on our Strategic Plan. Kelli Boklaschuk, Communications and Technology Specialist, will draft the questions and forward to the Committee members for review. It is important to send questions to Stakeholders prior to the scheduled meeting.
- The following are the Stakeholder meeting dates:
  - School Principals – Monday, November 24, 2014 – 4:00 p.m.
  - Employee Groups – Wednesday, December 3, 2014 – 4:30 p.m.
  - Chamber of Commerce – Monday, December 8, 12:00 p.m.
  - School Div/Parent/Guardian Advisory – Tuesday, December 9, 7:00 p.m.
- Trustee Request Form for the 2015-2016 Budget – requests are due by Noon – Friday, December 12, 2014. The Secretary-Treasurer indicated the form would be emailed to Trustees by Friday, November 14, 2014.
- Committee discussed the Public Budget Consultation Survey questions and the tight timelines with analyzing the survey results. Kelli Boklaschuk will draft a form for feedback from the public.
- In-Camera discussion: The Committee discussed salary provisions to be used for the 2015-2016 Preliminary Budget and provided direction to Senior Administration.
- Trustee Sumner asked questions in regards to the Health Care Aide Program at Crocus Plains. The Secretary-Treasurer indicated that he and the Associate Superintendent, Greg Malazdrewicz, met with representatives from ACC in October to discuss a MOU (Memorandum of Understanding) in regards to the Health Care Aide Program. A MOU will be presented to the Board of Trustees in the near future.
- Trustee Sumner discussed the sustainability of the budget and look at a four year plan instead of an annual cycle. He will discuss this when the Board meets in January to set Board goals.

## **6. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**

### **A) Confirm Payments of Account (October)**

- The payments of account for the month of October were accepted as circulated.

### **B) Review Monthly Reports (September)**

- The reports for the month of September were accepted as circulated.

## **7. OPERATIONS INFORMATION**

NIL

## **8. UPCOMING MEETINGS**

Finance Committee and School Principals Meeting – Monday, November 24, 2014, 4:00 p.m.

Finance Committee and Employee Groups Meeting – Wednesday, December 3, 2014, 4:30 p.m.

Finance Committee and Chamber of Commerce – Monday, December 8, 12:00 p.m.

Finance Committee and School Division/Parent/Guardian Advisory – Tuesday, December 9, 7:00 p.m.

**NEXT REGULAR MEETING: Thursday, December 18, 10:30 a.m., Boardroom.**

The meeting adjourned at 1:50 p.m.

Respectfully submitted,

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K. Sumner (Chairperson)

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L. Ross

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M. Sefton

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P. Bartlette (Alternate)