



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Wednesday, April 19, 2017 – 12:00 p.m.  
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross, K. Sumner  
D. Labossiere, E. Jamora, M. Casavant

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### **1. CALL TO ORDER**

The Finance Committee Meeting was called to order at 12:10 p.m. by Committee Chair Mark Sefton.

### **2. APPROVAL OF AGENDA**

Trustee Sumner noted he had one addition to the agenda.

The agenda was approved as amended.

### **3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY**

The Minutes of March 23, 2017 were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

#### **A. 2017-2018 Budget Process**

The Committee discussed the various Stakeholder meetings that occur in the fall each year in preparation for the budget.

As part of the budget process review, the Committee agreed to schedule informal meetings in May with the BTA and CUPE executive, requesting input on the budget process and Public Consultation Forum.

### **5. OTHER COMMITTEE GOVERNANCE MATTERS**

#### **A. School Fees**

The Committee reviewed the *Review of School Fees in the Brandon School Division* report by Mr. Paul Cuthbert, Cuthbert Consulting.

The report examined the following in regards to school fees:

1. Are the current fees being charged in Brandon School Division compliant with provincial legislation on school fees?
2. Are there discrepancies between schools in the Brandon School Division of similar grade level regarding the types of fees and the amount of those fees?
3. How do the current fees in the Brandon School Division compare with those in other school divisions?

Some of the items noted in the report included:

- Inconsistency across the Division regarding school fees
- Fundraising policy did not address the responsibility of advisory councils, parent councils and student councils in complying with the Provincial policy

Mr. Labossiere reviewed the recommendations from Mr. Cuthbert, they included:

1. That the Brandon School Division develop a Policy/Administrative Procedure related to School Fees.
2. That the Brandon School Division develop a standard fee schedule for Elementary and High Schools. This fee schedule could set actual fees or ranges of fees that may be charged.
3. That the Brandon School Division schools publish a list of school fees for parents prior to the start of each school year.
4. That the Brandon School Division develop a procedure for each school to submit an annual school fee and fundraising plan to the Superintendent's department for approval prior to the start of each school year.
5. That the Brandon School Division revise their current School Fundraising policy.

The Committee also discussed the Equity Policy (1001.1) and the different school supply lists provided BSD schools for the same grade level. The Committee referred the report to Sr. Administration to identify next steps including possible consultations in the fall of 2017.

## **B. BSD Continuous Improvement Plan**

### **Computers for Teachers:**

Mr. Labossiere spoke to this item and reviewed the report and recommendation provided by Mr. Brent Ewasiuk, Director, Management and Information Systems Technology.

As indicated by the IBM report on leveraging digital, the Division needs to provide all teachers with computers to increase their comfort level with technology. As the teachers' comfort level grows, their ability and desire to leverage digital when and where appropriate in the classroom will grow as well.

Trustees asked questions for clarification regarding future replacement of the units and disposing of old laptops.

In order to provide all teachers with computers, the Committee agreed to proceed to tender for 300 laptops and purchase through the 2016-17 operating budget.

### **Replacement of Laptop Computers:**

Mr. Labossiere spoke to this item and reviewed the report and recommendation provided by Mr. Brent Ewasiuk, Director, Management and Information Systems Technology in regards to replacing 320 laptop computers that are 5 years old.

The Committee discussed the issues and durability of the 5 year old laptops.

Dr. Casavant indicated that Mr. Ewasiuk will be presenting an 8 year Capital plan to the Board in the new year.

The Committee agreed to proceed to tender for 320 laptops and purchase through the 2016-17 operating budget.

**Literacy Best Practices:**

Dr. Casavant spoke to this item and reviewed the report provided by Mr. Mathew Gustafson, Assistant Superintendent.

Senior Administration advised the Committee that to proactively resource the Literacy Best Practice work for the Continuous Improvement Plan, the Division is purchasing \$100,000 in Literacy Resources in 2016-2017. The Committee discussed and asked questions for clarification.

**C. Board Budget Work Plan**

Trustee Sumner added this item to the agenda for discussion by. He advised that Judy White, who is completing a review on the Brandon School Division Policy Review Manual, has asked questions regarding a Board budget work plan. Dr. Casavant responded that the Board Work Plan is currently being updated and as additional information is available it will be provided to Ms. White by Dr. Casavant and Mr. Labossiere.

**D. Tenders**

The Committee reviewed Purchasing Policy 3011 and had a discussion regarding tendering for auditing, banking and legal services and agreed that the Division stay with the current practice. The Division will continue to tender auditing services. Banking and legal services will be tendered if Senior Administration determines there is an advantage for the Division to do so.

**E. Confirm Payments of Account**

The payments of account for the month of March were accepted as circulated. Trustees asked questions for clarification.

**F. Review Monthly Reports**

Mr. Labossiere noted that his office is currently preparing for the March audit.

**6. OPERATIONS INFORMATION**

**7. NEXT REGULAR MEETING: Thursday, May 18, 2017, 12:00 p.m., Boardroom**

The meeting adjourned at 2:07 p.m.

Respectfully submitted,

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M. Sefton (Chair)

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L. Ross

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K. Sumner

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J. Murray (Alternate)