



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Monday, June 24, 2013, 12:00 p.m.  
Board Room, Administration Office

Present: M. Snelling (Chairperson), M. Sefton, Dr. D. Michaels, K. Zabowski,  
D. Labossiere.

Regrets: L. Ross

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### 1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 12:10 p.m. by the Committee Chairperson, Trustee Snelling.

### 2. APPROVAL OF AGENDA

The Chairperson requested discussions regarding staff parking fees if time allowed. The Finance Committee Agenda was approved as amended.

### 3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held June 3, 2013 were received as information. Trustee Sefton reiterated his concerns regarding limiting the number of stakeholder meetings and combining the parent councils with the Chamber of Commerce. Mr. Zabowski, Secretary-Treasurer, confirmed the proposed changes to the 2014-2015 operating budget were guidelines which could be amended as the Board directed.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Governance Goal Update

The Secretary-Treasurer spoke to the work completed with respect to the Finance Committee's Governance Goals. He noted that the new proposed guidelines would be incorporated for the 2014-2015 budget process. Dr. Michaels, Superintendent, confirmed that a comprehensive needs assessment had been completed for each school in the 2013-2014 budget process. Trustee Snelling also requested that the Board's decision to work towards a balanced budget and maintain a 2% accumulated surplus reserve be included in the "progress to date" on the goal chart. Superintendent, Dr. Michaels, spoke to the government funding received noting it only addresses a portion of the student needs. This fact continues to be a challenge to the Division when addressing student needs and various government initiatives. Trustee Snelling also suggested the Goals be amended to include a second objective that would direct the Board to work towards meeting the growth needs of the Division. Further discussions regarding this matter would be discussed at the Board planning session to be held August 26, 2013.

**B) 2014-2015 Budget Process**

The Secretary-Treasurer confirmed the Board would be meeting at the end of August and discussions regarding the 2014-2015 process would be discussed in detail at that time. These discussions would then provide Senior Administration with the direction they need to prepare the budget for 2014-2015.

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

The Assistant Secretary-Treasurer answered Trustee questions regarding accounts. The payments of account for May were accepted.

**B) Review Monthly Reports (May)**

The Assistant Secretary-Treasurer spoke to the monthly reports. Trustees asked questions for clarification with respect to building assets and debenture debts. The monthly reports for May were accepted.

The Secretary-Treasurer circulated information he would be providing to the Board of Trustees at their regular meeting to be held June 24, 2013, with respect to Projected Over-Expenditures as of May 31, 2013. The Assistant Secretary-Treasurer spoke to the increase in utilities due to the cold winter as well as the increase in property taxes to the Division due to the Local Improvement Debt Servicing fee and the Debenture Debt Non-Residential fee. The Secretary-Treasurer confirmed he would be following up with the City of Brandon regarding the increased fees to the property tax. Trustees requested clarification as to the salary costs noted in the over-expenditures. Mr. Zabowski confirmed the projected deficit of \$1,592,357 will impact the accumulated surplus resulting in an unallocated accumulated surplus of \$247,781 or 0.31% of the 2012/2013 Operating Budget. He confirmed the following factors will negate this reoccurrence in the 2013/2014 Operating Budget:

- The Board has provided budget for the Respectful Workplace legislation in the 2013/2014 budget; and
- The Board has provided additional budget for parental and maternity leaves to account for the increasing trend of providing these benefits to Division employees.

Trustees expressed concern regarding the over-expenditures noting the Division does not have the funds available to address the needs of students. Superintendent, Dr. Michaels, confirmed the Board needs to have discussions regarding what the implications are if the Division is not addressing the needs of students due to lack of funding. She confirmed that Senior Administration would in the future be providing Trustees with a breakdown of what it costs to educate each student in the Division.

**C) Staff Parking Fees**

The Chairperson noted he would like to discuss the staff parking fees and the need to increase the fees. It was confirmed that this matter had been discussed in detail at the Facilities and Transportation Committee meeting and would be reported to the Board at the regular meeting to take place on June 24, 2013. The Secretary-Treasurer reviewed the increase required in order to meet electrical cost recovery. He noted that the increase will come to the Board as a motion through the report of Senior Administration at the July 8<sup>th</sup> Board meeting.

Further discussions were held regarding whether or not the motion to increase should be postponed to the fall following consultation with staff. It was noted that there was no need to hold consultation for cost recovery with respect to hydro usage. However, the consultation that the Facilities and Transportation Committee was proposing in the fall should be held with staff to receive their feedback.

6. **OPERATIONS INFORMATION**

7. **NEXT REGULAR MEETING: TBA**

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

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M. Snelling (Chairperson)

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L. Ross

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M. Sefton

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G. Kruck (Alternate)