



"Accepting the Challenge"

# Finance Committee Minutes

Monday, December 19, 2011, 2:00 p.m.  
Board Room, Administration Office

Present: P. Bartlette, M. Sefton, L. Ross (alternate),  
Dr. D. Michaels, G. Barnes, K. Zabowski, D. Labossiere  
Regrets: M. Snelling (Chairperson)  
Guest: K. Sumner (exited at 3:20 p.m.)

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## 1. CALL TO ORDER:

It was agreed Trustee Bartlette would act as Chairperson for the meeting. The Finance Committee Meeting was called to order at 2:05 p.m. by Acting-Chairperson, Trustee Bartlette.

## 2. APPROVAL OF AGENDA

Trustee Sumner asked if the Committee would consider discussing how best to communicate with the public regarding budget deliberations for 2012-2013 given the current climate in Brandon. The Finance Committee Agenda was approved as amended.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS

### A) 2012/2013 Proposed Budget Discussions

The Committee reviewed the various programming needs request which would be brought forward for budget discussions 2012-2013. Discussions were held regarding the adjudicated youth; mobile computing; lack of government funding; equity; the continuing growth of diversity in the classroom; access to the local levy; and the City's budget. It was noted by the Secretary-Treasurer that the City budget and the School Division budget are two separate budgets with separate needs. He cautioned the Committee about mixing the two budgets or allowing one budget to affect the other.

The Assistant Secretary-Treasurer, Mr. Zabowski, noted the budget package would move forward to the Special Board Meeting to be held on January 16, 2012. At that time, he would provide the Board with background information and other information required by the Board in order to begin deliberating on the budget at their all day budget meeting to be held on February 21, 2012. The Committee was reminded that debate on the proposed programming needs requests would not be taking place at the Special Board Meeting to be held in January, but rather at the all day meeting to be held in February.

Trustee Sumner noted that this would be a challenging budget for the Board of Trustees. He spoke of the benefits of increasing transparency and engaging the public. He referenced the City of Brandon's opinion/editorial pieces in the Brandon Sun prior to their budget deliberations talking about the City's needs. He suggested the Division also look at such proactive measures to advise the public of the needs of the Brandon School Division, such as the government mandated initiatives regarding class size; adjudicated youth; and the ramifications of Bill 13. It was noted that this would be one of the key topics during the Board's Retreat to be held January 13 and 14, 2012.

**4. OTHER COMMITTEE GOVERNANCE GOAL ITEMS****A) Audit Tender**

Mr. Zabowski and Mr. Labossiere reviewed the results of the audit tender. Mr. Labossiere spoke to the requirements of the audit tender and answered Trustee questions for clarification. Information from the Government regarding what a Division should consider when choosing an auditor was circulated for information. Discussions were held as to whether or not the Committee would set-up an interview process as well. It was agreed the Secretary-Treasurer's Department would obtain the opinion of the Division's solicitor before making a final recommendation to the Board of Trustees. The matter would be brought back to the next regularly scheduled meeting of the Committee for further discussion together with the opinion of the solicitor.

**B) Confirm Payments of Account (November)**

The payments of account for November were accepted as circulated.

**C) Review Monthly Reports (November)**

Mr. Zabowski noted further details on the monthly report would be provided in January. The monthly financial report for November was accepted.

**5. OPERATIONS INFORMATION**

- The letter from the Division solicitor noting his rate increase was received as information.

**6. NEXT REGULAR MEETING: Monday, January 16, 2011, 1:00 p.m., Board Room**

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

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M. Snelling (Chairperson)

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P. Bartlette

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M. Sefton

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L. Ross (Alternate)