



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. MONDAY, JANUARY 21, 2013.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson (entered at 7:12 p.m.), Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Kruck, Dr. L. Ross (entered at 7:20 p.m.), Mr. M. Snelling, Mr. K. Sumner (entered at 7:10 p.m.)

Mr. K. Zabowski, Secretary-Treasurer, S. Bailey, Recording Secretary, Live Streaming Video Operator, Ms. M. Smoke-Budach.

Dr. D. M. Michaels, Superintendent/CEO, Mr. G. Malazdrewicz, Associate, Mr. D. Labossiere, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. D. Karnes.

CALL:

The Chairperson called the meeting to order at 7:00 p.m. noting the meeting had been called for the purpose of considering the following:

- a) 2013/2014 Preliminary Budget Discussions.

The Chairperson referred to the Call and welcomed observers to the meeting. He highlighted a number of factors which impact the 2013/2014 Budget, including the following:

- Implementation costs for increasing diversity in all areas to which the Division receives limited to no funding;
- The need for sustainability now and into the future;
- Projected enrollments and capacity issues;
- The need to increase the Accumulated Surplus;
- The lack of funds in the Reserve Accounts.

The Chairperson also confirmed the purpose of the meeting was for information only and there would be no decisions or debate taking place at this time. Mr. Sefton then turned the meeting over to the Secretary-Treasurer.

Mr. K. Zabowski, Secretary-Treasurer, noted the purpose of his presentation was to provide preliminary information regarding the 2013-2014 Budget deliberations. Through his presentation, he hoped to assist the Board of Trustees in familiarizing themselves with the budget issues in advance of the February 19, 2013 Budget Meeting.

The following documents were circulated to Trustees:

- 1) Preliminary Budget Discussion 2013/2014;
- 2) List of Resource Requirements for 2013/2014;
- 3) Capital & Maintenance Budget 2013/2014.

The Secretary-Treasurer highlighted the factors impacting the budget considerations, including: enrollment changes; programs for increasing diversity of student learning needs; Provincial legislation; infrastructure and support for program delivery, Collective Agreement costs, funding and facility sustainability. He also provided detail regarding the budget development process; how the Division compared to the Manitoba Provincial Average using the 2012/2013 Provincial FRAME Budget Report; an analysis review of past budget increases; development of the staffing budget; discussions regarding the accumulated surplus; the reserve accounts; and a summary of the 2013/2014 Capital and Maintenance Budget.

Mr. Zabowski, Secretary-Treasurer presented the Board Member/Committee Resource Requirement Requests totaling \$4,600,900 as follows:

AREA	ITEM(S)	STRATEGIC DIRECTION	COSTS					
			FTE	Staff	Supplies	Others	Total	
	<u>Trustee/Board Committee Resource Requirements</u>							
Business	Community Relations Budget for meeting with public	QL				8,000		8,000
						8,000		8,000
Facilities	Maintenance and upgrades to playgrounds	QSS				5,000		5,000
	Division costs for portable classrooms (linkage, ramps etc.)	QL/QT/QSS				84,000		84,000
						89,000		89,000
Human Resources	Implementation of 20K3 Year 2. (6.7 Teachers, 3 Ancillary Support Teachers)	QT/QL/QSS	9.70	769,200	71,500			840,700
	BSSAP worker for Valleyview school.	QSS/QL	0.50	13,700				13,700
	École New Era - Earl Oxford Transition	QSS/QT/QL	3.00	119,200	15,000	16,300		150,500
			13.20	902,100	86,500	16,300		1,004,900
Supplies	iPad carts/laptops for each floor in schools without elevator (Meadows, O'Kelly)	QL/QSS			22,800			22,800
	Evaluation of Vocational equipment needs.	QL/QSS				5,000		5,000

	Instructional budget - increase by \$5.00/student, current rate of \$15.00/student to \$20.00/student.	QSS			40,200		40,200
	Instructional budget for field trip allocation	QL/QSS			18,000		18,000
	Emergency funding for sports travel teams due to inclement weather.	QSS			10,000		10,000
					91,000	5,000	96,000
	Total Trustee/Board Committee Resource Requirements		13.20	902,100	177,500	118,300	1,197,900

	<u>Senior Administration Resource Requirements</u>						
Business	Secretarial Overload for Senior High Schools.	QSS		9,600			9,600
	Communication and translation budget.	QSS			20,200	8,000	28,200
	Wellness day budget.	QSS		20,000			20,000
	Smart Board maintenance	QSS			10,000		10,000
	Telepresence video conference package.	QSS				8,000	8,000
				29,600	30,200	16,000	75,800
Facilities	Security cameras, mirrors and card access/lock down for schools.					150,000	150,000
						150,000	150,000
Human Resources	Provide remaining schools with Coquitlam Formula.	QSS	2.80	93,600			93,600
	Technical Support Specialist and SharePoint/Database Programmer in MIST Department	QSS	2.00	136,200		6,900	143,100
	Communications & Technology Assistant	QSS	1.00	54,200		1,700	55,900
	Research and Evaluation support	QSS				6,500	6,500
	Full Day/Every Day Kindergarten - George Fitton	QL	4.50	192,500	16,500		209,000
	Divisional Principal for Office of the Superintendent	QL/QT/QSS	1.00	114,900		6,200	121,100
	Job Evaluation Secretary and part-time Sub Booking Clerk	QSS	1.50	84,600			84,600
	Facilities planner (data management).	QSS	1.00	80,000		3,500	83,500
	Reading Recovery Teachers	QL/QT	1.50	118,900			118,900

	Vice-Principals	QSS	3.50	343,000			343,000
	Educational Assistant hours.	QSS		40,000			40,000
	Staff Co-ordinator for Professional Development for Support Staff	QSS	1.00	53,400		3,500	56,900
	Training for MIST Department	QSS			9,000		9,000
	Secretary for Neelin High School Off-Campus program	QSS	1.00	37,900			37,900
	Secretary for École New Era School	QSS	1.00	37,900			37,900
	Educational Assistants assigned to AEP	QSS	15.00	367,500			367,500
	Teachers	QL/QT	7.00	555,100			555,100
	Professional Development for Advanced Placement programs and Divisional Initiatives	QSS/QT/QL				76,600	76,600
	Recruitment of Teachers and Relocation Costs	QSS				26,000	26,000
			43.80	2,309,700	25,500	130,900	2,466,100
Learning Support Services	Teacher Mentorship Initiative	QT				32,000	32,000
	External International Examinations (Advanced Placement/International Baccalaureate)	QL			15,000		15,000
	F1 Competition Participation	QL			33,500		33,500
	School Based Technology	QL/QSS				140,000	140,000
					48,500	172,000	220,500
Supplies	Learning Resources	QL			410,000		410,000
	Middle Years Home Economics, Industrial Arts, Band Support	QL			10,000	4,700	14,700
	Assistive Technology/Occupational Therapy funding	QL/QSS				12,200	12,200
	Science equipment, sound field systems, additional classroom furniture	QL				53,700	53,700
					420,000	70,600	490,600
	Total Senior Administration Resource Requirements		43.80	2,339,300	524,200	539,500	3,403,000
	Total Resource Requirements for 2013/2014		57.00	3,241,400	701,700	657,800	4,600,900

The Secretary-Treasurer concluded his presentation by providing the Board with the next steps in the Budget Process. He noted the Provincial Funding Announcement should be released before February 1st, 2013. He confirmed the Public Budget Forum would take place on February 6, 2013 at Earl Oxford School, followed by the All-Day Budget Meeting on February 19, 2013. The Special Board Meeting scheduled for March 4, 2013 would allow for the public to make presentations to the Board regarding the proposed decisions made at their All-Day Budget meeting. The Board would approve their budget on March 11, 2013 after which the special levy would be forwarded to Municipalities by March 15, 2013.

Trustees thanked the Secretary-Treasurer for his presentation and asked questions for clarification regarding portables; full day/every day kindergarten; calculation of Educational Assistant FTEs; teacher staffing requests and the accumulated surplus.

Mr. Snelling – Mr. Kruck

That the meeting do now adjourn (8:40 p.m.)

Carried.

Chairperson

Secretary-Treasurer