



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 9:00 A.M., TUESDAY, FEBRUARY 21, 2017.

PRESENT:

Mr. K. Sumner, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. Eunice Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

CALL:

The Chairperson called the meeting to order with a traditional heritage acknowledgement at 9:00 a.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Budget Deliberations for 2017-2018

Chairperson, Kevan Sumner, provided opening remarks and welcomed everyone to the meeting. Trustee Sumner explained the process of the budget deliberations including debating and discussing the actual proposals. He recommended to Trustees that the normal rules be suspended to allow people to speak more than twice on any one item. The Board agreed to this recommendation.

Dr. Marc Casavant, Superintendent of Schools, reviewed his memo to Trustees regarding the Board of Trustees' Consideration of the Operating Budget 2017-2018. Dr. Casavant spoke on the Framework for Continuous Improvement, introduced by the Progressive Conservative government in May 2016, which emphasizes coherence, capacity building, data informed decision making, and shared responsibility. Dr. Casavant also spoke on Strategic Priority Alignment, the current set of strategic priorities, and challenges facing the Division.

Dr. Casavant indicated that Senior Administration is currently reviewing middle-years programming, school fees, before and after school programs, roles and responsibilities of Response to Intervention (RTI) positions, the need for a Professional Development (PD) platform, the tech plan, and high school programming.

Trustee Sefton, Finance Committee Chair, spoke and indicated that the Board takes the budget very seriously, as it sets the direction for the next school year and the year after that. He spoke on the desire for a sustainable budget, on enrollment growth and inflation. Trustee Sefton thanked the Finance Department Staff, Secretary-Treasurer and Assistant Secretary-Treasurer for all their hard work on this budget. He noted the input from the

stakeholder groups and thanked everyone for providing input during those meetings and the Public Budget consultation held on February 15, 2017.

Mr. Labossiere, Secretary-Treasurer, reviewed the 2017-2018 Financial Budget document and noted that the objective of the day was for the Board to give tentative approval to the 2017-2018 Operating Budget. He noted the upcoming deadlines with respect to presentations by the public, voting on the budget, and forwarding the budget information to Municipalities and the Government.

(Mr. Gustafson exited at 9:22 a.m. and returned at 9:27 a.m.)

Mr. Labossiere outlined the 2017-2018 Financial Budget document to be considered and highlighted the following:

- 1) Enrollment
- 2) Staffing Budget
- 3) Accumulated Surplus and Capital Reserves
- 4) Preliminary Budget – Revenue and Expenditures
- 5) Budget and Sustainability Requests
- 6) Special Levy

(Mr. Malazdrewicz exited at 9:52 a.m., and returned at 9:56 a.m.)

Mr. Labossiere also informed the Board that he had received letters from the Public Schools Finance Board indicating that the 4 modular classroom requests for Earl Oxford School, JR Reid School, and Valleyview Centennial School have been denied for 2017-2018.

Trustees asked questions for clarification regarding Modular Classrooms and the 20K3 Smaller Classes Initiative.

Trustee Sefton asked if the Public Schools' Finance Board provided rationale for denying the Division's request for Modular Classrooms. Mr. Labossiere responded that PSFB believes that the schools have sufficient classroom capacity to meet projected enrollment needs for September 2017.

The Board met In-Camera from 10:07 a.m. to 11:15 a.m.

BREAK: 11:15 a.m. to 11:25 a.m.

The Budget and Sustainability Requests recommended for consideration were presented as follows:

Trustee/Board Committee Requests:

Human Resources

Educational Assistant positions for supervision during student transportation.

\$77,100

Trustee/Board Committee Request Total:

\$77,100

Senior Administration:

Supplies

Continuous Improvement Framework (CIF)	\$ 300,000
Senior Administration Sustainability Request Total:	<u>\$ 300,000</u>
Total Trustee and Senior Administration Budget and Sustainability Requests for 2017-2018:	<u>\$ 377,100</u>

The Budget and Sustainability Requests were discussed with Trustees speaking for or against each recommended enhancement item with the following results:

- 1) Educational Assistant positions for supervision during student transportation – **WITHDRAWN - \$77,100**

Trustee Bambridge withdrew her Trustee request.

- 2) Continuous Improvement Framework (CIF) – **REJECTED - \$300,000 AMENDED TO \$200,000 – AGREED (6-3)**

Trustees asked questions for clarification regarding what the funds would be used for as far as resources and current staff. Trustee Murray suggested this amount could be found within the current budget or from accumulated surplus. Trustee Bambridge asked if this would be a one-time allocation or an ongoing budget item. Dr. Casavant responded that there will be a need for ongoing resources. Trustee Ross cautioned against using surplus to do this but was in favour of putting the request into budget, reducing the amount if possible.

At the request of Trustee Bowslaugh, Mr. Labossiere spoke on capital reserves, noting they are to be used for capital purchases. This would not apply in this situation and he indicated that capital reserves must be approved by Public Schools Finance Branch. Accumulated surplus is a rainy day fund which can be accessed when emergencies arise, and should not be used for ongoing expenditures.

Trustees spoke for and against the request and agreed to approve the request at the reduced amount of \$200,000.

BREAK: 11:55 a.m. to 1:00 p.m.

- 3) Transfer Funds from School Bus Capital Reserve for the Purchase of four (4) Buses – **AGREED (8-1) - \$601,800**

Trustee Kruck, seconded by Trustee Sefton, moved to reduce the budget by taking the budgeted amount for school bus purchases out of existing reserves. Mr. Labossiere noted that the current capital reserve is \$905,122, and it is recommended that the amount of \$450,000 for three (3) buses be left in the reserve for emergency purposes. Trustees asked questions for clarification.

- 4) Reduction of \$34,000 in Budget for Division Costs for 4 Modular Classrooms – **AGREED (9-0) - \$34,000**

Trustee Buri, seconded by Trustee Murray, proposed the reduction of \$34,000 that would have been in the budget for modular classrooms. Trustee Ross asked questions regarding renovation dollars required to convert rooms to classrooms due to being denied modular. Mr. Malazdrewicz responded that specific costs cannot be provided at this time. Trustees unanimously agreed to this item.

5) Reduce Five (5) new Teaching Positions for Enrollment Growth – **AGREED (7-2) - \$441,000**

Trustee Murray, seconded by Trustee Bartlette, proposed a reduction of five (5) new teaching position for enrollment growth.

Trustees spoke for and against the item and asked questions for clarification.

6) Fund Bus Garage Project from Projected Surplus – **AGREED (8-1) - \$100,000**

Trustee Kruck, seconded by Trustee Ross, proposed that the Bus Garage project be paid off using projected surplus to reduce this year's, and future years', budgets by \$100,000.

Trustee Sumner asked for the cost to pay off the project. Mr. Labossiere responded that the amount owing is \$659,600, and that the original loan amount was to be paid over 10 years. By paying the amount using projected surplus funds for this year, it will save approximately \$100,000 in interest going forward and will reduce the operating budget by \$100,000 each year for the next 8 years. Trustees asked questions for clarification.

BREAK: 1:47 p.m. to 2:07 p.m.

Trustee Murray asked Trustees if they would be agreeable to asking Senior Administration for a further \$300,000 reduction in budget, which would bring the tax increase down to 2.5%. Trustees spoke for and against this idea and agreed to not bring a motion to the table.

7) Trustees Forego Stipend Increase for 2017-2018 – **REJECTED (5-4) - \$4,500**

Trustee Bowslaugh, seconded by Trustee Kruck proposed that for the forthcoming year, Trustees forego an increase in their stipend. Trustees spoke for and against the motion and asked questions for clarification.

8) Move \$300,000 from Accumulated Surplus – **REJECTED (7-2) - \$300,000**

Trustee Bartlette, seconded by Trustee Sefton, proposed that \$300,000 be moved from accumulated surplus. Trustees spoke for and against the motion and asked questions for clarification.

Mr. Kruck – Ms. Bambridge

That the meeting do now adjourn (2:52 p.m.)

Chairperson

Secretary-Treasurer