

INTERLAKE SCHOOL DIVISION

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY, DECEMBER 19, 2011 IN THE BOARDROOM, 192 - 2ND AVENUE NORTH (PTH #67), STONEWALL, MB.

COMMITTEE MEMBERS PRESENT:

DAVID HARCUS (CHAIRPERSON), ALAN CAMPBELL, SALLY COOK.

COMMITTEE MEMBERS ABSENT:

MARK GRINDEY

OTHER MEMBERS PRESENT:

FRAN FREDERICKSON

ADMINISTRATION PRESENT:

SUPERINTENDENT – ROSS METCALFE

ASSISTANT SUPERINTENDENT – CHRISTINE PENNER

SECRETARY TREASURER – AL LEIMAN

ASSISTANT SECRETARY-TREASURER – MELANIE MOUSSEAU

THE MEETING COMMENCED AT 5:45 P.M.

ITEMS DISCUSSED

1) **REVIEW OF 2011-2012 OPERATIONS:**

THE COMMITTEE WAS PROVIDED WITH FINANCIAL SUMMARY REPORTS FOR THE CURRENT FISCAL PERIOD 2011-2012 TO THE END OF NOVEMBER 2011. THE COMMITTEE REVIEWED THE SUMMARY DOCUMENTS.

2) **PROJECTED ENROLMENT SEPTEMBER 2012:**

THE COMMITTEE WAS PROVIDED WITH THE SEPTEMBER 30TH, 2012 PROJECTED ENROLMENT.

THE COMMITTEE WAS ALSO PROVIDED WITH PROJECTED ENROLMENTS FOR THE NEXT FIVE YEARS ALONG WITH A HISTORICAL LOOK AT DIVISIONAL ENROLMENT.

3) **SCHOOL SUPPLY BUDGETS:**

THE COMMITTEE RECEIVED SCHOOL BUDGET FORMULAS THAT WERE SENT TO ALL SCHOOLS TO PREPARE PRELIMINARY SCHOOL SUPPLY BUDGETS FOR 2012-2013

THE COMMITTEE DISCUSSED FORMULAS AND THE SUGGESTED FURTHER INCREASES BY ADMINISTRATION TO THE FOLLOWING CATEGORIES FOR THE 2012-2013 FISCAL BUDGET

- TECHNOLOGY SUPPORTS (SUPPLIES) FROM \$7.50 TO \$10.00 PER FTE STUDENT.
- TEACHER PD FROM \$250.00 TO \$300.00 PER FTE TEACHER
- PRINCIPAL PD FROM \$750.00 TO \$800.00 PER PRINCIPAL
- SENIOR YRS CATEGORY 1 GRANT FROM \$55.00 TO \$60.00 PER STUDENT
- SENIOR YRS CATEGORY 11 GRANT FROM \$20.00 TO \$25.00 PER STUDENT
- BAND/JAZZ SUPPLIES FROM \$10.00 TO \$12.50 PER STUDENT

IT WAS THE CONSENSUS THAT THESE RECOMMENDATIONS BE PLACED IN THE DIVISIONAL BUDGET FOR THE 2012-2013 FISCAL PERIOD.

FINANCE COMMITTEE MINUTES DECEMBER 19, 2011

4) **DIVISION FINANCIAL SERVICES::**

THE COMMITTEE WAS INFORMED THAT THE DIVISION HAS RECEIVED THREE REQUESTS FOR PROPOSAL FOR FINANCIAL SERVICES FOR A FIVE YEAR PERIOD FROM 2012-2017 ALONG WITH A OPTION FOR EXTENSION FOR A FURTHER TWO YEARS. THE COMMITTEE WAS PROVIDED WITH A SUMMARY OF SERVICES FOR EACH OF THE PROPOSALS RECEIVED. AFTER THE REVIEW IT WAS THE CONSENSUS OF THE COMMITTEE TO PROVIDE THE FOLLOWING RECOMMENDATION.

PROPOSED RECOMMENDATION:

THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES ACCEPT THE REQUEST FOR PROPOSAL SUBMITTED FROM SUNOVA CREDIT UNION FOR FINANCIAL SERVICES FOR THE INTERLAKE SCHOOL DIVISION FOR 2012-2017, WITH THE OPTION OF A FURTHER TWO YEAR EXTENSION.

5) **DIVISIONAL RFQ/RFP/TENDER DOCUMENT:**

THE COMMITTEE RECEIVED A COPY OF THE DRAFT DIVISIONAL REQUEST FOR QUOTATION/REQUEST FOR PROPOSAL/TENDER DOCUMENT THAT WAS DRAFTED BY ADMINISTRATION. THE COMMITTEE REVIEWED THE DOCUMENT WITH RECOMMENDED CHANGES. IT WAS THE CONSENSUS OF THE COMMITTEE TO FORWARD THIS DOCUMENT TO THE NEXT REGULAR BOARD MEETING FOR THE ENTIRE BOARD TO RECEIVE AND THEN FORWARD THIS DOCUMENT TO THE POLICY COMMITTEE FOR REVIEW

THE MEETING ADJOURNED AT 9:00 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER