

public agenda

Regular Board Meeting

April 23, 2013
11:00 a.m.

Multipurpose Room
Education Centre
1221 - 8 Street SW
Calgary, AB

Mega Result Policy |

Each student, in keeping with his or her individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

Conflict of Interest reminder: Trustees must disclose any potential pecuniary interest in any matter before the Board of Trustees, as set forth in the agenda as well as any pecuniary interest in any contract before the Board requiring the Board's approval and/or ratification.

Time	Topic	Who	Policy Ref	Attachment
11:00 a.m..	1 Call to Order			
	2 Consideration/Approval of Agenda		GC-2	
	3 Matters Reserved for Board Action			
20 mins	3.1 Office of the Board of Trustees' 2013-14 Operating Budget	D. Meyers	OE-5	Page 3-1
	4 In-Camera Session			
2:00 p.m.	5 Adjournment			
	Debrief	Trustees	GC-2.3	

Notice |

This public Board meeting will be recorded & posted online.
Media may also attend these meetings.
You may appear in media coverage.

Archives will be available for a period of two years.
Information is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act section 33(c) for the purpose of informing the public.

For questions or concerns, please contact:
Office of the Corporate Secretary at corpsec@cbe.ab.ca



**report to
Board of Trustees**

Office of the Board of Trustees 2013-14 Operating Budget

Date	April 23, 2013
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Naomi E. Johnson, Chief Superintendent of Schools
Purpose	Decision
Originator	Deborah L. Meyers, Superintendent, Chief Financial Officer, Corporate Treasurer
Governance Policy Reference	Operational Expectations OE-5: Financial Planning
Resource Person	Brad Grundy, Director, Corporate Finance

1 | Recommendation

It is recommended:

- THAT the Board of Trustees approves the 2013-2014 budget for the Office of the Board of Trustees of \$1,549,027 to be reasonable to allow the Board to effectively and efficiently perform its governing responsibilities.

2 | Issue

The Chief Superintendent is required by Operational Expectation 5 subsection 5.7 to develop a budget that includes amounts determined by the Board to be necessary for the Board to effectively and efficiently perform its governing responsibilities.



3 | Background

The Office of the Board of Trustees' budget for 2012-13 was approved at \$1,791,000.

On April 16, 2013, the Board of Trustees passed a motion requiring that the Chief Superintendent prepare a report regarding the 2013-14 budget for the Office of the Board of Trustees that incorporates the budget assumptions as they relate to the Office of the Board of Trustees' budget and reflects the outcome of any decisions related to the Board's consideration of Trustee Remuneration.

Further, the Board of Trustees passed a motion impacting GC-2E which has implications for the Office of the Board of Trustees Operating Expense Budget, for the 2013-14 fiscal year.

The motion set Trustee honoraria as follows:

Trustees:	\$45,000
Chair:	An additional \$10,000
Vice-Chair:	An additional \$5,000

In addition paid parking for Trustees was eliminated and all professional development and conference costs will now be reimbursable from the \$4,000 annual allocation provided to individual Trustees for these purposes.

The Budget Assumptions report proposed that the Office of the Board of Trustees Operating Expense Budget for 2013-14 be reduced by 10%, exclusive of other reduction strategies. The elimination of memberships is a reduction strategy.

The Office of the Board of Trustees' budget of \$1,791,000 includes membership fees. Adjusting the budget to exclude membership fees, consistent with the Budget Assumptions report, results in a net budget of \$1,566,000 (\$1,791,000 less \$225,000 in membership fees). A 10% reduction from the net budget requires budget reduction initiatives totalling \$157,000 (rounded).

4 | Analysis

To achieve the required budget reduction, the following budget reduction initiatives have been incorporated into the proposed 2013-14 Office of the Board of Trustees budget.

Budget Reduction Initiatives	Anticipated Savings
Reduce the honoraria in accordance with the Board motion.	\$12,040
Elimination of paid parking for Trustees, in accordance with the Board motion.	\$10,500

Require Trustees to pay for attendance at ASBA and CSBA conferences from their professional development allocation in accordance with GC-2E policy provision B.1.	\$20,000
Reduce membership dues and fees.	\$23,100
General reductions to reflect anticipated usage.	\$117,070
Total – Budget Reduction Initiatives (11.7% on \$1,566,000)	<u>\$182,710</u>
Cost Reductions	
With revisions to the Local Authorities Election Act, general elections will now be held every fourth year, rather than every third year. Therefore, the associated election and enumeration costs can be allocated over four years rather than three, which will reduce the estimated annual cost from \$380,000 to \$321,000.	\$59,000
Total – Cost Reductions	<u>\$59,000</u>
Total – Budget Reduction Initiatives and Cost Reductions (15.4% on \$1,566,000)	<u>\$241,710</u>

Taken together, the budget reduction initiatives of \$182,710 and cost reductions of \$59,000 result in a year-over-year budget reduction of 15.4% on the net budget of \$1,566,000. On the un-adjusted budget of \$1,791,000, the year-over-year reductions total 13.5%.

Please refer to Attachment I for a year-over-year comparison between 2012-13 and 2013-14.

5 | Conclusion

This report meets the monitoring requirements of the OE 5: Financial Planning.



NAOMI E. JOHNSON
CHIEF SUPERINTENDENT OF SCHOOLS

Attachment I: Board of Trustees 2013/2014 Operating Budget

GLOSSARY – Developed by the Board of Trustees

Board: Board of Trustees

Governance Culture: The Board defined its own work and how it will be carried out. These policies clearly state the expectations the Board has for individual and collective behaviour.

Board/Chief Superintendent Relationship: The Board defined in policy how authority is delegated to its only point of connection – the Chief Superintendent – and how the Chief Superintendent's performance will be evaluated.

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent's and the organization's performance targets and form the basis for judging organization and Chief Superintendent performance



Calgary Board of Education
Board of Trustees - General
Board of Trustees
2013/2014 Operating Budget

Category	2012/13 Approved	2013/14 Proposed	Variance
Total Salaries and Overtime	\$ 679,767	\$ 657,227	\$ (22,540)
Total Temporary Salaries	\$ 2,500	\$ 2,500	\$ -
Membership Dues & Fees			
MB Dues & Fees	\$ 229,100	\$ 206,000	\$ (23,100)
PD Conference Fees ¹	\$ 2,000	\$ -	\$ (2,000)
PD Staff/Dev Training Fees	\$ 2,000	\$ 2,000	
Total MB Dues & Fees	\$ 233,100	\$ 208,000	\$ (25,100)
Total Equipment & Facility Rental	\$ 5,000	\$ 1,500	\$ (3,500)
Professional and Technical Services			
General	\$ 160,000	\$ 100,000	\$ (60,000)
Contracted-Out Serv	\$ 33,790	\$ 20,000	\$ (13,790)
Messenger fees	\$ 1,000	\$ 1,000	\$ -
Legal Fees	\$ 40,000	\$ 40,000	\$ -
Audit Fees	\$ 130,000	\$ 130,000	\$ -
Advertising General	\$ 20,000	\$ 10,000	\$ (10,000)
Elections	\$ 380,000	\$ 321,000	\$ (59,000)
Total Professional and Technical	\$ 764,790	\$ 622,000	\$ (142,790)
Total Telephone	\$ 1,000	\$ 1,000	\$ -
Travel & Subsistence Business			
Trustee PD and travel ¹	\$ 48,000	\$ 28,000	\$ (20,000)
Staff travel	\$ 5,000	\$ 1,000	\$ (4,000)
PD Air/Bus/Rail	\$ 5,000	\$ -	\$ (5,000)
Total Travel & Subsistence	\$ 58,000	\$ 29,000	\$ (29,000)
Supplies			
Supplies - General	\$ 10,000	\$ 6,500	\$ (3,500)
Supp Café Food	\$ 10,000	\$ 5,000	\$ (5,000)
Printing & Binding	\$ 15,780	\$ 7,000	\$ (8,780)
Textbook	\$ 3,000	\$ 1,500	\$ (1,500)
Total Supplies	\$ 38,780	\$ 20,000	\$ (18,780)
Contribution	\$ 7,800	\$ 7,800	\$ -
Total Expense Budget	\$ 1,790,737	\$ 1,549,027	\$ (241,710)

¹ 2012-13 figures were reclassified to reflect Trustee \$4,000 allocation being grouped into one line