



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, May 11, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
C. Ekenna K. Fallis
L. McConnell S. Mozdzen
J. Murray B. Sieklicki

Also Present: D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant

Requets: K. Carr

1. COMMITTEE ITEMS

A. RIVERHEIGHTS – CEILING TILE ABATEMENT

Mr. Labossiere spoke to the memorandum and the two (2) quotes received for the Ceiling Tile Abatement at Riverheights School. Mr. Labossiere answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendation as a Late Motion to the Regular Board Meeting, May 11, 2026:

Recommendation

That the Quote from Restoration Manitoba in the amount of \$196,087.50 (including taxes) for the ceiling tile abatement and installation of new tiles at Riverheights School, funded through the Operating Fund Accumulated Surplus, be accepted.

B. REQUEST FOR PROPOSAL – TENDER FOR CARGO VAN

Mr. Labossiere spoke to the memorandum and the tenders received for a Cargo Van, indicating that three (3) firms had submitted tenders. Mr. Labossiere answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendation as a Motion to the Regular Board Meeting, May 25, 2026:

Recommendation

That the Tender from Murray Chev Cadillac Buick GMC in the amount \$56,000.00 (including taxes) for the supply of One (1) New 2026 Chevrolet Express Cargo Van, funded through the 2026-2027 Operating Budget be accepted.

- C. REQUEST FOR PROPOSAL – TENDER FOR TWO (2) NEW SUVs
Mr. Labossiere spoke to the memorandum and tender summary received for Two (2) New SUVs, indicating that eight (8) firms had submitted tenders. Mr. Labossiere answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendation as a Motion to the Regular Board Meeting, May 25, 2026:

Recommendation

That the Tender from Murray Chev Cadillac Buick GMC in the amount \$80,012.80 (including taxes) for the supply of Two (2) New 2026 Chevrolet Equinox AWD LT, funded through the 2026-2027 Operating Budget be accepted.

- D. TENDER – SUPPLY AND INSTALLATION OF FLOORING
Mr. Labossiere spoke to the memorandum and tenders received for the Supply and Installation of Flooring. He indicated that three (3) firms had attended the site visit and all three (3) firms submitted tenders. Mr. Labossiere answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendation as a Motion to the Regular Board Meeting, May 25, 2026:

Recommendation

That the Tender from Jenkins in the amount of \$103,187.35 (plus applicable taxes) to Supply, Remove and Install Flooring through the 2026-2027 Operating Budget, be accepted.

- E. TENDER – SUPPLY AND INSTALLATION OF DOORS AND WINDOWS
Mr. Labossiere spoke to the memorandum and tenders received for Supply and Installation of Doors and Windows. He indicated that nine (9) firms attended the site visit, and three (3) firms submitted tenders.

The Committee agreed to bring forth the following recommendation as a Motion to the Regular Board Meeting, May 25, 2026:

Recommendation

That the Tender from Horizon Glass Ltd. in the amount of \$85,860.00 (plus applicable taxes) for the Supply and Installation of Doors and Windows funded through the 2026-2027 Operating Budget, be accepted.

- F. TENDER – SUPPLY AND INSTALLATION OF PHOTOCOPIER/MFP EQUIPMENT
Mr. Labossiere spoke to the memorandum and tender summary received for Supply and Installation of Photocopier/MFP Equipment. He indicated that three (3) tenders were received, and he answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendation as a Motion to the Regular Board Meeting, May 25, 2026:

Recommendation

That the tender submitted by Konica Minolta Business Solutions (Canada) Ltd. for the supply and installation of Photocopier/MFP Equipment in the amount of \$623,485.00 (plus applicable taxes), for a five-year lease term covering 66 units, be accepted.

G. TENDER – CONCRETE INSTALLATION AND REPLACEMENT

Mr. Labossiere spoke to the tender received for Concrete Installation and Replacement. Upon review of the tender results, the Committee agreed to retender the concrete projects.

H. INTERNATIONAL TRIPS – STATUS UPDATE OF INSURANCE REFUNDS

Mr. Labossiere provided a status update on the March international trips cancelled by the Board, insurance refunds for Vincent Massey High School and École Secondaire Neelin High School. Mr. Labossiere indicated that Senior Administration has been working with both High Schools and the Division's insurance providers to gather all the required insurance documentation. Mr. Labossiere answered Trustee questions for clarification. The Committee agreed to cover the portion of the student trip costs that were not reimbursed by the insurers. The Committee also agreed that the schools can reimburse students their payments and/or amounts fundraised for the trips.

I. CONFIRM PAYMENTS OF ACCOUNT (APRIL)

The payments of account for the month of April were provided for information and accepted as circulated.

J. REVISED AGREEMENTS: BRANDON SCHOOL DIVISION & ST. AUGUSTINE SCHOOL

The Committee reviewed the revised draft Education and Lease Agreements between the Brandon School Division and St. Augustine School. Senior Administration answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendations as motions to the Regular Board Meeting, May 25, 2026:

Recommendation:

That the Agreement between the Division, The Brandon Catholic School Board and The Roman Catholic Archbishopial Corporation regarding Education Programming at St. Augustine School be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures thereto.

That the Agreement between the Division and The Brandon Catholic School Board regarding the provision of leased space for St. Augustine School for a term of five (5) years in the amount of \$50,000 annually (plus utilities, property taxes and other applicable taxes) be approved; and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures thereto.

2. OPERATIONS INFORMATION

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letters received from the Education Funding Branch regarding:
 - Crocus Plains Regional Secondary – MUA Replacement – Additional Project Support
 - Maryland Park School – Classroom Addition – Additional Project Support
- Mr. Labossiere spoke to the correspondence received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, regarding additional funding for the 2025-2026 school year. He indicated the Division will be receiving an additional \$353,000 in funding based on eligible enrolment, dispersion and bus route loaded kilometers, and low-income socio-economic indicators. In addition, the Division will also be receiving an additional \$250,000 to help address costs associated with opening a new school in September of 2027.
- Mr. Zilkey reviewed the correspondence received from Jackie Connell, Assistant Deputy Minister, Indigenous Excellence in Education, regarding the Universal School Nutrition Program 2026-2027. He indicated the Division will be receiving \$1,384,000 for the 2026-2027 school year, which is the same amount of funding as the 2025-2026 school year.
- Mr. Labossiere spoke to the correspondence received from Paulette Monita, Executive Director, School Space Planning Branch, regarding Playground Fund Requests 2026-2027. He added that the Division intends on submitting a funding application for a new playground for King George School.

B. FACILITY PROJECT UPDATES

- Mr. Labossiere provided an update on the new school, Brookwood South, including a supplementary Notice of a 2026 Property Tax Bill, for the property. Mr. Labossiere answered Trustee questions for clarification.

Respectfully submitted,

B. Sieklicki