



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, September 28, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr C. Ekenna (By phone)
K. Fallis L. McConnell
S. Mozdzen J. Murray
B. Sieklicki

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

1. **COMMITTEE ITEMS**

A. REVIEW OF FINANCIAL REPORTS

Forecasted Variances:

Mr. Labossiere reviewed the Summary of Forecasted Variances for 2025-2026. He indicated that the Division is still waiting on further information on some matters in order to finalize the Financial Statements, however he did not anticipate any significant changes to the operating variances. The audited financial statements will be presented to the Board on October 26, 2026.

Accumulated Surplus:

Mr. Labossiere reviewed the Projected Accumulated Surplus – Operating Fund as of June 30, 2026.

Capital Reserves:

Mr. Labossiere reviewed the Capital Reserves Report. He noted that the Bus Capital Reserve is currently at \$1,586,224 and that the projected balance for June 30, 2027, is \$630,571 after the purchase of 4 buses for 2026-2027. He recommended that \$1,100,000 be transferred from the Operating Fund Accumulated Surplus to the School Bus Capital Reserve for future replacement of school buses. 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, September 28, 2026.

Recommendation:

That the amount of \$1,100,000 from the Operating Fund Accumulated Surplus be allocated to the School Bus Capital Reserve Fund for future replacement of the school bus fleet.

B. 2027-2028 BUDGET SCHEDULE

Mr. Labossiere reviewed the proposed Budget schedule for the upcoming 2027-2028 Budget. He indicated the proposed dates could be subject to change dependent on the funding announcement from the Province. He recommended to the Committee that once the new Board is selected, Policy #5 – Annual Planning Cycle should be reviewed and updated to reflect current practices. Mr. Labossiere answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendation as a motion to the Regular Board Meeting, October 13, 2026.

Recommendation:

That the proposed budget dates for the 2027-2028 Budget be as follows, subject to receiving the Provincial funding announcement by February 10, 2027:

Wednesday, February 24, 2027 - Budget Presentation and Deliberations

Monday, March 1, 2027 - Public Budget Consultation

Monday, March 8, 2027 - Final Budget Approval

The Committee discussed stakeholder feedback, and set the date of November 16, 2026, to meet with the Parent Councils. Mr. Zilkey added that he will share the 5-Year Capital Plan at this meeting.

C. PROPERTY MATTER

Mr. Zilkey provided information on a confidential Property Matter. He answered Trustee questions and received direction from the Committee.

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letter received from the Education Funding Branch regarding Meadows School – Roofing Replacement – RFP (Tender) Award and Project Support.

B. FACILITY PROJECT UPDATES:

- Mr. Labossiere spoke to three (3) confidential Property Matters and answered Trustee questions for clarification.

Respectfully submitted,

B. Sieklicki