



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, September 22, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr C. Ekenna (by phone)
K. Fallis L. McConnell
B. Sieklicki (by phone)

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

Regrets: J. Murray

1. **COMMITTEE ITEMS**

A. BOARDROOM AUDIO UPGRADE

Mr. Labossiere reviewed the quote from Benmarks for the Boardroom Audio Upgrade and answered Trustee questions. The Committee agreed to bring forth the following recommendation as a late motion to the Regular Board Meeting, September 22, 2025.

Recommendation:

That the quote from Benmarks in the amount of \$59,169.34 (including taxes), for the removal, supply, and installation of an audio system in the Boardroom, funded through the Operating Fund Accumulated Surplus, be accepted.

B. BOARDROOM DISPLAY AND CAMERA UPGRADE

Mr. Labossiere reviewed the quote from Benmarks for the Boardroom Display and Camera Upgrade and answered Trustee questions. The Committee agreed to bring forth the following recommendation as a late motion to the Regular Board Meeting, September 22, 2025.

Recommendation:

That the quote from Benmarks in the amount of \$15,262.61 (including taxes), for the supply and installation of four (4) 55" TVs and one (1) camera in the Boardroom, funded through the Operating Fund Accumulated Surplus, be accepted.

C. PROMISSORY NOTE

Mr. Labossiere spoke to the Promissory Note received from the Province for the Maryland Park School – Classroom Addition.

The Committee agreed to bring forth the following recommendation as a late motion to the Regular Board Meeting, September 22, 2025.

Recommendation:

That the Promissory Note LTPS0821 for the purpose of borrowing the sum of Four Million Eight Hundred Seventeen Thousand Seven Hundred Dollars (\$4,817,700) to meet partial costs of the following:

School:

Maryland Park School

Project:

Classroom Addition

be approved

D. REVIEW OF MONTHLY REPORTS

Forecasted Variances:

Mr. Labossiere reviewed the Summary of Forecasted Variances for 2024-2025. 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.

Accumulated Surplus:

Mr. Labossiere reviewed the Projected Accumulated Surplus – Operating Fund as of June 30, 2025.

Capital Reserves:

Mr. Labossiere reviewed the Capital Reserves Report. He noted that the Bus Capital Reserve is currently at \$1,537,466, however the projected balance for June 30, 2026, is \$586,549 after the purchase of four (4) buses in 2025-2026. He recommended that \$1,000,000 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 22, 2025.

Recommendation:

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

E. 2026-2027 BUDGET SCHEDULE

Mr. Labossiere reviewed the proposed Budget schedule for the upcoming 2026-2027 Budget. He indicated the proposed dates could be subject to change dependent on the funding announcement from the Province.

The Committee agreed to bring forth the following recommendation as a motion to the Regular Board Meeting, October 14, 2025.

Recommendation:

That the proposed budget dates for the 2026-2027 Budget be as follows, subject to receiving the Provincial funding announcement by February 6, 2026:

Wednesday, February 25, 2026	- Budget Presentation and Deliberations
Monday, March 2, 2026	- Public Budget Consultation
Monday, March 9, 2026	- Final Budget Approval

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letter received from the Education Funding Branch for Maryland Park School – Classroom Addition – Additional Project Support.

Respectfully submitted,

B. Sieklicki