



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, September 8, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr C. Ekenna
K. Fallis L. McConnell
J. Murray B. Sieklicki (exited at 6:55 p.m.)

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

1. **COMMITTEE ITEMS**

A. PARENT COUNCIL LUNCH SUPERVISION PROGRAM

Mr. Gustafson and Mr. Labossiere indicated they have been working with Parent Council representative, Rana Wilkinson to create an arrangement to make sure lunch supervision is safe, fair and transparent. Draft documents have been prepared in the areas of confidentiality, release of student information, student/parent code of conduct, various forms and agreements. The Committee reviewed the documents and Mr. Labossiere indicated that the Division has also had discussions with CUPE Local 737, and that legal counsel is currently reviewing the agreements.

The Committee decided to invite Parent Councils to attend for a meeting on October 6, 2025, to provide an update on the Parent Council Lunch Supervision Program.

Mr. Gustafson and Mr. Labossiere answered Trustee questions for clarification. The Committee thanked Senior Administration for their hard work and attentiveness to the Parent Council Lunch Supervision Program.

B. BOARDROOM AUDIO UPGRADE

Mr. Kean provided the Committee with an update regarding the Boardroom Audio Upgrade. He indicated the audio upgrade will allow Trustees to connect remotely more efficiently and Trustees will be able to join via teams having audio and video capabilities without delays. Mr. Kean answered Trustee questions for clarification.

Due to unforeseen circumstances Mr. Kean was unable to receive an updated quote from the vendor for the meeting. This item will be brought forward to the next Finance & Facilities meeting on September 22, 2025.

C. BOARDROOM DISPLAY UPGRADE

Mr. Kean provided the Committee with an update regarding the Boardroom Display Upgrade. Within the upgrade Mr. Kean is proposing four raised displays, mounted in the centre of the Boardroom, which will provide a better view from any seat within the Boardroom. These four displays will duplicate what is being displayed on the projector. The Committee inquired about adding an additional camera behind the Chairperson's seat to add additional functionality and provide a better view of speakers when Trustees are connecting remotely. Mr. Kean indicated he will research the idea and provide further options. Mr. Kean answered Trustee questions for clarification.

This item will be brought forward to the next Finance & Facilities meeting on September 22, 2025.

D. AMENDED DEVELOPMENT AGREEMENT: MARYLAND PARK SCHOOL

Mr. Labossiere provided and spoke to the amended development agreement between the City of Brandon and the Brandon School Division regarding the classroom addition at Maryland Park School.

E. CHRISTIAN HERITAGE SCHOOL – SHARED SERVICES AGREEMENTS

Mr. Labossiere reviewed the Shared Services Agreements between the Brandon School Division and Christian Heritage School for Facility and Resources and Transportation.

The Committee agreed to bring forth the following recommendation as a late motion to the Regular Board Meeting, Monday, September 8, 2025:

That the Shared Services Agreements between the Brandon School Division and Christian Heritage School for the 2025-2026 school year for the provision of transportation services and for use of facilities and resources for Home Economics and Industrial Arts classes be approved, and that the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division to the Agreement and to all subsequent claims resulting therefrom in compliance with the Public Schools Act and Regulations thereunder.

F. CONFIRM PAYMENTS OF ACCOUNT (AUGUST)

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

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the following letters received from the Education Funding Branch:
 - Meadows School – Boiler Replacement - RFP (Tender) Award Authority and Project Support
 - Neelin High School – Crawlspace Remediation – Authorization to proceed with Construction RFP (Formerly Tender)

Respectfully submitted,

B. Sieklicki