



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, August 25, 2025 – 6:00 p.m.

Boardroom, Administration Office

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

1. **COMMITTEE ITEMS**

A. PROMISSORY NOTE

Mr. Labossiere spoke to the Promissory Note received from the province for various projects at Crocus Plains Regional Secondary, Earl Oxford School, Kirkcaldy Heights School and Meadows School.

The Committee agreed to bring forth the following recommendation as a late motion to the Regular Board Meeting, Monday August 25, 2025:

That the Promissory Note LTPS0811 for the purpose of borrowing the sum of One Million Seven Hundred Seventy Nine Thousand Three Hundred Dollars (\$1,779,300) to meet partial costs of the following:

School:

Crocus Plains Regional Secondary
Crocus Plains Regional Secondary
Earl Oxford School
Kirkcaldy Heights School
Meadows School

Project:

Roof Replacement (Phase 2)
Emergency Lighting Upgrade
Elevator Modernization
Roof Replacement
Boiler Replacement

be approved.

B. CONFIRM PAYMENTS OF ACCOUNT (JUNE AND JULY)

The payments of account for the months of June and July were provided for information and accepted as circulated.

C. PARENT COUNCILS – LUNCH PROGRAM

Mr. Labossiere indicated that he is still working with the Division's Insurance provider regarding if Parent Councils can fall under the Division's insurance umbrella. Mr. Gustafson and Mr. Labossiere will continue to work with Parent Councils and keep the Committee up to date. Mr. Labossiere answered Trustee questions for clarification.

D. BOARDROOM SOUND SYSTEM

Trustee Carr inquired if there was a budget line or funds to upgrade the Boardroom's current sound system to make it more efficient, improve the quality of sound and interaction for Trustees to connect remotely. Mr. Labossiere indicated this request could be funded through accumulated surplus as it is a one time expenditure. Mr. Labossiere reviewed the options presented during the June 9, 2025, Board Meeting and answered Trustee questions. At the request of the Committee, Senior Administration will contact the vendor to receive an updated quote regarding options and timeframes for the next Finance Committee Meeting on, September 8, 2025.

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the following letters received from the Education Funding Branch:
 - Crocus Plains Regional Secondary School – Roof Replacement Phase 2 – RFP (Tender) Award Authority and Project Support
 - Crocus Plains Regional Secondary – Emergency Lighting upgrade - RFP (Tender) Award Authority and Project Support
 - Earl Oxford Middle School – Additional Project Support - (Attached)
 - Kirkcaldy Heights School – Roof Replacement – Additional Project Support for Design
 - Meadows School – Boiler Replacement - RFP (Tender) Award Authority and Project Support
- Mr. Labossiere spoke to the letter received from Heather Thomson, Acting Director, Education Administration Services regarding lead in drinking water advance notice, which was sent to all Divisions.

Respectfully submitted,

C. Ekenna