



BRANDON SCHOOL DIVISION

FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, June 8, 2026 – 6:00 p.m.
Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr C. Ekenna (Virtual)
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

Regrets: K. Fallis

1. COMMITTEE ITEMS

A. REQUEST FOR PROPOSAL – TENDER FOR CARGO VAN

Mr. Labossiere indicated that Murray Chev Buick GMC, had advised the Division, that they can no longer supply the 2026 Chevrolet Express Cargo Van as specified in the tender documents due to option constraint on the parts for the rest of the year's production. Mr. Labossiere answered Trustee questions for clarification.

Mr. Labossiere reviewed the Memo and Tender Summary regarding Request for Proposal – Tender For Cargo Van, that was provided previously to the Committee. The Committee agreed to bring forth the following recommendations as late motions to the Regular Board Meeting, June 8, 2026:

Recommendations

Whereas the vendor, Murray Chev Cadillac Buick GMC, has advised the Division that they can no longer supply the 2026 Chevrolet Express Cargo Van as specified in the tender documents, be it resolved that Motion 40/2026 be rescinded.

That the Tender from Kelleher Ford Sales in the amount of \$72,559.20 (including taxes) for the supply of One (1) New 2026 Ford Transit Cargo Van, funded through the 2026-2027 Operating Budget be accepted.

B. TUITION FEES – 2026-2027 SCHOOL YEAR

Mr. Labossiere reviewed the tuition fees for the 2026-2027 school year. He indicated that tuition fees are established by the Board on an annual basis for non-resident and international students who attend schools in Brandon School Division. The Program Not Offered (Residual) fee is in accordance with a fee structure

mutually agreed to by Metro School Divisions and is based on the FRAME 2025-2026 Budget. Mr. Labossiere answered Trustee questions for clarification.

The Committee agreed to bring forth the following recommendation as a motion to the Regular Board Meeting, June 22, 2026:

Recommendation:

That the following tuition fees be approved for the 2026-2027 year:

Out of Division School of Choice Transfer Fee	\$ 1,300
Program Not Offered (Residual) Fee	\$ 6,227
Non-Resident - First Nations Fees	\$ 15,068
International Student Fees	\$ 15,068

C. 2025 PUBLIC SECTOR COMPENSATION DISCLOSURE REPORT

Mr. Labossiere reviewed the Public Sector Compensation Disclosure Report for 2025 from BDO Canada LLP. He advised the Committee that the report will be on the Brandon School Division website on Monday, June 22, 2026.

The Public Sector Compensation Disclosure Report for 2025 was accepted as presented.

D. CONFIRM PAYMENTS OF ACCOUNT (MAY)

The payments of accounts for the month of May were provided for information and accepted as circulated.

E. ELECTION SERVICES AGREEMENT

Mr. Labossiere indicated that in December 2025, the City of Brandon provided a notice of termination and opportunity to update the Agreement to Conduct Elections from September 2006. He indicated the Division has been working with the City over the past few months and a revised Election Service Agreement has been established. He advised the intent of the revised Election Service Agreement is to keep the integrity of the past agreement with updated practices and language. The proportionate costs for the Division have been adjusted from 30% to 40% of actual costs in Ward 1 (City of Brandon) and remains at 100% for Ward 2 (Rural). Mr. Labossiere answered Trustee questions.

The Committee agreed to bring forth the following recommendation as a motion to the Regular Board Meeting, June 22, 2026:

Recommendation:

That the revised Election Service Agreement between the Brandon School Division and the City of Brandon be approved; and that the Secretary-Treasurer be and is hereby authorized to affix his signature thereto.

2. **OPERATIONS INFORMATION**

A. CORRESPONDENCE:

- Mr. Labossiere spoke to the letter received from the Education Funding Branch regarding Crocus Plains Regional Secondary – West Side Roof Replacement With Structural Upgrade – Additional Project Support.
- Mr. Zilkey reviewed the correspondence received from Rhonda Shaw, Executive Director, Learning and Outcomes Branch regarding the Career Development Initiative Grant.

B. TENDER SUMMARIES – UNDER \$50,000:

- Mr. Labossiere spoke to the following tender summaries under \$50,000:
 - Fire Extinguisher
 - Stationary
 - Concrete

Respectfully submitted,

B. Sieklicki