



BRANDON SCHOOL DIVISION

PERSONNEL AND POLICY COMMITTEE MINUTES

Monday, October 27, 2025 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross
K. Carr C. Ekenna
K. Fallis L. McConnell
S. Mozdzen 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. OPERATIONS INFORMATION

A. CRAWLSPACE PILOT

Mr. Gustafson spoke to his memorandum addressed to the Committee. Mr. Gustafson indicated that BSD utilizes crawlspace inspections for corrective and preventive maintenance purposes. Historically, crawlspace inspections were performed by the school custodian. Crawlspace access is of particular importance in corrective and preventive maintenance due to plumbing, ducting, air handlers, electrical, science lab equipment, gas lines, sump pumps, heating lines and foundation access.

An example of corrective maintenance action in crawlspace is inspection of plumbing for early evidence of leaks or sump pump failure.

An example of preventive maintenance action is exercising of water valves so they don't seize, or examination of air handlers and exhaust fans for bearing wear that can be replaced before failure.

The Division received direction two years ago to implement procedures for hazardous confined space entry. Confined space entry requires three personnel members for entry into a crawlspace (entrant, dedicated watch person, second rescue person). A confined space entry also requires rescue equipment at every confined space entry and all personnel must have confined space entry training.

There are 17 schools that require confined space entry for crawl space. The increased number of required personnel has resulted in these spaces receiving on average two inspections per year, versus monthly inspections. The increased personnel requirement has impacted the ability of maintenance positions to address corrective maintenance in other areas as they are engaged in the crawlspace procedures.

Confined space entry procedures impact corrective maintenance requirements in addition to the inspection cycles. As the Division's buildings age, the Division is experiencing an increasing requirement for corrective maintenance.

The proposed pilot is a follow:

- The Division would hire and train two labourer positions who could work with custodian to meet the procedural requirements for confined space entry.
- These two positions would be able to do monthly inspections as well as assist maintenance staff when doing corrective actions.
- If the two labourer positions complete all monthly inspections and there are no crawlspace access requirements for corrective maintenance, the positions could be reassigned that day to a maintenance crew for corrective and preventive maintenance tasks in other parts of the buildings.
- The pilot would be funded through existing budget lines. An interim report would be provided prior to budget deliberations to inform decisions regarding long-term solutions to crawlspace entry.
- The effectiveness of the pilot would be assessed by the following metrics:
 - Number of inspections performed
 - Number of preventive maintenance actions performed (ex. exercising valves)
 - Number of corrective maintenance actions performed

Mr. Gustafson answered the Committee's questions for clarification. The Committee was in favor of the crawlspace pilot and that it begins as soon as possible.

2. OPERATIONS INFORMATION

A. MSBA – COLLECTIVE BARGAINING UPDATE/SALARY BULLETINS:

- Collective Bargaining Update:
 - Mr. Labossiere reviewed information on a Personnel Matter.
- Salary Bulletins:
 - Pine Creek School Division and CUPE Local 3344 – Ratified Agreement was distributed.
 - Evergreen School Division and CUPE Local 3164 – Ratified Agreement was distributed.

B. MSBA – CPI, UNEMPLOYMENT RATE, REGIONAL TRENDS UPDATE:

- October 21, 2025, data was reviewed.

Respectfully submitted,

L. McConnell