



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, January 16, 2018 – 1:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere

Guests: L. Ross, G. Malazdrewicz

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:07 p.m. by Committee Chair Trustee Sefton.

2. APPROVAL OF AGENDA

Trustee Sumner added one In-Camera item to the agenda. The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the December 19, 2017 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2018 – 2019 Budget Process - Preliminary Budget Requests

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Summary of Budget and Sustainability Requests from Trustees and Senior Administration along with the costs associated for each request.

Trustees discussed the requests and asked questions for clarification.

The Committee discussed the impact of the Provincial Funding Announcement and uncertainty of when the Province will announce the funding.

B. 2018-2019 Budget Deliberations – Meeting Format

Mr. Labossiere spoke to this item and provided information from previous years' Budget Deliberations in regards to meeting duration, breaks and the length of In-Camera sessions. The Committee agreed to hold the In-Camera portion of the 2018-2019 Budget Deliberations meeting on February 20, 2018 from 9:00 a.m. to 10:00 a.m. and then begin the public portion of the meeting at 10:00 a.m.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Modular Classroom Request

Mr. Greg Malazdrewicz, Assistant Superintendent, spoke to this item. He provided and reviewed the Enrollment, Capacity and Forecasts document, and reviewed the Brandon School Division 2018 Modular Classroom Requests document. Mr. Malazdrewicz recommended that seven (7) Modular Classrooms be requested for the following five schools, based on current space utilization and forecasts:

Earl Oxford School – 2 Modular Classrooms
JR Reid School – 1 Modular Classroom
Linden Lanes – 1 Modular Classroom
Valleyview Centennial School – 1 Modular Classroom
Waverly Park – 2 Modular Classrooms

The Committee asked that Senior Administration prioritize the schools in need of modular classrooms as part of the submission to the Province.

Trustees asked questions for clarification. Mr. Labossiere indicated that Public Schools' Finance Board (PSFB) requires justification for each modular classroom requested and also indicated that the associated Division costs (approximately \$8,500/modular) would be built into the budget for 2018-2019.

The Committee agreed with the recommendation as submitted.

Recommendation:

That the Brandon School Division request seven (7) modular classroom units for the 2018-2019 school year from the Public Schools Finance Board.

B. Sub-Committee Reports

- Workplace Safety and Health Committee (WPS&H)
 - NIL

C. Confirm Payments of Account (December)

The payments of account for the month of December were provided for information. Mr. Labossiere answered Trustee questions. The reports were accepted as circulated.

D. Review Monthly Reports (December)

Mr. Labossiere reviewed the monthly reports for the month of December and answered Trustee questions. The reports were accepted as circulated.

E. Facilities – In-Camera Discussion

Trustee Sumner provided information on a Facilities matter. The Committee discussed the matter.

6. OPERATIONS INFORMATION

- The Secretary-Treasurer provided updates on the following projects:
 - Earl Oxford Grooming Room
 - New Era Grooming Room
 - École Harrison Steam Heating System Replacement

- The Secretary-Treasurer provided additional updates on the following:
 - School Bus Request from the Brandon Family YMCA
 - Letter received from the Division Solicitor
 - Email from the City of Brandon regarding the Land Transfer of the new school site.

7. NEXT REGULAR MEETING: Tuesday, February 27, 2018, 1:00 p.m., Boardroom.

The meeting adjourned at 2:34 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)