



# BRANDON SCHOOL DIVISION

## Finance and Facilities Committee Minutes

Monday, April 11, 2022 – 6:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge B. Foley  
K. Fallis J. Gobeil  
D. Kejick J. Murray  
L. Ross

Also Present: D. Labossiere  
M. Gustafson  
S. Gilleshammer  
J. Zilkey

Regrets: C. Ekenna  
L. Letain

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### 1. COMMITTEE ITEMS

#### A. Tuition Fees – 2022-2023 School Year

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the tuition fees for 2022-2023. He noted that the FRAME Budget Report for 2021-2022 had not yet been completed by the Province, therefore the Metro School Division Residual Fee Report is not available at this time. The Residential Fee will be determined at a later date.

Trustees asked questions for clarification regarding Metro divisions, program not offered and International students. The Committee agreed to the recommendation as presented

#### Recommendation:

That the following tuition fees be approved for the 2022-2023 year:

Transfer Fee	\$ 1,300
Non-Resident Fee (First Nations)	\$13,000
International Student Fees	\$13,000

#### B. 2022 Spring Accessibility Report

Ms. Susan Gilleshammer, Assistant Superintendent, reviewed her update report for Brandon School Division's Accessibility Plan, which was formally approved by the Board of Trustees in January of 2017. She provided a summary of progress toward the implementation of the five accessibility standards:

- Customer Service
- Employment
- Information and communication
- Build Environment
- Transportation

The 2021-2022 Accessibility working Group was re-established to reflect recent personnel changes. The Brandon School Division's Summary Audit Details document as of April 2022 was also provided as information.

Trustees asked questions for clarification.

**C. Confirm Payments of Account (March)**

The payments of account for the month of March were provided for information.

The reports were accepted as circulated.

**D. Review Monthly Reports (February)**

Projections

Mr. Labossiere reviewed the Summary of Forecasted Variances and answered Trustee questions.

Monthly Reports

The Reports for the month of February were provided for information.

The reports were accepted as circulated.

**E. Expanded Capital Request**

The Secretary-Treasurer reviewed Brandon School Division's Expanded Capital Request, which was submitted to the Province in January 2022.

Mr. Labossiere reviewed the Expanded Capital Support Program Project Support Letter from Education Funding Branch, which provided the Division with \$444,000 in Project support as follows:

- École Harrison – Ventilation assessment and remediation - \$87,000
- Riverheights School – Ventilation assessment and remediation - \$130,000
- Vincent Massey High School – Ventilation assessment and remediation - \$227,000

Vincent Massey High School – Gymnasium Flooring Replacement

Mr. Labossiere spoke on the gymnasium flooring at Vincent Massey High School, advising that there are areas of safety concern and areas of inconsistency on the floor that need to be addressed and repaired as soon as possible.

He provided and reviewed the following documents:

- Results of the gymnasium hardwood flooring inspection from September 30, 2021
- Quote for new hardwood flooring installation – September 30, 2021
- Cost estimate for hardwood flooring replacement

Mr. Labossiere noted that the Vincent Massey High School gymnasium floor request was not approved through the Expanded Capital Request, and that gymnasium floor replacements have been the Division's responsibility in the past with the exception of the Meadows School gymnasium floor.

He recommended that the Division proceed with a tender for the project so that the Vincent Massey High School gymnasium floor can be placed in the summer and that the project be funded through Accumulated Surplus. Trustees agrees to tendering the project.

The Secretary-Treasurer also spoke on door lever handles and recommended the purchase of 200 door lever handles to continue addressing accessibility. The Committee agreed to the purchase of 200 door lever handles.

**2. OPERATIONS INFORMATION**

- The Secretary-Treasurer provided an update on the following:
  - i. Education Funding Branch – Roof Replacement – Crocus Plains Regional Secondary School
- Tender/Quotation Summary – Under \$50,000:
  - ii. Stationery Supplies

Respectfully submitted,

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K. Fallis