



# BRANDON SCHOOL DIVISION

## Finance and Facilities Committee Minutes

Monday, September 13, 2021 – 6:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna  
B. Foley J. Gobeil  
D. Kejick L. Letain  
J. Murray L. Ross

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

Regrets: K. Fallis

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### 1. COMMITTEE ITEMS

#### A. **Capital Reserves**

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item. He reviewed the Capital Reserve Report and provided additional background and context for the Board. All new capital reserves must be approved by Public Schools Finance Board (PSFB) and the Minister of Education, except for the School Bus Reserve. Once a capital reserve is approved, the funds may only be used for the stated purpose. Should circumstances change regarding the intended purpose, the school board may, through Board motion, seek approval from PSFB for a repurpose of an existing capital reserve.

Senior Administration recommended the repurpose of the following capital reserves through Board motion:

#### Recommendations:

That the remaining funds of \$27,358 from the Administration Office - Roof Capital Reserve be repurposed to the Building - Administration Capital Reserve.

That the remaining funds of \$36,732 from the Bus Video Surveillance Hardware Capital Reserve be repurposed to the Bus Capital Reserve.

That the funds from the following Capital Reserves be repurposed to the operating fund:

- Replacement of DDC Controls at New Era - \$533
- Green Acres Gym Addition - \$283
- Electronic Job Evaluation System - \$54,000
- Computer – ERP System - \$201,960

Trustees asked questions for clarification and agreed to the recommendations as presented.

**B. Financial Matter – In-Camera Discussions**

The Secretary-Treasurer presented a report on Confidential #2 and answered Trustee questions. Trustees agreed to bring forward the following motion:

That Confidential #2 and the recommendations therein be approved.

**C. Confirm Payments of Account (July, August)**

The payments of account for the months July and August were provided for information.

The reports were accepted as circulated.

**D. MSBA/HUB Insurance**

The Secretary-Treasurer reviewed the 2021 Manitoba Schools Insurance Program Renewal Letter from HUB Insurance and the 2021 Brandon Insurance Coverage Comparison document.

Mr. Labossiere indicated the Division's Policy Renewal Certificate for July 1, 2021 to July 1, 2022 increased by 20% or \$59,000 over the 2020-2021 year.

Trustees asked questions for clarification.

**2. OPERATIONS INFORMATION**

- The Secretary-Treasurer provided an update on the following:
  - i. Crocus Plains Regional Secondary School – Roof Replacement

Respectfully submitted,

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L. Ross