

**Regular Meeting of the Board  
Agenda**

Thursday, May 14, 2026

8:00 PM

Craig M. Stahlke Board Room

Administration Office

181 Henlow Bay, Winnipeg, MB R3Y 1M7

**1. Recognition of Treaty Land**

We acknowledge we are on the lands of Turtle Island where Indigenous Peoples have lived since time began. These are the ancestral lands of the Anishinaabe, Ininew, and Dakota Nations as well as the traditional trade and travel routes of the Anishinew, Dene, and Inuit. We also acknowledge we are on Treaty One territory and the National Homeland of the Red River Métis. Pembina Trails School Division is committed to working together in partnership with Indigenous communities in a spirit of reconciliation.

Nous reconnaissons que nous sommes sur les terres de l'île de la Tortue où les peuples autochtones vivent depuis le début des temps. Il s'agit des terres ancestrales des nations Anishinaabe, Ininew et Dakota, ainsi que des routes traditionnelles de commerce et de voyage des Anishinew, des Dénés et des Inuits.

Nous reconnaissons également que nous sommes sur le territoire du Traité un et la patrie nationale des Métis de la rivière Rouge. La Division scolaire Pembina Trails s'est engagée à travailler ensemble en partenariat avec les communautés autochtones dans un esprit de réconciliation.

**2. ATTENDANCE**

**3. CALL TO ORDER**

Comments:

The content of the Informational Reports has been reviewed by Trustees prior to the Board Meeting. The reports reflect discussions and activities of the Committees. At Board Meetings, if Trustees wish to speak or to ask questions regarding a particular report included in the Information Reports section of the Board Meeting agenda - that needs to be identified at the time the agenda is amended. Recommended motions from Committees are addressed separately in the agenda.

**4. AGENDA APPROVAL**

**5. BOARD MINUTES APPROVAL**

## **6. STANDING COMMITTEE REPORTS, SPECIAL COMMITTEE REPORTS AND OTHER REPORTS**

### **1. Standing Committee Reports:**

- a. Meeting Notes from the Committee Meeting of the Whole held on April 23, 2026.
- b. Committee Report of the Finance, Buildings, Property and Transportation Committee Meeting held on April 20, 2026.

### **2. Special Committee Reports:**

- a. Minutes of the Pembina Trails Educational Support Fund, Inc. Corporate Board Meeting held on April 23, 2026.

### **3. Other Reports:**

- a. Disbursements List;
- b. Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated May 14, 2026;
- c. Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated May 14, 2026;
- d. Substitute Teacher Contracts as listed in the 2025-26 Substitute Teacher Contracts Report dated May 14, 2026;
- e. Resignations as listed in the Resignations Report dated May 14, 2026;
- f. Enrolment Report.

#### **Purpose:**

To consider approving Disbursements for the period March 10 to April 8, 2026, and

To consider receiving the Standing Committee Reports, Special Committee Report and Other Reports as information, and

To consider ratifying Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated May 14, 2026, and

To approve Teacher Contract Alterations as listed in the Teacher Contract Alterations Report dated May 14, 2026, and

To consider ratifying Substitute Teacher Contracts as listed in the 2025-26 Substitute Teacher Contracts Report dated May 14, 2026, and

To consider receiving resignations as listed in the Resignations Report dated May 14, 2026.

## **7. DELEGATIONS**

8. **EDUCATIONAL PRESENTATIONS**
9. **BUSINESS FROM PREVIOUS BOARD MEETINGS**
10. **BUSINESS FROM PREVIOUS FINANCE COMMITTEE OF THE WHOLE**
11. **BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE**
12. **BY-LAWS AND/OR POLICIES**
  - 12.1 **By-Law No. 155 (Borrowing By-Law)**  
Purpose: To receive Second and Third Reading.
13. **CORRESPONDENCE FOR DISCUSSION**
14. **STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS**
  - 14.1 **Education and Communications and Community Relations**
  - 14.2 **Finance, Buildings, Property and Transportation**
    - 14.2.1 **Tender - Chancellor School Entry Repair**  
Purpose: To receive a report from the Administration and consider recommendation.
    - 14.2.2 **Tender ITT 2026-002-FO - Floor Replacement**  
Purpose: To receive a report from the Administration and consider recommendation.
    - 14.2.3 **Tender ITT 2026-003-FO - Lockers**  
Purpose: To receive a report from the Administration and consider recommendation.
    - 14.2.4 **Tyler Drive Tablets**  
Purpose: To consider Committee recommendation.
    - 14.2.5 **Request for Proposals RFP-2026-004-IT A3 Multifunction Copier Devices**  
Purpose: To receive a report from the Administration and consider recommendation.
    - 14.2.6 **RFP 2026-006-TR Transportation Services**  
Purpose: To receive a report from the Administration and consider recommendation.

- 14.3 Human Resources and Policy Committee
- 14.4 Negotiations Committee
- 14.5 Pembina Trails School Division Educational Support Fund Inc.
- 14.6 Council of Presidents
- 14.7 Boards/Association Council on Education (B.A.C.E)

**15. ADMINISTRATIVE REPORTS**

- 15.1 School Administration Appointment(s)  
Purpose: To consider approving.
- 15.2 Bill S-211 Fighting Against Forced Labour and Child Labour in Supply Chains Act  
Purpose: To receive the annual report on the purchase of goods from outside of Canada and consider approving.
- 15.3 Deferred Salary Leave Request  
Purpose: To consider approving.
- 15.4 Healthy Kids, Healthy Communities Play Structure Fund  
Purpose: To receive as information.

**16. NEW BUSINESS**

**17. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST**

**18. QUESTIONS FROM TRUSTEES**

**19. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE**

**20. REQUIREMENT FOR A COMMITTEE MEETING OF THE WHOLE**

**21. ADJOURNMENT**



## St. James-Assiniboia School Division

*Great Schools for Growing and Learning*

### SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

*The St. James-Assiniboia School Division is a progressive school division in West Winnipeg, Manitoba, that provides comprehensive educational programming for over 8,500 students from kindergarten to Grade 12 in 26 schools. The vision of the Division is to provide a meaningful, inclusive, and caring educational environment so that students are prepared to be responsible citizens in a democratic society.*

#### THE POSITION

The Secretary-Treasurer/CFO is an integral member of the St. James-Assiniboia School Division reporting directly to the Board of Trustees and is responsible for all financial affairs of the Division, overseeing an operating budget of \$145 million.

#### THE KEY RESPONSIBILITIES

- Provide strategic financial leadership and advice to the Board of Trustees, Superintendent, and senior leadership team.
- Prepare, monitor, and report on the division's annual budget.
- Develop and implement financial policies, procedures, and systems to ensure the effective management of division resources.
- Ensure compliance with all relevant legislation, regulations, and accounting standards.
- Coordinate and oversee the annual audit process.
- Supervise and mentor finance and administrative staff.
- Liaise with external stakeholders, including government agencies, auditors, and financial institutions.
- Support the Board of Trustees in their governance and decision-making processes.

#### THE CANDIDATE

The successful candidate will have:

- A professional accounting designation (CPA) is required.
- A minimum of five years of senior financial management experience, preferably in the public or education sector.
- Demonstrated knowledge of public sector accounting principles and practices. Knowledge of FRAME accounting system would be an asset.
- Demonstrated expertise working with community partners, government departments, and elected Boards.
- Strong leadership, communication, change management and interpersonal skills.
- Excellent analytical and problem-solving abilities.
- High level of integrity and professionalism.

The ability to communicate fluently in both of Canada's Official Languages is an asset.

Competitive compensation will be commensurate with experience and qualifications. Salary: \$192,446 - \$216,600 annually.

If you are the exceptional leader we seek, we invite you to submit a letter of application, curriculum vitae and three professional references by **Wednesday, May 13 at 12:00 p.m.** to:

**Secretary-Treasurer/CFO Selection Committee**  
**c/o Chair of the Board**  
**St. James-Assiniboia School Division**  
**E-mail: [sjasdapplications@sjasd.ca](mailto:sjasdapplications@sjasd.ca)**

*All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record, Vulnerable Sector, and Child Abuse Registry checks.*

*The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. We value diversity in our workplace; hence, we invite and encourage applications from people that self identify as members of designated groups (Indigenous peoples, persons with disabilities, members of a visible minority, and women). If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential. For further information, visit the website at [www.sjasd.ca](http://www.sjasd.ca).*



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

**SEVEN OAKS SCHOOL DIVISION**  
Invites applications from qualified individuals  
for the position of

## **ASSISTANT SUPERINTENDENT - STAFF SERVICES**

### **COMMUNITY BEGINS HERE**

Seven Oaks is a culturally diverse community with an enrolment of more than 12,500 students in 27 schools and growing. We employ 1,600 teachers and support staff and operate with an annual budget of \$210 million. We take pride in our school division as a great place to raise children and a great place for our employees to work.

### **THE OPPORTUNITY**

Reporting directly to the Superintendent, you will advance a people-focused approach to leadership, developing the capacity of our employees and ensuring that our staff reflects the diversity of our community. This role is central to shaping the culture of Seven Oaks: strengthening staff capacity, advancing equity, and fostering a workplace where every employee feels respected and supported.

As a member of the Superintendents' Team, you will hold primary responsibility for staff services and human resources across the division. A formal position description can be found [here](#). Duties will commence August 4, 2026, or as mutually agreed.

### **THE CANDIDATE**

You are an experienced school principal or system leader with a strong record in staff development and educational leadership. You demonstrate a deep commitment to fostering Indigenous-inclusive classrooms and school communities. You understand that staff services is fundamentally about people, and you lead with a focus on wellness, recognizing that a supported staff is the foundation of a successful learning organization. A master's degree in education is preferred, and proficiency in French is considered an asset.

Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact Tamara Prociuk at [tamara.prociuk@7oaks.org](mailto:tamara.prociuk@7oaks.org) to arrange reasonable accommodations.

**To Apply:**

**Applications are accepted through email, send to: [SOSDstaffservices@7oaks.org](mailto:SOSDstaffservices@7oaks.org)**

**PLEASE INCLUDE IN SUBJECT LINE “APPLICATION FOR ASSISTANT  
SUPERINTENDENT STAFF SERVICES”**

**Please attach a cover letter, resume, three (3) references and a statement of  
educational philosophy and leadership  
(in a PDF format as ONE document).**

**APPLICATION DEADLINE: Friday, May 15, 2026 – 4:00pm**

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail. Employment is conditional upon successful clearance through Criminal Records Check (with Vulnerable Sector Search), Child Abuse Registry Check, and Adult Abuse Registry Check. Responsibility for acquiring these lies with the employee. A valid driver’s licence and access to a vehicle are required.

Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact Tamara Prociuk at [tamara.prociuk@7oaks.org](mailto:tamara.prociuk@7oaks.org) to arrange reasonable accommodations.