

**Regular Meeting of the Board  
Minutes**

Thursday, January 23, 2025  
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, Inineew, and Dakota Nations as well as the traditional trade and travel routes of the Anishininew, 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, Inineew et Dakota, ainsi que des routes traditionnelles de commerce et de voyage des Anishininew, 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**

Trustees:

C. Nachtigall, C. Stahlke, A. Becker, D. Johnson, C. Jolly, L. Karn

Administration:

S. Amos, Superintendent

C. Roberts, Assistant Superintendent, Curriculum and Learning Services

T. Scott, Assistant Superintendent, Personnel and Education Services

S. Carleton, Secretary-Treasurer

L. Farmer, Chief Human Resource Officer

Regrets:

J. Brar, T. Johnson, S. Nixon

**3. CALL TO ORDER**

The meeting was called to order at 8:03 p.m.

**4. AGENDA APPROVAL**

**Resolution # BD20250123.1001**

Moved By D. Johnson  
Seconded By A. Becker

THAT the agenda be approved as amended.

**Carried**

**5. BOARD MINUTES APPROVAL**

**Resolution # BD20250123.1002**

Moved By C. Stahlke  
Seconded By C. Jolly

THAT the minutes of the Regular Meeting of the Board held on January 9, 2025, be approved as circulated.

**Carried**

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

**Resolution # BD20250123.1003**

Moved By C. Stahlke  
Seconded By L. Karn

THAT the Standing Committee Reports, Special Committee Report and Other Reports be received as information and,

THAT the Teacher Contracts (Permanent and Term) as listed in the Teacher Contracts Report dated January 23, 2025, be ratified and,

THAT the Teacher Contract Alterations as listed in the Contract Alterations Report dated January 23, 2025, be approved and,

THAT the Substitute Teacher Contracts as listed in the 2024-25 Substitute Teacher Contracts Report dated January 23, 2025, be ratified and,

THAT the Board accept, with regret, the Resignations as listed in the Resignations Report dated January 23, 2025.

**Carried**

## 7. DELEGATIONS

### 7.1 Pembina Trails Teachers' Association

PTTA President, Ms. L. Legal made a presentation to the board. Key topics included teacher survey results, the recruitment and retention of teachers, enrolment growth, fostering optimal relationships with students, and enhancing teacher efficacy for student optimal growth. In closing, she had three requests of the board:

1. Cap K-3 sizes as per provincial guidelines
2. Add 0.5 teacher to grade 4-8 classrooms
3. Increase staffing of SLP, OT and clinicians

## 8. EDUCATIONAL PRESENTATIONS

### 8.1 Career Trek

The Assistant Superintendent, Curriculum and Learning Services provided an overview of the Career Trek program which provides opportunities for students to engage in hands-on career exploration experiences through mentorship and workshops.

## 9. BUSINESS FROM PREVIOUS BOARD MEETINGS

### 9.1 CRA Authorization

#### **Resolution # BD20250123.1004**

Moved By C. Stahlke  
Seconded By L. Karn

WHEREAS, Canada Revenue Agency requires an officer of the School Division to authorize representatives to conduct business on Division matters, and,

WHEREAS, changes in personnel require a change in the authorizing Resolution #BD20220623.1004, BD20240208.1005 and BD20240613.1012,

BE IT RESOLVED THAT the Board of Trustees authorizes the following personnel as authorized representatives with the CRA on behalf of the Division:

- Scott Carleton, Secretary-Treasurer
- Craig Hepworth, Assistant Secretary-Treasurer
- Aaron Janzen, Accounting Manager
- Lingling Guan, Accountant

And further,

THAT the Board of Trustees authorize the removal of Rylee Pratt as an authorized representative and further,

BE IT RESOLVED THAT the Board of Trustees grant authority to the Secretary-Treasurer to change the authorized representatives with the Canada Revenue Agency on behalf of the Pembina Trails School Division.

**Carried**

## **11. BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE**

### **11.1 Trustee Professional Development Funds**

The Board discussed the process when a Trustee over expends their PD account.

#### **Resolution # BD20250123.1005**

Moved By C. Stahlke  
Seconded By A. Becker

THAT the Board approve an internal transfer of funds from Trustee Craig Stahlke's professional development account to Trustee Christine Jolly's professional development account in the amount of \$857.87.

**Carried**

### **11.2 IT Restructuring**

The Chief Human Resources Officer reviewed the request from the Director of IT with respect to restructuring the IT Department.

#### **Resolution # BD20250123.1006**

Moved By C. Stahlke  
Seconded By A. Becker

THAT the Board accept the recommendation from the administration and approve the restructuring of the Learning and Information Technologies Department as laid out in the report from the Director dated January 24, 2025.

**Carried**

### **11.3 Staffing Information**

The Chief Human Resources Officer reviewed the letter of termination.

#### **Resolution # BD20250123.1007**

Moved By C. Stahlke  
Seconded By A. Becker

THAT the Board accept the recommendation from the administration and approve the termination of employment for employee #12420 effective January 31, 2025.

**Carried**

**11.4 Winnipeg Transit - Letter to Community/Discussion Oak Park**

**Resolution # BD20250123.1008**

Moved By C. Stahlke  
Seconded By C. Jolly

WHEREAS the Winnipeg Transit Charter Service from Linden Woods to Shaftesbury High School and École secondaire Oak Park High School will cease to operate at the end of the 2024/25 school year; and

WHEREAS, as part of the September 2025 Transit Master Plan, Shaftesbury High School and École secondaire Oak Park High School will be the only two high schools in Winnipeg requiring two or more transfers to reach from Linden Woods; and

WHEREAS, Pembina Trails currently subsidizes the current Transit Charter service from Linden Woods to Shaftesbury High School and École secondaire Oak Park High School;

BE IT RESOLVED that for the 2025-2026 school year, Pembina Trails School Division will provide seat sale school bus service from Linden Woods to Shaftesbury High School and École secondaire Oak Park High School.

**Carried**

**11.5 Sentinel One Monitoring**

**Resolution # BD20250123.1009**

Moved By C. Stahlke  
Seconded By A. Becker

THAT the Board accept the recommendation from the Administration and move forward with Sentinel One Monitoring for the period of January 27, 2025 to June 27, 2025 in the amount of \$217,350.00, funded from accumulated surplus in 2024-25.

Carried

**14. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS**

**14.3 Finance, Buildings, Property and Transportation**

**14.3.1 RFP 2024-012-ST Physical Education Equipment and Supplies**

**Resolution # BD20250123.1010**

Moved By C. Stahlke  
Seconded By A. Becker

THAT the Board accept the recommendation from the Metro Purchasing Committee and approve RFP 2024-012-ST Physical Education Supplies as follows:

- Baltic Athletics
- Skyline Athletics
- Diamond Athletics
- Medical Supplies Inc.
- One Team Sports
- CatSports

Beginning February 1, 2025, and ending on December 31, 2026.

Carried

**15. ADMINISTRATIVE REPORTS**

**15.1 Provincial New School Construction Update**

**Resolution # BD20250123.1011**

Moved By C. Stahlke  
Seconded By L. Karn

THAT the report from administration on the Provincial New School Construction process be received as information.

Carried

**15.2 Accessibility Plan**

**Resolution # BD20250123.1012**

Moved By C. Stahlke  
Seconded By D. Johnson

THAT the report from administration regarding the division Accessibility Plan be received as information.

**Carried**

**17. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST**

**Resolution # BD20250123.1013**

Moved By C. Stahlke  
Seconded By C. Jolly

THAT the Correspondence for Information Distribution List dated January 23, 2025, be received as information.

**Carried**

**18. QUESTIONS FROM TRUSTEES**

Following her attendance at a PAC meeting, Trustee L. Karn raised questions from parents concerning the availability of changing rooms for students to change into gym clothes before and after gym class, and the opening time of junior high school doors in the morning. The superintendent advised that the division does not have policy on these issues and that inquiries should be directed to the respective school principals.

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

**Resolution # BD20250123.1014**

Moved By C. Stahlke  
Seconded By A. Becker

THAT the board move to Committee of the Whole.

**Carried**

**21. ADJOURNMENT**

Meeting adjourned at 9:05 p.m.

Reconvened at 10:00 p.m.

Adjourned 10:03 p.m.

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Chair of the Board

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Secretary-Treasurer