

Regular Meeting of the Board

Minutes

Thursday, June 13, 2024
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 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, Ininew 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:

T. Johnson, C. Nachtigall, J. Brar, D. Johnson, C. Jolly, L. Karn, S. Nixon, C. Stahlke

Administration:

L. Boles, Superintendent

C. Roberts, Assistant Superintendent, Curriculum and Learning Services

T. Scott, Assistant Superintendent, Personnel and Education Services

S. Carleton, Secretary-Treasurer (via Teams)

L. Farmer, Chief Human Resources Office, (Designate Secretary-Treasurer)

Regrets:

A. Becker

3. CALL TO ORDER

The meeting was called to order at 8:06 p.m.

4. AGENDA APPROVAL

Resolution # BD20240613.1001

Moved By D. Johnson

Seconded By L. Karn

THAT the agenda be approved as amended.

Carried

5. BOARD MINUTES APPROVAL

Resolution # BD20240613.1002

Moved By L. Karn

Seconded By C. Jolly

THAT the minutes of the Regular Meeting of the Board held on May 23, 2024, be approved as circulated.

Carried

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

Resolution # BD20240613.1003

Moved By C. Nachtigall

Seconded By D. Johnson

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 June 13, 2024, be ratified and,

THAT the Teacher Contract Alterations as listed in the Contract Alterations Report dated June 13, 2024, be approved and,

THAT the Substitute Teacher Contracts as listed in the 2023-24 Substitute Teacher Contracts Report dated June 13, 2024, be ratified and,

THAT the Board accept, with regret, the Resignations as listed in the Resignations Report dated June 13, 2024, and,

THAT the Disbursements List for the period April 12 to May 24, 2024, in the amount of \$4,255,196.63 be approved.

Carried

11. BUSINESS FROM PREVIOUS COMMITTEE MEETING OF THE WHOLE

11.1 Response to May 23, 2024 Delegation

Resolution # BD20240613.1004

Moved By C. Nachtigall

Seconded By J. Brar

THAT the request from Sunnyside Daycare to provide transportation outside of policy EEAA is denied.

Carried

11.2 Strategic Plan Public Update

The Superintendent reviewed the Strategic Plan.

Resolution # BD20240613.1005

Moved By J. Brar

Seconded By S. Nixon

THAT the Board approve the 2023-2025 Strategic Plan.

Carried

12. BY-LAWS AND/OR POLICIES

12.1 Revision to Schedule A (Trustee Governing By-Law No. 150)

Resolution # BD20240613.1006

Moved By C. Stahlke

Seconded By D. Johnson

THAT an amendment to By-No. 150, Schedule A, as follows, be given First Reading:

Effective on and from January 1, 2024:

Section 1(a), Qualifying Activities: Insert new "(viii) Compensation Committee Meetings" and renumber the current provisions 1(a)(vii-x), accordingly;

Section 1(b), Non-Qualifying Activities : Delete "(xviii) Compensation Committee Meetings"

Renumber Section 1(b)(xix) to 1(b)(xviii).

Carried

14. STANDING AND SPECIAL/ADVISORY COMMITTEE REPORTS

14.3 Finance, Buildings, Property and Transportation

14.3.1 ITT 2-24-004-FO - Supply and Delivery of Vehicle (Facilities and Operations)

Resolution # BD20240613.1007

Moved By C. Stahlke

Seconded By L. Karn

THAT the Board approve the recommendation from the Administration and award ITT 2024-004-FO to Janzen for the purchase of a Chevy 2500 truck in the amount of \$71,403.36 and a Chevy Cargo van in the amount of \$57,298.08, taxes and fees included.

Carried

14.3.2 ITT 2024-007-FO Concrete & Asphalt 2024-25

Resolution # BD20240613.1008

Moved By C. Stahlke

Seconded By D. Johnson

THAT the Board approve the recommendation from the Administration and award ITT 2024-007-FO to multiple bidders in various divisional locations as outlined below and in the attached detailed report:

- Bituminex - \$13,000.00
- Clean a lot - \$32,279.58
- Clintar - \$28,242.72
- Superior - \$46,398.00

For a total Cost of \$119,920.30 from Funding Source: FA03 - Major Asphalt and Concrete Upgrades budget for 2024/25.

Carried

14.5 Negotiations Committee

14.5.1 Memorandum of Settlement - EAPT

Resolution # BD20240613.1009

Moved By J. Brar
Seconded By C. Jolly

THAT the Memorandum of Settlement between the Pembina Trails School Division and the Educational Assistants Pembina Trails (EAPT) dated June 13, 2024, for the period July 1, 2023 to June 30, 2026, be ratified.

Carried

15. ADMINISTRATIVE REPORTS

15.1 School Administration Appointments

The interview and selection process has now been completed for administration appointments. It would now be in order for the Board to ratify the appointments.

Resolution # BD20240613.1010

Moved By C. Nachtigall
Seconded By S. Nixon

THAT the Board of Trustees approve the appointment of the following school administration appointments effective September 2024:

- Jane Bachart - Vice-Principal Shaftesbury High School;
- Sarah Hampton - Teaching Vice-Principal General Byng School;
- Linda Eden - Vice-Principal Pembina Trails Collegiate;
- Marlo Kozak - Principal Ralph Maybank School;

Carried

15.2 Kindergarten Enrolment Report

The Assistant Superintendent, Personnel and Education Services, reviewed the Kindergarten Enrolment Report. He responded to questions from Trustees.

Resolution # BD20240613.1011

Moved By C. Nachtigall
Seconded By C. Jolly

THAT the Board receive the Kindergarten Enrolment Report as information.

Carried

15.3 CRA Authorization

Resolution # BD20240613.1012

Moved By C. Stahlke

Seconded By D. Johnson

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 and BD20240208.1005,

BE IT RESOLVED THAT 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
- Rylee Pratt, Manager, Pay and Benefits

And further,

THAT the Board of Trustees authorize the removal of Tamara Hart as an authorized representative.

Carried

15.4 Addendum to Daycare Lease Agreement

Resolution # BD20240613.1013

Moved By C. Stahlke

Seconded By D. Johnson

THAT the Board approve the Addendum to the lease agreement between the Pembina Trails School Division Machray Day Nursery (Bison Run) for the period January 5, 2023 to August 31, 2027, for the provision of additional shared space.

Carried

15.5 Stripe Payment Processing Authorization

Resolution # BD20240613.1014

Moved By C. Stahlke
Seconded By D. Johnson

WHEREAS, Stripe Payments Processing is the payment processing platform for Permission Click transactions and,

WHEREAS Stripe Payments Processing requires an officer of the School Division to authorize representatives to conduct business on Division matters,

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

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

Carried

16. NEW BUSINESS

16.1 Resolution for Trustee Attendance - IBPOC Committee Meetings

Trustee T. Johnson recommended that IBPOC Committee be considered as an ongoing standing committee and amendment to bylaw 150 be made in September 2024.

Resolution # BD20240613.1015

Moved By S. Nixon
Seconded By L. Karn

THAT Trustees Christine Jolly and Jasmine Brar be approved to attend IBPOC Committee Meetings and be eligible to claim Trustee Indemnities for this work.

Carried

17. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST

Resolution # BD20240613.1016

Moved By C. Nachtigall
Seconded By C. Jolly

THAT the Correspondence for Information Distribution List dated June 13, 2024, be received as information.

Carried

18. QUESTIONS FROM TRUSTEES

Trustee Nachtigall informed the Board that Trustee Becker, Trustee Brar, and herself attended a meeting where Minister Altomare stated that this year's Provincial budget was focused on healthcare, however education and the need to build new schools will be a priority moving forward.

19. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ATTENDANCE

A member of the public requested that the Board and Senior Administration Team be mindful of the division guidelines when determining kindergarten class sizes.

21. ADJOURNMENT

Meeting adjourned at 8:50 p.m.

Chair of the Board

Secretary-Treasurer