

**Regular Meeting of the Board  
Minutes**

Wednesday, October 12, 2022  
Craig M. Stahlke Board Room  
Administration Office  
181 Henlow Bay, Winnipeg, MB R3Y 1M7

**1. Recognition of Treaty Land**

We acknowledge with respect the history, spirituality and culture of the peoples with whom Treaty One was signed and the land upon which Pembina Trails School Division resides. We acknowledge our responsibility as Treaty members and honour the heritage and gifts of the Red River Métis. We commit to moving forward in partnership with Indigenous communities in a spirit of collaboration and reconciliation.

**2. ATTENDANCE**

Trustees:

D. Zuk, J. Fisher, J. Glenat, D. Johnson, T. Johnson, G. Melnyk, C. Nachtigall.

Administration:

L. Boles, Superintendent

C. Roberts, Assistant Superintendent, Curriculum and Learning Services

T. Scott, Assistant Superintendent, Personnel and Education Services

N. Wood, Secretary-Treasurer

Regrets: None

**3. CALL TO ORDER**

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

**4. AGENDA APPROVAL**

**Resolution # BD20221013.1001**

Moved By G. Melnyk

Seconded By D. Johnson

THAT the agenda be approved as amended.

**Carried**

**5. BOARD MINUTES APPROVAL**

Trustee Melnyk raised concerns about how the By-Law revisions that he raised at the September 22, 2022, Board Meeting had been recorded in the minutes. The Chair reviewed the proceedings that occurred at that meeting with respect to this matter. No amendments were brought forward.

**Resolution # BD20221013.1002**

Moved By J. Glenat

Seconded By C. Nachtigall

THAT the minutes of the Regular Meeting of the Board held on September 22, 2022, be approved as circulated.

**Carried**

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

**Resolution # BD20221013.1003**

Moved By J. Fisher

Seconded By T. 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 October 12, 2022, be ratified and,

THAT the Teacher Contract Alterations as listed in the Contract Alterations Report dated October 12, 2022, be approved and,

THAT the Substitute Teacher Contracts as listed in the 2022-23 Substitute Teacher Contracts Report dated October 12, 2022 be ratified and,

THAT the Board accept, with regret, the Resignations as listed in the Resignations Report dated October 12, 2022.

**Carried**

**9. BUSINESS FROM PREVIOUS BOARD MEETINGS**

**9.1 Delegation S. Zhou and T. Chen**

**Resolution # BD20221012.1004**

Moved By J. Fisher

Seconded By J. Glenat

THAT the Board approve a letter from the Superintendent to the delegation denying this request.

**Carried**

**9.2 Delegation M. Sarhan**

**Resolution # BD20221012.1005**

Moved By J. Glenat

Seconded By J. Fisher

THAT the Board approve a letter from the Superintendent to the delegation denying this request.

**Carried**

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

**11.1 Graphic Technician**

The Board received a report from the Director of Human Resources, Non-Teaching, regarding a CUPE 5121 reclassification request re Graphic Technician.

**Resolution # BD20221012.1006**

Moved By J. Fisher

Seconded By C. Nachtigall

THAT the Board approve the reclassification of the CUPE 5121 position – Graphic Technician to Graphic Designer, as set out in the recommendation from the Director of Human Resources and further,

THAT the Board approve the amended job description and salary grid, for the Graphic Designer effective April 4, 2022.

**Carried**

**11.2 Admin Secretary- Human Resources**

The Board received a report from the Director of Human Resources, Non-Teaching, regarding a CUPE 5121 reclassification request re: Administrative Secretary – Human Resources.

**Resolution # BD20221012.1007**

Moved By J. Fisher

Seconded By C. Nachtigall

THAT the Board approve the reclassification of the CUPE 5121 position – Administrative Secretary – Human Resources to Smart Find Operator and Administrative Secretary (Support Staff) – Human Resources, as set out in the recommendation from the Director of Human Resources and further,

THAT the Board approve the amended job description of the Smart Find Operator and Administrative Secretary (Support Staff) – Human Resources effective June 7, 2022.

**Carried**

### **11.3 Pembina Trails Collegiate Secretarial Support**

The Administration reviewed the request to hire a 1.0 FTE School Admin Secretary for Pembina Trails Collegiate, anticipated to open September 2023.

#### **Resolution # BD20221012.1008**

Moved By J. Fisher

Seconded By T. Johnson

That the Board approve the SAT recommendation to use accumulated surplus to hire a 1.0 FTE School Admin Secretary to support the opening of Pembina Trails Collegiate effective immediately.

**Carried**

### **11.4 Bison Run Opening Plan Recommendation**

The Assistant Superintendent, Personnel and Education Services, reviewed the current enrolment projections and recommended motion with respect to Bison Run Schools of Choice. He responded to questions from trustees.

#### **Resolution # BD20221012.1009**

Moved By J. Fisher

Seconded By C. Nachtigall

WHEREAS Bison Run School is anticipated to open in January 2023; and

WHEREAS Administration has provided the Board with updated Bison Run catchment enrolment projections; therefore

BE IT RESOLVED THAT the board approves Schools of Choice applications to be accepted for consideration beginning November 1, 2022 for a January 2023 student entry date to Bison Run School; and further

THAT all other facets of the original Bison Run catchment establishment motion remain as passed on June 9, 2022

**Carried**

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

**14.6 EAPT Negotiations**

The Secretary-Treasurer provided an update for the Board with respect to the EAPT Negotiations Committee meetings. She reviewed the final Memorandum of Settlement and proposed recommendation. She responded to questions.

**Resolution # BD20221012.1010**

Moved By D. Johnson

Seconded By T. Johnson

THAT the Memorandum of Settlement dated October 11, 2022, amending the Collective Agreement between the Pembina Trails School Division and the Educational Assistants Pembina Trails for the period July 1, 2020 to June 30, 2023 be approved in principal subject to the final language of the MOS and ratification by the EAPT Association.

**Carried**

**14.7 Pembina Trails School Division Educational Support Fund Inc.**

**14.7.1 FR Varsity Boys Basketball Team Trip - Brandon Tournament**

The Committee reviewed the two requests from the Fort Richmond Collegiate Varsity Boys Basketball Team.

**Resolution # BD20221012.1011**

Moved By G. Melnyk

Seconded By D. Johnson

THAT a financial award from the Pembina Trails School Division Educational Support Fund Inc. be made as follows:

Name	Amount	Activity
FR Varsity Boys Basketball	\$500	Team trip, Brandon, MB, December 15-17, 2022

**Carried**

#### **14.7.2 FR Varsity Boys Basketball Team - Edmonton Tournament**

##### **Resolution # BD20221012.1012**

Moved By G. Melnyk

Seconded By D. Johnson

THAT a financial award from the Pembina Trails School Division Educational Support Fund Inc. be made as follows:

Name	Amount	Activity
FR Varsity Boys Basketball	\$500	Team trip, Edmonton, AB, February 1-5, 2023

**Carried**

#### **15. ADMINISTRATIVE REPORTS**

##### **15.1 Principal of Learning and Inclusion**

##### **Resolution # BD20221012.1013**

Moved By T. Johnson

Seconded By C. Nachtigall

THAT the Board approve the Letter of Understanding between the Pembina Trails School Division and the Pembina Trails Teachers' Association with respect to the Principal of Learning and Inclusion.

**Carried**

#### **17. CORRESPONDENCE FOR INFORMATION DISTRIBUTION LIST**

##### **Resolution # BD20221012.1014**

Moved By D. Johnson

Seconded By T. Johnson

THAT the Correspondence for Information Distribution List dated October 12, 2022, be received as information.

**Carried**

#### **18. QUESTIONS FROM TRUSTEES**

C. Nachtigall ask about the progress of new school. The Superintendent advised that Bison Run is on target for projected opening in January 2023 opening.

G. Melnyk left the meeting at 8:21 pm.

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

A member of the public thanked the trustees for their years of service to the school division.

In response to a question from C. Stahlke regarding the removal item 14.1, Approval of June 30, 2022 Financial Statements item from the originally circulated agenda, Secretary-Treasurer, N. Wood explained that due to tight timelines and incompleteness of the auditor's report, it was decided to remove the item from this evening's agenda. The item will be brought forward for approval at the November 3, 2022 regular meeting.

**21. ADJOURNMENT**

Meeting adjourned at 8:33 p.m.

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Chair of the Board

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Secretary-Treasurer