

The One Thousand, One Hundred and Ninety Eighth Regular Meeting of the **Lakeshore School Division**  
Board held on **Tuesday, August 26, 2025**

**Members Present:** In Person - Donny Thorkelson, Chairperson; Allison Moman, Vice-Chairperson; Teresa Johnson; Tetiana Vasylieva; Kelly Webb

**Members Absent with Regret:** Shaun Lindal

**Administrative Staff Present:** Darlene Willetts, Superintendent/CEO; Arlene Brandson Darknell, Secretary-Treasurer; Matthew Bayduza, Director of HR

**Administrative Staff Absent with Regret:** Donald Nikkel, Superintendent of HR

1. Chairperson Donny Thorkelson called the meeting to order at 6:08 p.m.

2. Adoption of the Agenda

**M25.08.01** M/S A. Moman, T. Vasylieva that the agenda be adopted as presented.

Special Meetings: None

**Carried**

3. Adoption of the Minutes of the last Board Meeting

**M25.08.02** M/S T. Johnson, K. Webb that the minutes of the 1197th Regular Meeting held on Tuesday, June 24, 2025, be adopted as presented.

**Carried**

4. Division Reports

4.1 Department Reports

.01 Superintendents' Report

D. Willets, Superintendent/CEO advised of Teacher PD sessions held and Department updates.

.02 Human Resources

- Resignation Sidney Priemski Educational Assistant at Eriksdale School, effective September 2, 2025
- Hiring Michelle Arstall, casual cleaner and custodian effective July 9, 2025
- Hiring Serena Friesen, casual Educational Assistant effective September 3, 2025
- Hiring Kristen Starr, 50% of a FT 6 hour day, Permanent ASL Interpreter at Lundar School effective September 2, 2025
- Hiring Taylor Huckerby, 50% of a FT 6 hour day, Permanent ASL Interpreter at Lundar School effective September 2, 2025
- Resignation Jaydean Nickel, Education Assistant effective September 2, 2025
- Hiring Sydney Thorgilsson, 100% Term LTP Teacher at Lundar School effective September 2, 2025 to June 30, 2026
- Increasing Terri Otto's contract by 10%, to a total of 80%, for the 2025/2026 School Year
- Increasing Gail Kreutzer's contract by 7%, to a total of 32%, for the 2025/2026 School Year.
- Hiring Sheena Letexier, Substitute Teacher effective September 3, 2025
- Hiring Amanda Mantik, 70% Term Teacher at Fieldstone Ventures, effective September 2, 2025 to June 30, 2026
- Hiring Brooklyn Franck, Casual Educational Assistant effective September 3, 2025

- Hiring Diana Drews, Term Cleaner at the Hockey Academy effective September 3, 2025 to June 30, 2026 1.0 hour per day
- Resignation, Rick Willetts, spare bus driver, effective August 11, 2025
- Hiring, Amanda Mantik, casual Secretary for Fieldstone Ventures, effective August 25, 2025
- Hiring Heather Sigfusson, term Secretary for Fieldstone Ventures, 6 hours per day, effective August 25, 2025 to June 30, 2026
- Hiring Danielle Lazorak, Casual Educational Assistant effective September 3, 2025
- Hiring Natasha Wilson, Casual Educational Assistant effective September 3, 2025
- Hiring Samantha Badry, Casual Educational Assistant effective September 3, 2025
- Hiring Hailey Milian, term EA at Lundar School, 6.0 hours/day effective September 3, 2025 to June 30, 2026
- Hiring Chelsey Ewasiuk, term EA Flex Program, 6.0 hours/day effective September 3<sup>rd</sup>, 2025 to June 30<sup>th</sup>, 2026
- Resignation, Laurie Zarichney, full time Administrative Assistant at Division Office, effective August 21, 2025
- Hiring, Laurie Zarichney, casual EA/Secretary/Admin Assistant effective September 3, 2025
- Resignation, Lillian Traverse, Language Instructor at Alf Cuthbert and Ashern Early Years School, effective September 2, 2025
- Resignation, Mari Stagg, Education Assistant at Alf Cuthbert School, effective September 2, 2025

**M25.08.03** M/S K. Webb, A. Moman that the HR Report on the agenda be adopted as amended.

#### 4.3 Decision Information – Required Approvals

##### .01 Secretary-Treasurer – Accounts Payable

**M25.08.04** M/S A. Moman, T. Johnson that the following accounts payable cheques/direct debits and payroll vouchers be approved for payment;

- Payroll Vouchers dated June 4, 2025, \$465,281.64
- Payroll Vouchers dated June 26, 2025, \$86,947.50
- Cheques 33089-33118 dated June 30, 2025, \$45,036.97
- Cheques 33119-33143, dated July 7, 2025, \$ 17,894.58
- Employee EFT's, dated July 11, 2025, \$29,138.19
- Cheques 33144-33206, dated July 14, 2025, \$487,868.68
- Payroll Vouchers, dated July 9, 2025, \$264,867.58
- Payroll Vouchers, dated July 16, 2025, \$243,840.49
- OLC #0682 Manitoba Blue Cross, dated July 2, 2025, \$31,428.70
- OLC #0683 CIBC Visa, dated July 2, 2025, \$ 8,827.97
- OLC #684 Bell Mobility, dated July 3, 2025, \$178.46
- OLC #0685 Receiver General, dated July 4, 2025, \$248,717.52
- OLC #0686 Manitoba Hydro, dated July 7, 2025, \$ 208.66
- OLC #0687 Minister of Finance & Taxation, dated July 10, 2025, \$ 31,505.94
- OLC #0688 Minister of Finance, dated July 10, 2025, \$123.27
- OLC #0689 Meridian Onecap Credit Corporation, dated July 16, 2025, \$195.96
- OLC #0690 Receiver General, dated July 18, 2025, \$133,248.31
- OLC #0691 Bell MTS, dated July 21, 2025, \$1,780.64
- OLC #0692 Manitoba Hydro, dated July 21, 2025, \$18,718.67
- OLC #0693 KII Health Canada, dated July 23, 2025, \$ 1,041.85
- OLC #0694 CIBC Visa, dated July 29, 2025, \$ 6,787.46
- Employee EFT's, dated August 11, 2025, \$ 8,264.52
- Cheques 33207-33259, dated August 12, 2025 \$219,698.29

- OLC #0695 Manitoba Blue Cross, dated August 1, 2025, \$30,191.30
- OLC #0696 Bell Mobility Inc., dated August 5, 2025, \$341.37
- OLC #0697 Receiver General, dated August 5, 2025 \$126,718.30
- OLC #0698 Manitoba Hydro, dated August 6, 2025 \$204.39
- OLC #0699 Minister of Finance & Taxation, dated August 13, 2025 \$16,101.18
- Employee EFT's, dated August 11, 2025, \$243,905.19

**Carried**

4.4 Delegation of Authority

- M25.08.05** M/S K. Webb, T. Vasylieva that the Board delegate the authority of powers and duties of the Superintendent to Darlene Willetts, 52(1) of the Public Schools Act.

**Carried**

5. Policy Development/Review

The following regulations and procedures were reviewed.

- 2.B Finance Assistant

- M25.08.06** M/S T. Johnson, K. Webb that the Board approve Regulation and Procedure 2.B Finance Assistant, as presented.

**Carried**

6. Governance

- MSBA Memo Convention and PD dates

- M25.08.07** M/S T. Vasylieva, K. Webb that the Board move into Committee of the Whole in Camera at 6:39 p.m.

**Carried**

7. In Camera

- 8.1 Staffing Update
- 8.2 Leave Request
- 8.3 Follow up from June meeting
- 8.4 Interchange Request

D. Willetts and M. Bayduza left the meeting at 7:05 pm

A. Brandson Darknell left the meeting at 7:12 pm

All Staff returned to the meeting at 7:21 pm

The Board rose and reported at 7:48 p.m.

- M25.08.08** M/S T. Vasylieva, A. Moman that the Board approve leave of absence from support position, without pay from September 2, 2025, to June 30, 2026, as per request from employee no. 104645.

***Carried***

- M25.08.09** M/S T. Johnson, A. Moman that withdrawal of resignation from employee 104640 be accepted.

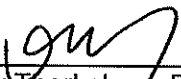
***Carried***


- M25.08.10** M/S K. Webb, A. Moman that the Board approve hiring Donald Nikkel 1.0 FTE being .125 Lakeshore SWOT Director and .875 secondment to the Manitoba Rural Learning Consortium, effective September 1, 2025 to June 30, 2026.

***Carried***

Resignation received from Trustee Marvin Coverdale, effective August 25, 2025.

8. Items for next agenda and adjournment: T. Vasylieva, at 7:51 p.m.

  
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Donny Thorkelson, Board Chair

  
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Arlene Brandson Darknell, Secretary-Treasurer