

The One Thousand, Two Hundred and Sixth Regular Meeting of the **Lakeshore School Division** Board held on **Tuesday, November 18, 2025 at the Lakeshore Division Office**

**Members Present:** In Person – Donny Thorkelson – Chairperson; Allison Moman – Vice Chair; Shaun Lindal; Kelly Webb

Online – Tetiana Vasylieva; Teresa Johnson

**Members Absent with Regret:**

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

**Administrative Staff Absent with Regret:**

1. Chairperson Donny Thorkelson called the meeting to order at 6:02 p.m.
2. Adoption of the Agenda

**M25.11.53** M/S S. Lindal, K. Webb that the agenda be adopted as presented.

Special Meetings:

- D. Thorkelson and A. Moman reported on MSBA – Region 3 Fall Meeting on November 8, 2025

*Carried*

3. Adoption of the Minutes of the last Board Meeting

**M25.11.54** M/S A. Moman, S. Lindal that the minutes of the **1203<sup>rd</sup>** Regular Meeting held on Tuesday, October 28, 2025, the **1204<sup>th</sup>** Regular Meeting Continuation on Thursday October 30<sup>th</sup>, 2025, and the **1205<sup>th</sup>** Special Meeting on Tuesday, November 4<sup>th</sup>, 2025, be adopted as presented.

*Carried*

4. Presentations

The Lakeshore Teachers Association Liaisons meeting was held from 5:00 p.m. to 5:45 p.m.

5. Monitoring Reports

**M25.11.55** M/S A. Moman, S. Lindal that the H.R. Monitoring Report on Current Staffing and Vacancies be adopted as presented.

*Carried*

**M25.11.56** M/S K. Webb, S. Lindal that the Enrollment Report at October 1, 2025 be adopted as presented.

*Carried*

- Superintendent and Board Evaluation review process

## 6. Division Reports

### 6.1 Department Reports

#### Superintendents' Report

- A Letter from Fisher Branch Collegiate requesting additional financial support for Provincials.

#### Human Resources

- Hiring – Jason Anderson, Casual Sub Teacher, Effective October 17, 2025
- Hiring – Rofail Yor, Casual Educational Assistant, Effective Nov 3, 2025
- Hiring – Kevin Gutknecht, Full Time Permanent 12-month Custodian, 8.0 hrs/day, Alf Cuthbert School, Effective November 17, 2025
- Hiring – Halo Pelletier, Casual Educational Assistant, Effective October 27, 2025
- Hiring – Halo Pelletier, Full-Time Permanent Educational Assistant, 6.0 hrs/day, Alf Cuthbert School, Effective November 6, 2025
- Hiring – Natasha Jeffery, Full-Time Permanent, 10-month Cleaner, 8.0 hrs/day, Ashern Central School, Effective November 10, 2025.
- Hiring – Baillie Sinclair, Casual EA/Sub Teacher, Effective October 28, 2025
- Resignation – Allyssia Bremner, Payroll Administrator, Division Office, Effective November 15, 2025
- Hiring – Allyssia Bremner, Permanent Administrative Assistant, 18 hrs/week, Division Office, Effective November 17, 2025
- Hiring – Attila Szollosi, Casual Sub Teacher, Effective November 12, 2025
- Resignation - Alannah Priemski, Educational Assistant, Eriksdale School, Effective November 14, 2025
- Hiring - Shea Land, Full-Time Permanent Mechanic Foreman, 8.0 hrs/day, Fisher Branch Bus Garage, Effective November 3, 2025
- Retirement – Shirley Ducharme, Teacher, Lundar School, Effective June 30, 2026
- Hiring – Tami Karsin, Casual Sub Teacher, Effective November 13, 2025
- Hiring - Carol Bilinski, Full-Time Permanent Educational Assistant, 6.0 hrs/day, Broad Valley Colony School, effective November 12, 2025.
- Hiring – Lora-Lee McKay, Permanent Payroll/Administrative Assistant, 8.0 hrs/day, Effective November 24, 2025
- Hiring – Laura Kjeear, Casual EA, Eriksdale School, Effective November 17, 2025

### 6.2 Decision Information – Required Approvals

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

**M25.11.57** M/S K. Webb, A. Moman that the following accounts payable cheques/direct debits and payroll vouchers be approved for payment;

- Payroll Vouchers, dated October 29, 2025, \$397,660.45
- Payroll Vouchers, dated November 12, 2025, \$412,782.11
- Cheques 33475 – 33498, dated October 27, 2025, \$49,715.15
- Cheques 33499 - 33515, dated November 3, 2025, \$22,208.90
- Cheques 33516 – 33549, dated November 12, 2025, \$346,294.79
- Cheques 33550-33591, dated November 17, 2025, \$83,908.00
- Employee EFT's, dated November 10, 2025, \$22,584.18
- OLC #0725, KII Health (Sante) Canada Inc, dated October 21, 2025, \$1,041.86
- OLC #0726, Wholesale Club #6703 / Loblaws Inc., dated October 22, 2025, \$825.25
- OLC #0727, Federated Co-Operatives LTD., dated October 29, 2025, \$935.71
- OLC #0728, Meridian Onecap Credit Corporation, dated October 29, 2025, \$195.96

- OLC #0729, Parkland Corporation, dated October 29, 2025, \$6,723.89
- OLC #0730, Workers Compensation Board of Manitoba, dated October 29, 2025, \$9,355.52
- OLC #0731, Wholesale Club #6703 / Loblaws Inc., dated October 29, 2025, \$905.96
- OLC #0732, CIBC Visa, dated October 29, 2025, \$4,051.16
- OLC #0733, Manitoba Blue Cross, dated November 3, 2025, \$38,560.40
- OLC #0734, Bell Mobility Inc., dated November 3, 2025, \$313.60
- OLC #0735, Receiver General, dated November 5, 2025, \$143,888.18
- OLC #0736, Wholesale Club #6703 / Loblaws Inc., dated November 5, 2025, \$686.84
- OLC #0737, Manitoba Hydro, dated November 6, 2025, \$245.50
- OLC #0738, Minister of Finance & Taxation, dated November 13, 2025, \$25,508.22

**Carried**

- A financial update was verbally provided by Arlene Brandson Darknell, Secretary-Treasurer.

## .02 Overnight Trip Requests

- M25.11.58** M/S K. Webb, S. Lindal that the Board approve the request from Nathan Lee, Teacher at Fisher Branch Collegiate, to take the JV Fisher Branch boys volleyball team to an overnight Provincial Qualifying Tournament in Boissevain, MB, staying in Killarney, MB, on November 7<sup>th</sup> and 8<sup>th</sup>, 2025.; provided all regulations, procedures and guidelines are followed.

**Carried**

- M25.11.59** M/S A. Moman, S. Lindal that the Board approve the request from Kyla Tomlinson, Teacher at Lundar School, to take the Grade 11 and 12 students on an overnight field trip to Assessippi Ski Resort in Russell, MB, on February 8<sup>th</sup> and 9<sup>th</sup>, 2026; provided all regulations, procedures and guidelines are followed.

**Carried**

- M25.11.60** M/S K. Webb, A. Moman that the Board approve the request from Samantha Janower, Teacher at Fisher Branch Collegiate, to host the Varsity Fisher Branch girls' volleyball team overnight at Fisher Branch Collegiate November 14 to 15, 2025.; provided all regulations, procedures and guidelines are followed.

**Carried**

- M25.11.61** M/S K. Webb, S. Lindal that the Board approve the request from Nathan Lee, Teacher at Fisher Branch Collegiate, to take the Varsity Boys volleyball team to an overnight Provincial Volleyball Tournament in Brandon, MB on November 27<sup>th</sup>-29<sup>th</sup>, 2025, with financial support; provided all regulations, procedures and guidelines are followed.

**Carried**

7. Ownership Linkage
  - 7.1 Visitors and Delegations
  - 7.2 Ownership Linkage Plan

8. Policy Development/Review

The following regulations and procedures were reviewed

- EL – 1.3 Financial Planning & Budgeting
- EL – 1.4 Financial Conditions and Activities
- EL – 1.5 Emergency Superintendent Succession
- EL – 1.6 Asset Protection & Risk Management
- EL - 1.7 Compensation and Benefits
- EL - 1.8 Communications and Support to the Board
- EL - 1.9 Ends Focus of Grants and Contracts

9. Governance

- Canadian Parents for French MB – Letter Oct 31, 2025
- MSBA Executive Highlights Nov. 3, 2025
- MSBA E-Bulletin Nov. 5, 2025
- MSBA Memo – Statement of Integrity Nov 12, 2025
- MSBA Convention – Future Resolutions from Lakeshore SD for consideration

**M25.11.62** M/S K. Webb, S. Lindal that the Board move into Committee of the Whole in Camera at 7:23 p.m.

***Carried***

10. In Camera

- 10.1 Staffing Update
- 10.2 Student Suspensions
- 10.3 Leave Requests

11. The Board rose and reported at 8:05 p.m.

**M25.11.63** M/S K. Webb, S. Lindal that the Board approve leave of absence without pay from November 1, 2025, to January 2, 2026 as per request from employee no.104502.


***Carried***


**M25.11.64** M/S A. Moman, S. Lindal that the Board approve leave from February 1, 2026, to February 1, 2027 as per request from employee no.104656.

***Carried***

**M25.11.65** M/S A. Moman, K. Webb that the Board approve employment contract for Arlene Brandson Darknell, Secretary-Treasurer, dated November 18, 2025, as presented.

12. Adjournment: A. Moman at 8:16 p.m.

  
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Donny Thorkelson, Board Chair

  
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Arlene Brandson Darknell, Secretary-Treasurer