

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**December 5, 2011**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Division Office in Carman on Monday, December 5, 2011. The meeting was called to order at 7:00 p.m.

Present:       Ward I           Trustee Donna Cox  
                  Ward II           Trustee Karen Tjaden (in at 7:20 p.m.)  
                  Ward III           Trustee Jim Hay  
                  Ward IV           Trustee Elaine L. Owen  
                  Ward III           Trustee Colleen Claggett Woods  
                  Ward V           Trustee Jack Foote  
                  Ward VI           Trustee Rik Skelton  
                  Ward VII          Trustee Claude Lachance

Administration Bruce Wood, Superintendent  
                          Agnes Gaultier, Secretary-Treasurer  
                          Ron Sugden, Assistant Superintendent  
                          Wilma Ritzer, Director of Student Services  
                          Richard Whitbread, Operations/Human Resource Manager

Regrets:       Ward VIII       Trustee Frank Bruce

339/11 Foote/Skelton: **THAT** the minutes of the November 21<sup>st</sup> regular meeting be approved as circulated. -CARRIED-

340/11 Cox/Hay: **THAT** the circulated agenda, with the addition of item 7.6 – December 1<sup>st</sup> Personnel Committee meeting report, be approved for this meeting. -CARRIED-

341/11 Foote/Hay: **THAT** the Board do now resolve itself into a closed session, Committee of the Whole Board, for discussion of matters covered under Policy BD. -CARRIED-

The following matters were discussed:

- Superintendent's Report;
- Student Suspension Report;
- Sale of Graysville School;
- Superintendent Staffing Report;
- Personnel matter update;
- Personnel matter recommendation;
- MSBA update;
- Division Office staff job descriptions;
- Board/PRTA supper meeting dates.

342/11 Tjaden/Cox: **THAT** the Committee of the Whole rise and report. -CARRIED-

## **Superintendent's Report**

*French Language Revitalization:* Sixteen staff members have taken the first level of introductory French Language classes.

*St. Paul's Collegiate:* The annual ski trip on January 22<sup>nd</sup> and 23<sup>rd</sup> was approved as per Board policy.

**Finance**

*MUST Fund:* A letter from MSBA regarding the user fee deductible was received as information.

**Personnel**

- 343/11 Foote/Hay: **THAT** the Superintendent Staffing Report be approved. -CARRIED-
- 344/11 Hay/Owen: **THAT** the recommendation of the Committee of the Whole regarding employee #2352 be approved. -CARRIED-
- 345/11 Owen/Foote: **THAT** the job descriptions for the Division Office support staff be removed from the Policy Manual, and placed in an Administration/Procedures Manual following revision. -CARRIED-

**Board Policy**

- 346/11 Tjaden/Skelton: **THAT** Policy GBP – Employee and Trustee Service Recognition be approved as revised. -CARRIED-

*Policy Manual structure:* This matter was referred to the December 19<sup>th</sup> meeting for discussion.

**Public Relations/Educational Programming**

- 347/11 Tjaden/Foote: **THAT** based on a petition signed by the parents or guardians of at least 75% of the pupils in the school, we approve the conduct of religious exercises in Boyne View Colony School for the balance of the 2011/2012 school year. -CARRIED-

**General**

*MSBA Executive Highlights:* Received as information.

*MSBA First Call for Nominations:* Received as information.

*MSBA Raffle Donations for Convention:* The Board will provide a donation.

*Education Finance Workshop Report:* Trustee Owen presented a detailed report on the workshop.

**Correspondence**

River East Transcona School Division re: New Superintendent. Received as information.

- 348/11 Owen/Cox: **THAT** the Board do now resolve itself into a closed session, Committee of the Whole Board, for discussion of matters covered under Policy BD. -CARRIED

The following matters were discussed:

- December 1<sup>st</sup> Personnel Committee Meeting Report;
- December 1<sup>st</sup> Board/PRTA Liaison Committee Meeting Report;
- Colony model.

349/11 Tjaden/Cox: **THAT** the Committee of the Whole rise and report. -CARRIED-

350/11 Cox/Owen: **THAT** the salary adjustments to Division Office senior administration and support staff be approved as per the December 1<sup>st</sup> Personnel committee meeting recommendations. -CARRIED-

**MEETING REMINDERS**

Next Regular Board meeting	Dec 19	7:00 p.m.
Board Policy Committee meeting	Dec 9	9:00 a.m.
Board long term planning meeting	Dec 12	12:15 p.m.
Personnel Committee meeting	Jan 10	9:30 a.m.
Committee of the Whole	Jan 16	5:30 p.m.
January Board meeting	Jan 16	7:00 p.m.
January Board meeting	Jan 23	7:00 p.m.

The meeting was declared adjourned at 9:45 p.m.

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Colleen Claggett Woods, Chair

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Agnes Gaultier, Secretary-Treasurer