

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**December 19, 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 19, 2011. The meeting was called to order at 7:00 p.m.

Present:       Ward I           Trustee Donna Cox  
                  Ward II           Trustee Karen Tjaden  
                  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

The meeting was preceded by a demonstration on MS Lync meeting software for electronic meetings with both audio and video connection through the internet.

351/11 Hay/Foote: **THAT** the minutes of the December 5<sup>th</sup> regular meeting be approved as circulated.

-CARRIED-

352/11 Foote/Owen: **THAT** the circulated agenda, with the addition of items 5.1 – Operations/Finance Committee meeting report, 5.2 – St. Laurent School renovations/upgrade project, 11.4 – C. Coates re: Graysville playground equipment, and 11.5 – Carman Elementary ACSL re: invitation, and the deletion of item 4.4 – Parent request for student transfer, be approved for this meeting.

-CARRIED-

353/11 Owen/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:

- admin action report;
- Student Suspension Report;
- Sale of Graysville School.

354/11 Lachance/Cox: **THAT** the Committee of the Whole rise and report.

-CARRIED-

## **Superintendent's Report**

*St. François Xavier School Choir recording:* The song "Tribute to the Veterans" performed by the Grades 4-5 choir from St. François Xavier School and recorded on a CD by Mid-Ocean Studios was played for the Board.

*Provincial Report Cards:* The Division will establish working groups to review the provincial templates and to make recommendations as to the local items we may choose to include.

*Province-wide connectivity for schools:* Information on this network was provided at a meeting organized by Manitoba Education and the Department of Innovation, Energy and Mines.

*Attendance reporting:* The average attendance for the Division for the period January to June, 2011 was 95.3%.

*Draft Vision, Mission and Values Statement:* The draft was reviewed with suggestions made for changes.

*Graduation rates:* The provincial report was compared to divisional data.

*November enrolment report:* The report shows an increase of 8 students over the previous month.

### **Operations**

*Operations/Finance Committee report of December 15 meeting:* The report was circulated and will be discussed at the next meeting.

*St. Laurent renovations/upgrade project:* The Board agreed by consensus that the Operations/Finance Committee should review the scope of work of the project for recommendation to the Board.

### **Finance**

356/11 Hay/Tjaden: **THAT** the November accounts showing total general expenditures of \$2,101,959.11 be approved as presented. -CARRIED-

*Secretary-Treasurer's Report:* A report on the Bellamy software workshop recently attended by the payroll and finance staff from the office was presented.

### **Board Policy**

*December 9<sup>th</sup> Committee meeting report:* Policies currently under review were identified.

*Policy Manual structure:* The Board discussed a modified policy manual format where the guidelines would be compiled in a procedures manual, with the policies only in the Policy Manual. Additional information will be brought to the Board at the next meeting.

### **Public Relations/Educational Programming**

357/11 Foote/Skelton **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 Blooming Prairie Colony School for the balance of the 2011/2012 school year. -CARRIED-

### **General**

*MSBA re: 2012 President's Council Award.* Received as information.

*Board/PRTA supper:* This was confirmed for February 16, with the location to be confirmed.

### **Correspondence**

N & L McNair re: Graysville playground equipment. Discussed as part of the sale of the School property.

Graysville School Reunion Committee re: War Memorial Plaque. Received as information.

Minister of Education re: Teacher Candidate Practicum. Received as information.

C. Coates re: Graysville playground equipment. Discussed as part of the sale of the School property.

Carman Elementary Advisory Council for School Leadership re: invitation. Received as information.

A 10-minute recess was called at 9:45 p.m.

358/11 Owen/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:

- 2012-2013 Budget consultation meetings;
- Superintendent Staffing Report;
- MSBA Update.

359/11 Hay/Skelton: **THAT** the Committee of the Whole rise and report. -CARRIED-

**Personnel**

360/11 Owen/Skelton: **THAT** the Superintendent Staffing Report be approved. -CARRIED-

**MEETING REMINDERS**

Next Regular Board meeting	Jan 16	7:00 p.m.
Board Policy Committee meeting	Jan 9	9:30 a.m.
Personnel Committee meeting	Jan 10	9:30 a.m.
Committee of the Whole meeting	Jan 16	5:30 p.m.
January Board meeting	Jan 23	7:00 p.m.
Board/PRTA supper meeting	Feb 16	

The meeting was declared adjourned at 10:15 p.m.

\_\_\_\_\_  
Colleen Claggett Woods, Chair

\_\_\_\_\_  
Agnes Gaultier, Secretary-Treasurer