

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**May 6, 2013**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, May 6, 2013. 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 Colleen Claggett Woods
	Ward III	Trustee Jim Hay
	Ward IV	Trustee Elaine L. Owen
	Ward V	Trustee Jack Foote
	Ward VI	Trustee Rik Skelton
	Ward VII	Trustee Claude Lachance
	Ward VIII	Trustee Frank Bruce

Administration Bruce Wood, Superintendent  
Agnes Gaultier, Secretary-Treasurer  
Ron Sugden, Assistant Superintendent

84/13 Woods/Hay: **THAT** the minutes of the April 22, 2013 regular meeting be approved as circulated. -CARRIED-

85/13 Woods/Foote: **THAT**, with the addition of items 4.10 – Request re: Middle Years Conference, and 10.2 – Graysville playground equipment, the agenda be approved for this meeting. -CARRIED-

86/13 Bruce/Skelton: **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-

*Presentation – Short term sick leave plan:* Mr. Glen Anderson MTS Staff Officer, and Melissa Benner, President of PRTA, presented information on a short term sick leave plan. The matter will be discussed later in the meeting.

The following matters were then discussed:

- admin action report;
- Superintendent’s Report;
- Student Suspension Report;
- Tell Them From Me Survey;
- March 31, 2013 Financial Report;
- Secretary-Treasurer’s Report.

87/13 Woods/Skelton: **THAT** the Committee of the Whole rise and report. -CARRIED-

*Presentation:* Betty-Ann Tiltman, Principal of St. François Xavier, reported on the “Strong Beginnings” assessment process introduced on a pilot basis in September, 2012. The process was deemed very successful by staff and the principal. Ms. Tiltman is seeking permission to continue this process for 2013-2014.

*Songwriting, recording and performances credit – pilot:* Lise McNair, Principal of Miami School and Brenda Mutcher, Regional CTS Coordinator, presented information on a request to offer this credit on a modified schedule basis, and also allow other schools to access this option through ITV.

**Superintendent’s Report**

*Superintendent’s Report:* St. Laurent student C. Lavallee was recently named Archer of The Year.  
*St. François Xavier School field trip:* Approval was given for the Grade 6 annual camping trip scheduled for June 5-7, 2013.  
*Miami School field trip:* Approval was given for the annual Grade 9-12 canoe trip from May 29-June 2, 2013.  
*Grades 3, 7 and 8 Assessment summaries:* The report was presented and received as information.  
*Songwriting recording and performances credit – pilot:* Referred to the next regular meeting.  
*April enrolment report:* Received as information.

- 88/13 Bruce/Cox: **THAT** we agree to participate in the Department survey *Tell Them From Me* for the 2013-2014 to 2015-2016 school years, and that the participation costs for 2013-2014 be taken from division Surplus for 2013-2014. -CARRIED-
- 89/13 Woods/Skelton: **THAT** the request from St. François Xavier School to continue the *Strong Beginnings* assessment process for the 2013-2014 school year be approved. -CARRIED-
- 90/13 Lachance/Skelton: **THAT** the Board agree to increase the number of exchange students accepted at our high schools as follows for the 2013-2014 school year Carman Collegiate -6, St. Paul’s Collegiate – 5, and Elm Creek, Miami and St. Laurent Schools – 4. -CARRIED-
- 91/13 Woods/Hay: **THAT** the Division agree to support attendance at the National Middle Years Conference from November 7-9, 2013 in Minneapolis, as presented by administration in the May 6<sup>th</sup> document for this meeting. -CARRIED-

**Operations**

- 92/13 Skelton/Bruce: **THAT** Policy EB - Operations Supervisor Job Description, be approved as presented. -CARRIED-

**Finance**

*MASBO Fiscal Focus:* This report was received as information.

**Board Policy**

*April 30<sup>th</sup> Committee meeting report:* A recommendation to hire a consultant to complete a review of our Policy Manual was presented.

- 93/13 Tjaden/Foote: **THAT** the proposal from Schubert & Young for the policy manual review and development be accepted, as recommended by the Board Policy Committee. -CARRIED-

**General**

*Employee Recognition lunch:* This annual event of recognition of staff retirements and years of service will be held again in June, in each school.

**CORRESPONDENCE**

Red River Valley School Division re: Bill 18. Received as information.

A 10-minute recess was called at 10:00 p.m.

- 94/13 Woods/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:

- Student Suspension Report;
- Superintendent Staffing Report;
- Superintendent hiring;
- Roland principal hiring;
- Operations Supervisor hiring;
- short term sick leave plan;
- MSBA Salary Bulletins;
- Graysville playground equipment.

95/13 Foote/Tjaden: **THAT** the Committee of the Whole rise and report. -CARRIED-

**Personnel**

96/13 Woods/Hay: **THAT** the hiring of Terry Osiowy as Superintendent, effective August 1, 2013 be approved as recommended by the Committee of the Whole. -CARRIED-

97/13 Foote/Bruce: **THAT** the hiring of Cecile Affleck as principal of Roland School, effective September 3, 2013 be approved as recommended by the hiring committee. -CARRIED-

98/13 Woods/Skelton: **THAT** the Superintendent Staffing Report be approved as presented. -CARRIED-

99/13 Foote/Hay: **THAT** the hiring of Kevin Affleck as Operations Supervisor, effective August 1, 2013 be approved as recommended by the Personnel Committee. -CARRIED-

**MEETING REMINDERS**

Next Regular Board meeting	May 6	7:00 p.m.
Personnel Committee meeting	Apr 29	6:30 p.m.
Board Policy committee meeting	Apr 30	5:30 p.m.
Regular Board meeting	May 21	7:00 p.m.

The meeting was declared adjourned at 10:35 p.m.

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Elaine L. Owen, Board Chair

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Agnes Gaultier, Secretary-Treasurer