

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**December 16, 2013**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, December 16, 2013. The meeting was called to order at 7:00 p.m.

Present:       Ward II           Trustee Karen Tjaden  
                  Ward III           Jim Hay  
                  Ward III           Trustee Colleen Claggett Woods  
                  Ward IV           Trustee Elaine L. Owen  
                  Ward V           Trustee Jack Foote  
                  Ward VI           Trustee Rik Skelton  
                  Ward VIII          Trustee Frank Bruce

Administration Terry Osiowy, Superintendent  
                          Agnes Gaultier, Secretary-Treasurer  
                          Ron Sugden, Assistant Superintendent  
                          Wilma Ritzer, Student Services Administrator

Regrets:       Ward I           Trustee Donna Cox  
                  Ward VII          Trustee Claude Lachance

248/13 Foote/Tjaden: **THAT** the minutes of the December 2, 2013 regular meeting be approved as circulated.

-CARRIED-

249/13 Bruce/Hay: **THAT**, with the addition of item 8.1 – Policy Manual Review contract – payment for December 6<sup>th</sup> presentation, the agenda for this meeting be approved as circulated.

-CARRIED-

250/13 Hay/Foote: **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;
- Superintendent's Staffing Report;
- Student Code of Conduct/Suspension Report;
- Student matter;
- Secretary-Treasurer's Report;
- MSBA Salary Bulletin.

251/13 Foote/Tjaden: **THAT** the Committee of the Whole rise and report.

-CARRIED-

## **Superintendent's Report**

*Superintendent's Report:* Interviews for the position of Human Resources Manager will be conducted the first week in January. Highlights of a High School Administration and Program meeting held on November 28<sup>th</sup> with the principals of our five high schools was presented. A report on the Workshop *Preparing for the Unexpected* attended by Terry, Kevin, and five principals was presented. The Miami School annual ski trip to Assessipi from February 2-4, 2013 was approved as per Board Policy IGH.

*Board study session follow-up:* A summary of the discussions was presented. Topics discussed included Technology long-term planning, PRSD Priorities – Review and Update, Policy Manual Review – Presentation by consultants, and new Board meeting agenda proposal.

*November enrolment report:* The report shows a decrease of three students from the previous month.

252/13 Bruce/Skelton: **THAT** the Superintendent Staffing Report be approved.

-CARRIED-

**Operations**

*Operations Supervisor’s Report:* Kevin, Terry and Agnes met with five staff members from Public Schools Finance Board regarding our Five-Year Capital Plan and other issues.

**Finance**

253/13 Woods/Hay: **THAT** the November accounts showing total general expenditures of \$2,377,382.04 be approved as presented. -CARRIED-

254/13 Foote/Skelton: **THAT** the request from Trustee Colleen Claggett Woods for reimbursement of expenses totaling \$372.90 be approved. -CARRIED-

*Secretary-Treasurer’s Report:* the Board approved the Budget meeting schedule.

*MUST Fund Preliminary Fee Assessment:* this was referred to the 2014/2015 Budget process.

**Board Policy**

255/13 Tjaden/Skelton: **THAT** an honorarium of \$250 each be approved for Jan Schubert and Dorothy Young, Policy Manual Review Consultants, in appreciation of their December 6<sup>th</sup> presentation to the Board. -CARRIED-

**General**

256/13 Woods/Bruce: **THAT** the new Board meeting agenda be approved on a pilot basis from January 13, 2014 until the last meeting in March, to allow for all items in the public portion of the meeting to be discussed starting at 7:00 p.m. and the “in camera” items to be discussed after the open portion of the meeting. -CARRIED-

*Safe and Caring Schools Workshop:* Deferred to the next meeting.

*MSBA Raffle Donations:* Referred to administration.

*MSBA re: Regional Meeting format:* Received as information.

**CORRESPONDENCE**

MSBA re: Early Learning and Child Care system. Received as information.

MB Education re: 2014/2015 School Year Calendar. Referred to administration for development of the Division Calendar.

CSBA Update: Received as information.

Minister of Education re: 20K3 and space planning.

**MEETING REMINDERS**

Next Regular Board meeting	Jan 13	7:00 p.m.
Operations/Finance Committee meeting	Dec 17	5:30 p.m.
Board Policy Committee meeting	Jan 9	5:30 p.m.
Committee of the Whole re: Budget	Jan 15	7:00 p.m.
Regular Board meeting	Jan 20	7:00 p.m.

The meeting was declared adjourned at 8:40 p.m.

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Elaine L. Owen, Board Chair

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Agnes Gaultier, Secretary-Treasurer