

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**February 18, 2014**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Tuesday, February 18, 2014.

Present:       Ward I           Trustee Donna Cox  
                  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 II           Trustee Karen Tjaden  
                  Ward VII          Trustee Claude Lachance

40/14 Woods/Foote: **THAT**, with the addition of items 2.06.4 – Minister of Education re: review of tests, and 4.02.1 – Request for additional educational assistant time, the agenda for this meeting be approved as circulated.

-CARRIED-

41/14 Foote/Bruce: **THAT** the minutes of the February 3, 2014 regular meeting be approved as circulated.

-CARRIED-

## **School/Division Program Presentations**

Ms. B. Mutcher, Regional Career and Technology Coordinator, presented information on the program. This program was developed to provide authentic and equitable educational experiences to students in rural Manitoba. It is student driven and is comprised of numerous individualized community-based apprenticeship experiences. Students participate in appropriate safety, First Aid and WHMIS training prior to their work site experience. There are currently 88 courses available under this program.

## **Report of Senior Administration**

*Superintendent Report:* The Personnel/Staffing Report was attached. The student Enrolment Report for January shows a decrease of 1 student overall. Highlights of the Administrative Council meeting included School Development Planning Processes, Procedures and Requirements, development of a School – Student Composition Profile, staffing procedures for 2014-2015, and development of a Principal Job Description. Manitoba Education will be in our Division in mid-March to complete a review of special education programming in our Division. A total of ten students from five schools will be involved in this review process.

*Operations Supervisor Report:* Annual boiler inspections by the Department of Labour have been completed in several schools.

*Secretary-Treasurer Report:* A financial report on the Carman Collegiate and Community Theater Rejuvenation Project was presented. Total cost of the project was \$336,607. Donations from businesses and community members totaled \$263,607. The Division contributed \$50,000 from its capital budget, and grants totaling \$23,000 were received. This project was a huge success. Information on a workshop *Understanding the Role of the School Division Secretary-Treasurer* to be held on April 25 was presented.

**Reports of Board Committees**

*Board Policy Committee – February 5, 2014 Meeting Report:* The Committee reviewed Section A, following the documents prepared by the consultants. Three Notice of Motions will be presented.

*Committee of the Whole Board – Budget, February 6 and 11 Meeting Reports:* Development of the 2014-2015 Division Budget continues. The public consultation meeting will be held on Monday, February 24 at Elm Creek School.

**Communications for Action**

*MSBA Convention – Distribution of Board ballots.* Referred to motions.

*MSBA Convention – Resolutions:* Referred to the next meeting.

*MSBA Webinar – Decision Impaired Boards.* Received as information.

*Minister of Education and Advanced Learning letter re: review of tests.* Received as information.

**Business Arising from previous delegation/Board meetings**

*Report of February 10 Safe and Caring Schools Workshop:* Trustees Cox, Foote and Woods reported on this workshop. Some of the topics presented on were strategies for teaching boys in the classroom, bullying, native youth rights, and health services in rural and northern Manitoba.

*Report on COSL Conference:* Deferred to the next meeting.

**Motions**

- 42/14 Skelton/Bruce: **THAT** we accept the Superintendent Staffing Report as presented. -CARRIED-
- 43/14 Woods/Cox: **THAT** we accept the Report from Senior Administration as presented. -CARRIED-
- 44/14 Foote/Hay: **THAT** the January accounts showing total general expenditures of \$2,285,314.78 be approved as presented. -CARRIED-
- 45/14 Skelton/Woods: **THAT** the job description for the position of Payroll Administrator be received as information. -CARRIED-
- 46/14 Bruce/Skelton: **THAT** we accept the February 6<sup>th</sup> and 11<sup>th</sup>, 2014 Committee of the Whole Board – Budget Reports. -CARRIED-
- 47/14 Foote/Bruce: **THAT** the Board Chair and Vice-chair be authorized to receive the Board ballots at the March 13-15, 2014 MSBA Convention. -CARRIED-

**Notice of Motion**

**NOTICE OF MOTION** was given by Trustee Hay to present the following at the next meeting:

THAT Policies AB – The People and Their School Division, ABA – The Name “Prairie Rose”, AG – Commitment to Accomplishment, AGA – Accomplishment Reporting to the Public, and AK – Canadian Flag Protocol, be deleted.

**NOTICE OF MOTION** was given by Trustee Foote to present the following at the next meeting:

THAT Policy AH Supervision and Evaluation be re-named Policy CDA, and that current Policy CDA be re-named CBA – Performance Review of Administrative Team.

**NOTICE OF MOTION** was given by Trustee Cox to present the following at the next meeting:

THAT Policies AA – School Division Legal Status, AAA – Boundaries of the School Division, ABB – The Prairie Rose Logo, AD – Mission, Vision and Values Statement, AC – Non Discrimination, AI – Smoke Free Environment, AJ – Alcohol/Drug Abuse, IHAMD – Nutrition, and ECAF – Electronic Surveillance be approved as revised.

**NOTICE OF MOTION** was given by Trustee Bruce to present the following at the next meeting:

THAT Policies AE – Code of Conduct, and AF – Behavioural Policy, be re-affirmed.

**NOTICE OF MOTION** was given by Trustee Woods to present the following at the next meeting:

THAT administrative rules and procedures AI-R: Smoke Free Environment, IHAMD-R: Nutrition, and ECAF-R: Electronic Surveillance, and AJ-R: Alcohol/Drug Abuse, be received as information.

**Communication for information**

- MSBA to University of Manitoba re: After-Degree Bachelor of Education Program.
- MSBA Salary Bulletins.
- 20K3 Initiative Funding.
- Shifting Minds Report.
- Thank you from R. and T. Skelton.
- MSBA re: R. Skelton Long Service Award.

**Announcements**

Next Regular Board meeting	Mar 3	7:00 p.m.
Committee of the Whole re: budget	Feb 20	7:00 p.m.
Budget Public consultation meeting – Elm Creek School	Feb 24	7:00 p.m.
Board/PRTA supper meeting	Feb 26	6:00 p.m.
Committee of the Whole re: Budget	Mar 6	7:00 p.m.
Special Board meeting re: Budget	Mar 10	7:00 p.m.

A 10-minute recess was called at 8:30 p.m.

48/14 Hay/Bruce: **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:
- Request for additional educational assistant time;
  - questions arising from the Senior Administration reports.

49/14 Woods/Cox: **THAT** the Committee of the Whole rise and report. -CARRIED-

50/14 Woods/Bruce: **THAT** we approve additional 3 ½ hours of educational assistant time at Carman Elementary School for a special situation, on a term basis to June 27, 2014. -CARRIED-

The matter of school security at Roland School and Ecole St. Eustache was referred to the Operations/Finance Committee.

The meeting was declared adjourned at 8:55 p.m.