

MINUTES – PRAIRIE ROSE SCHOOL DIVISION

April 21, 2014

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, April 21, 2014. The meeting was called to order by Vice-chair Colleen Claggett Woods

Present: Ward I Trustee Donna Cox
 Ward III Jim Hay
 Ward III Trustee Colleen Claggett Woods
 Ward V Trustee Jack Foote
 Ward VI Trustee Rik Skelton
 Ward VII Trustee Claude Lachance
 Ward VIII Trustee Frank Bruce

Administration Terry Osiowy, Superintendent
 Agnes Gaultier, Secretary-Treasurer

Regrets: Ward II Trustee Karen Tjaden
 Ward IV Trustee Elaine L. Owen

99/14 Cox/Bruce: **THAT** the agenda for this meeting be approved as circulated. -CARRIED-

100/14 Foote/Skelton: **THAT** the minutes of the April 14, 2014 regular meeting be approved as circulated. -CARRIED-

School/Division Program Presentations

Carman Elementary School administrators Deb Russell and Louise Duncan presented a report on projects and partnerships in the school. Some of these include older students partnering with younger “buddy” students for reading and working on projects, staff involvement in Professional Learning Groups on numeracy, training of support staff in WEVAS learning needs and conflict management. Extra-curricular activities include a running club with 72 members, Grades 4-6 Choir, Handbells group, Performance assemblies where students can showcase accomplishments and skills, Boyne Lodge volunteers, patrols and lunch monitors, a Dance group and a Cribbage Club among others. Some of the community partnerships include Bike Safety Rodeo, Roots of Empathy, Junior Achievement and “Secret Pals” through the Active Living Centre.

Carman Collegiate administrators Jack Phillips and Garth Schindle presented a report on activities in their school. They focused on the rejuvenation of the Carman Collegiate and Community Theatre, and the opportunity to now offer a Performing Arts Program for students beginning this fall. The new options will include Grades 7 and 8 Drama, Grade 9 Drama Promotions course, Grade 10 Introduction to Theatre, Set Design, Costume Design, Lighting Systems, Sound Systems, and also Event Catering.

Report of Senior Administration

Superintendent Report: The Personnel/Staffing Report was attached. The 2013-2014 school year marks the last year of the current three-year school and divisional planning process. By October 31, 2014, the schools and Division are required to complete and submit a comprehensive report in preparation for the Department’s review meetings with school divisions. Our Division is scheduled for the 2014-2015 school year. The Superintendent, Assistant Superintendent and Director of Student Services will meet with each school principal individually to review the completion of the current three-year plan and begin the new three-year cycle of school planning. Assistant Superintendent Ron Sugden presented information on the March 14th Senior Years Professional Development Day. Teachers and administrators spent the day learning, sharing ideas, and reviewing local, provincial, and national data in the areas of “Preparing Students for Success” and “Learning to Age 18”.

Dr. Ken Mclusky, Dean and Professor of Education at the University of Winnipeg shared his experiences as an educator and gave examples to consider when creating successful alternatives for at risk students. Information for the 4th Annual Literacy Initiative, a joint project between the Division and the Prairie Rose Teachers' Association was presented. This initiative provides every grade six student in the Division with a free book of their choice chosen from a list generated by the students and also with a bookmark and a sticker promoting literacy. The Division and the Association share the costs of the books. The Division was successful in obtaining a \$3,000 grant from Southern Health-Santé Sud to support the interpretation, understanding and application of data from the 2012 Youth Health Survey. This initiative will involve Biology students from Carman Collegiate, as well as teachers from throughout the Division. A Thank You letter from the St. Paul's Collegiate Travel Club following their trip to Ireland, Wales and Great Britain was received as information.

Operations Supervisor Report: Tender drawings and specs still have not been released for bidding on the St. Laurent School capital project. A service contract for the annual start up of heating and cooling systems in the schools was awarded to National Refrigeration. The contract is for two years with the option to renew for one more year. The contract should allow us to better manage the costs of preventative maintenance to heating and cooling systems in the Division.

Secretary-Treasurer Report: The March accounts were presented. Work has begun on the March 31st Financial Statement for the Province, which will be due the first week in May. The March 31st Quarterly Financial Report was presented. It was brought to the Board's attention that the trustee indemnity are normally reviewed each year by the Operations/Finance Committee.

Reports of Board Committees

Operations/Finance Committee – April 14, 2014 Meeting Report

The Committee discussed security in the schools and recommended that the current practice of having only the front door unlocked while classes are in progress is working well. Principals will unlock side doors at their discretion during recess times for student convenience. The Committee recommends an increase to the budget to allow for the purchase of a new vehicle rather than a used one. The review of rental rates for day cares in our schools was deferred.

Policy Committee – April 8, 2014 Meeting Report

Policies AC – Respect for Human Diversity: Sexual Orientation and Gender Identity, ADD – Code of Conduct – Safe Schools, and AE – Planning Cycle, were presented for information in preparation for consideration at the next Committee meeting. Regulation ABB-R – The Prairie Rose School Division Logo was reviewed and will be presented to the Board for approval. Review of Section B was completed. The entire section will now be presented to the Board for consideration and approval.

Ad Hoc Committee – MSBA Governance – April 16 Meeting Report

The Committee's recommendation is that the current governance structure of MSBA is appropriate.

Communications for Action

Workshop – Understanding the Role of Secretary-Treasurer. No trustee is able to attend.

Business Arising from previous delegation/Board meetings

Board agenda format: The Board will again review the format of the Board meeting agenda at the May 5th meeting.

Motions/By-Laws

101/14 Skelton/Foote: **THAT** we accept the Superintendent’s Staffing Report as presented. -CARRIED-

102/14 Cox/Bruce: **THAT** we accept the Senior Administration Report as presented. -CARRIED-

Referred to Committee: The Board agreed by consensus to refer the annual review of trustee indemnity rates to the Operations/Finance Committee.

103/14 Bruce/Skelton: **THAT** we accept the Report of the April 14, 2014 Operations/Finance Committee meeting. -CARRIED-

104/14 Skelton/Lachance: **THAT** the budget for the purchase of a Division vehicle be increased from \$25,000 to approximately \$31,000 plus taxes, to allow for the purchase of a new truck. -CARRIED-

105/14 Foote/Hay: **THAT** we accept the report of the April 8, 2014 Policy Committee meeting. -CARRIED-

106/14 Cox/Hay: **THAT** new Policy EAB – Workplace, Safety and Health be approved as presented. -CARRIED-

107/14 Hay/Bruce: **THAT** Regulation ABB-R – The Prairie Rose School Division Logo be received as information. -CARRIED-

108/14 Foote/Hay: **THAT** we approve the Ad Hoc Committee on MSBA Governance April 16, 2014 Meeting Report, and furthermore that Prairie Rose School Division confirm its belief the current MSBA structure of 11 executive members is working well and that regions are adequately represented. -CARRIED-

NOTICE OF MOTION

Trustee Cox presented Notice that a motion to delete the following policies will be presented at the next regular meeting:

- BB School Board Elections
- BBB Board Staff Officers
- BBC Board Organizational Meeting
- BBE Board Member Oath of Office
- BBF Board Member Conflict of Interest
- BAC Planning Cycle
- BC School Board Meetings
- BCA Board Meeting Procedures
- BCAA Electronic Meetings
- BCB Duties of the Chair of the Board
- BCC Duties of the Vice-Chair of the Board
- BCE Notification of Board Meetings
- BCF Emergency Board Meetings
- BCG Agenda Format
- BCH Agenda Preparation and Dissemination
- BCI Quorum
- BCJ Rules of Order
- BCK Parliamentarian
- BCL Suspension of Rules of Order
- BCM Voting Methods
- BCN By-Laws
- BD Public Participation at Board Meetings
- BDA Special Procedures for Conducting Hearings

- BEA Policy Adoption
- BEB Policy Dissemination
- BEE Policy Manual Accuracy Check
- BEF Communication Procedures for Handling Controversial Issues
- BF School Board Work Sessions and Retreats
- BFA Evaluation of School Board Operational Procedures
- BG Board Member Qualifications
- BGC Board Member Visitation to Classrooms
- BGG Board Member Resignation
- BGH Board Member Removal from Office
- BGI Unexpired Term Fulfillment

Trustee Hay presented Notice that a motion to present the following revised policies will be presented at the next regular meeting:

- BA Board Operational Goals
- BB School Board Legal Status
- BBA School Board Powers and Duties
- BDB Board Officers
- BDE Board Committees
- BHC Board-Staff Communications
- BEDI News Media at Board Meetings
- BGA Policy Development System
- BGB Policy Adoption
- BGC Policy Review and Evaluation
- BGF Suspension of Policies
- BBAA Board Member Authority
- BCA School Board Member Code of Conduct

Trustee Foote presented Notice of Motion that the following administrative rules/procedures and exhibits will be presented as information at the next meeting:

- BGA-E Request to change Policy Manual Form
- BGB-R Policy Dissemination
- BHC-R Board – Staff Communications Protocol

Communication for information

Seven Oaks School Division re: School taxes.

Announcements

Next Regular Board meeting	May 5	7:00 p.m.
Policy Committee meeting	Apr 29	5:30 p.m.
Board/PRTA Liaison supper meeting	Apr 30	5:30 p.m.

109/14 Bruce/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 Report from the Ad Hoc Committee for the hiring of a Director of Student Services was discussed.

110/14 Cox/Foote: **THAT** the Committee of the Whole rise and report. -CARRIED-

112/14 Cox/Hay: **THAT** we approve the recommendation from the Director of Student Services Selection Committee, and that Louise Duncan be appointed Director of Student Services effective August 1, 2014. -CARRIED-

The meeting was declared adjourned at 9:07 p.m.

Colleen Claggett Woods, Board Vice-Chair

Agnes Gaultier, Secretary-Treasurer