

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**July 7, 2014**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, July 7, 2014. The meeting was called to order at 7:00 pm. by Chair Elaine L. Owen.

Present:       Ward I           Trustee Donna Cox  
                  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

Regrets:       Ward VII          Trustee Claude Lachance

160/14 Foote/Woods: **THAT** the agenda for this meeting be approved as circulated. -CARRIED-

161/14 Hay/Woods: **THAT** the minutes of the June 16, 2014 regular meeting be approved as circulated. -CARRIED-

## **Report of Senior Administration**

*Superintendent Report:* The Personnel/Staffing Report was attached. The Division Organizational Chart was presented for discussion and approval. The recruitment process for the position of Secretary-Treasurer was discussed, and the job description was reviewed. Two Division teachers have been selected as members of provincial committees, the Grade 12 English Language Arts and the Grade 12 Mathematics Test Development Committees. A letter from Manitoba Education advising the Division will receive a grant in the amount of \$11,510 from the Skill Build – Industrial Arts Equipment Upgrade fund was presented. A letter from the School Programs Division of Manitoba Education advising that our applications for the Aboriginal Academic Achievement, Career Development, and the Technical Vocational Education Grants have been approved was received as information.

*Secretary-Treasurer Report:* Steps are being taken to revise our forms to ensure we meet the requirements of the Canadian Anti-spam Legislation which came into effect July 1, 2014. Information on trustee elections was presented. Membership in the MUST Fund will be renewed for 2014-2015, with the appropriate fees paid in a timely manner. A recommendation to renew the lease with the Country Kids Learning Centre in St. François Xavier was discussed. Information on a professional development day on November 26th organized by MASBO on the topic of *Leadership and Management – the Essential Foundations* was presented.

162/14 Skelton/Hay: **THAT** the Superintendent’s Staffing Report be received as presented. -CARRIED-

163/14 Tjaden/Cox: **THAT** the report from Senior Administration be received as presented. -CARRIED-

164/14 Woods/Hay: **THAT** Exhibit CB-E: Organizational Chart be received as modified at this meeting. -CARRIED-

**Reports of Board Committees**

**Board Policy Committee – June 11, 2014 meeting report:** The report of the meeting was presented and reviewed.

165/14 Tjaden/Hay: **THAT** the Policy Committee June 11, 2014 Meeting Report be received as presented.

-CARRIED-

**NOTICE OF MOTION** was given by Trustee Tjaden to present the following policies for approval at the next regular meeting:

- Policy ADD – Code of Conduct – Safe Schools;
- Policy GBAA – Harassment;
- Policy JK – Student Discipline.

**NOTICE OF MOTION** was given by Trustee Tjaden to delete the following policies:

- KAA School-Community Objectives
- KC News Releases
- KCA News Conferences and Interviews
- KDA Emergency Use of School Facilities
- KDB Public Conduct on School Property
- KDC Smoking on School Property at Public Functions
- KDD Alcohol on School Property - Public
- KFAE Public Complaints About Learning/Instructional Resources
- KFB Public Complaints About Personnel
- KFC Public Complaints About Policies
- KGB Relations With Government Authorities
- KGD Relations With Health Authorities
- KGE Relations With Police Authorities
- KGF Relations With Fire Department Authorities
- KGH Relations With Local Municipal Authorities.

**NOTICE OF MOTION** was given by Trustee Tjaden to adopt the following revised policies:

- KA School-Community Relations Goals and Objectives
- KD (formerly KB) Public Information Program
- KC (formerly KBA) Community Involvement In Decision Making
- KF (formerly KD) Community Use of School Facilities
- KHA (formerly KE) Public Solicitations in the Schools
- KGD (formerly KEA) Partnerships and Sponsorships
- KI (formerly KEB) Visitors to the Schools
- KE (formerly KFE) Public Complaints/Concerns
- KJ (formerly KG) Relations with Community Organizations
- KHC (formerly KGA) Materials Distribution in the Schools
- KB (formerly KGC) Relations With Parent Advisory Councils
- KCC (formerly KGI) Relations With Political Parties

**NOTICE OF MOTION** was given by Trustee Tjaden to present for approval the following proposed policy:

- KDD Media Relations

The Board agreed by consensus to add the following item to the August 25<sup>th</sup> board meeting agenda: approval process for job descriptions.

166/14 Skelton/Bruce: **THAT** we approve the request from Country Kids Learning Centre to extend their lease of space at St. François Xavier Community School for their day care operation until approximately August 31, 2015, with no increase in the monthly lease rate. -CARRIED-

167/14 Cox/Foote: **THAT** the Personnel Committee June 17, 2014 Meeting Report be received. -CARRIED-

**Communications for Action**

*MSBA re: Increase to Pension Plan Contribution Rate:* This was noted as having been discussed in January and again in March with MSBA, and that it will have an impact on the Division’s 2015/2015 Budget.

*MSBA Membership Renewal:* Presented for approval.

*MSBA re: upcoming meeting on Services and Revenue Strategies:* Noted for upcoming meetings.

*MSBA re: 2014/2015 Student Accident Insurance:* Will be approved.

168/14 Woods/Hay: **THAT** we renew our MSBA membership for 2014/2015, and that the appropriate fees be paid accordingly. -CARRIED-

169/14 Skelton/Bruce: **THAT** the Board approve the distribution of the 2014-2015 Reliable Life Student Accident Insurance Plan information to all schools in our Division. -CARRIED-

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

170/14 Tjaden/Hay: **THAT** Policy AE – Planning Cycle be approved as presented. -CARRIED-

171/14 Tjaden/Foote: **THAT** Regulation AE-R Planning Cycle Guidelines, and Exhibit AE-E Planning Cycle, be received as presented. -CARRIED-

**Communication for information**

MSBA/MASS re: equal learning opportunities survey.

QESBA re: New Executive Director.

MSBA to Minister Allum re: appreciation for meeting.

MSBA to Sisler High School re: C21 Canada, Shifting Minds National Award.

MSBA to Red River Valley School division re: C21 Canada, Shifting Minds National Award.

MB Education re: FRAME 2012-2013 Actual Report.

**Announcements**

Next Regular Board meeting	Aug 25	7:00 p.m.
Personnel Committee meeting	Aug 25	5:00 p.m.

172/14 Bruce/Tjaden: **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:

- report of Personnel matter;
- Personnel Committee July 7<sup>th</sup> meeting recommendations;
- Secretary-Treasurer job description.

- 173/14 Woods/Bruce: **THAT** the Committee of the Whole rise and report. -CARRIED-
  
- 174/14 Cox/Hay: **THAT** the recommendation from the Personnel Committee for salary and benefits changes for the seven Division Office positions, the Information Systems Supervisor and the Assistant to Operations Supervisor be approved, effective July 1, 2014. -CARRIED-
  
- 175/14 Woods/Skelton: **THAT** the Secretary-Treasurer job description be received, as revised during discussion at this meeting. -CARRIED-

The meeting was declared adjourned at 8:35 p.m.

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Elaine L. Owen, Board Chair

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Agnes Gaultier, Secretary-Treasurer