

MINUTES – PRAIRIE ROSE SCHOOL DIVISION

October 20, 2014

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, October 20, 2014. The meeting was called to order at 7:05 p.m.

Present: Ward I Trustee Donna Cox
 Ward II Trustee Karen Tjaden
 Ward III Trustee Jim Hay
 Ward III Trustee Colleen Claggett Woods
 Ward IV Trustee Elaine L. Owen
 Ward VI Trustee Rik Skelton
 Ward VII Trustee Claude Lachance
 Ward VIII Trustee Frank Bruce

Administration Terry Osiowy, Superintendent
 Agnes Gaultier, Secretary-Treasurer
 Ron Sugden, Assistant Superintendent
 Louise Duncan, Student Services Director
 Lorraine Girouard, Assistant to the Secretary-Treasurer

Absent: Ward V Trustee Jack Foote

240/14 Woods/Tjaden: **THAT** the agenda for this meeting be approved as circulated. -CARRIED-

241/14 Skelton/Bruce: **THAT** the minutes of the October 6, 2014 regular meeting be approved as circulated. -CARRIED-

Report of Senior Administration

Superintendent Report: The Personnel/Staffing Report was attached. School visits are continuing. The 20K3 Divisional Class Size Tracker is updated on the Prairie Rose website. September 30/14 enrolment summary was attached. The job descriptions for the positions of Assistant Superintendent and Literacy with ICT Leader were attached for review and information. The Grade 12 Provincial Standards Tests results for 2013/14 academic school year were attached. Prairie Rose School Divisional Priority Foundational and Action Plans for Literacy and Numeracy were discussed. It is Prairie Rose School Division's goal that by June 2017, we can increase the pass rate and mean score for Grade 12 ELA and Grade 12 Math Provincial Standards Test results to be above the Provincial rates.

Assistant Superintendent Report: As part of the Division's Action Plan, the goal is to have 85% of Grade 3 and Grade 8 students read and demonstrate numeracy skills at/or above grade level by June 2017. Different strategies were discussed. As of October 6, 2014, all schools in Prairie Rose were visited and Supervision for Evaluations were discussed and reviewed. Divisional and Provincial workshops on October 9 & 15, 2014 were attended by some of our new teachers.

Operations Supervisor Report: The floor plan for the lab renovation project at Carman Collegiate has been approved. The consultant for the St. Laurent capitol project is scheduled to submit the final drawings to be approved by PSFB. The fall preventative maintenance on all boilers is complete. Bus driver evaluations are ongoing and should be complete in October. Tender is out for four of our old school buses. We have four candidates scheduled for training in late October/early November.

Secretary-Treasurer Report: Four new trustees were contacted with an invitation to attend this Board meeting. Two were able to attend. Information about the first (inaugural) meeting and New Trustee Orientation is being forwarded to them. September accounts were attached. The auditors have completed their on-site work and should be able to present the Statement at the November 3, 2014 meeting. I attended a MSBA meeting regarding a change to the membership fee structure from one based on enrolment to one based on a percentage of budget expenses. There is still a vacancy in Ward 2. As per the Public Schools Act, the new Board must make the appointment. An ad will be placed in the local papers to try to attract possible candidates. A similar letter will also be sent to the local PAC.

242/14 Woods/Bruce: **THAT** the Superintendent’s Staffing Report be received as presented. -CARRIED-

243/14 Skelton/Hay: **THAT** the Report from Senior Administration be received as presented. -CARRIED-

244/14 Hay/Cox: **THAT** the September accounts showing total general expenditures of \$2,061,279.84 be approved as presented. -CARRIED-

Communications for Action

245/14 Cox/Lachance: **THAT** based on a petition signed by the parents of guardians of at least 60 of the pupils in the school, we approve the saying of the Lord’s Prayer as part of the morning exercised in Elm Creek School for the remainder of the 2014/2015 school year. -CARRIED-

MSBA re.: Executive Director Recruitment Process – Received as information

Business Arising (From Previous Delegation/Board Meetings)

246/14 Bruce/Skelton: **THAT** effective January 1, 2015, the rate for the Elm Creek Day Care’s use of space at Elm Creek School be increased to \$3,250 per year, as per the recommendation from the Operations/Finance Committee’s September 22, 2014 meeting report. -CARRIED-

New trustee orientation agenda – date suggested was early December.
2014/2015 Budget process/timelines was discussed.

247/14 Tjaden/Hay: **THAT** Job Descriptions be removed from the main body of the Policy Manual and added to an “Appendix” containing all job descriptions for the Division, and that this occur as the new and/or revised job descriptions are presented and approved, as recommended by the Policy Manual Review Consultants. -CARRIED-

Administrative Information

Minister of Education re.: Celebration of Excellence in Teaching – Received as information
MSBA Workshops – Received as information

Announcements

Next Regular Board meeting Nov. 3 7:00 p.m.

A 5 minute recess was called at 8:15 p.m.

248/14 Woods/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:

- Student Matters
- CUPE grievance update
- October 6 and 14 Personnel Committee meeting minutes and recommendations
- Job descriptions for Assistant Superintendent and Literacy with ICT Leader

249/14 Tjaden/Woods: **THAT** the Committee of the Whole rise and report. -CARRIED-

250/14 Cox/Hay: **THAT** the standardized sick leave benefits for the Superintendent, Assistant Superintendent, Secretary-Treasurer, Student Services Administrator and Operations Supervisor positions be approved as recommended by the Personnel Committee in its October 14, 2014 Meeting Minutes. -CARRIED-

251/14 Cox/Woods: **THAT** the standardized vacation benefits for the Superintendent, Assistant Superintendent, Secretary-Treasurer, Student Services Administrator and Operations Supervisor positions be approved as recommended by the Personnel Committee in its October 14, 2014 Meeting Minutes. -CARRIED-

252/14 Cox/Hay: **THAT** the revised salary and other benefits for the Assistant Superintendent for 2014/2015 and 2015/2016 be approved as recommended by the Personnel Committee in its October 14, 2014 Meeting Minutes. -CARRIED-

253/14 Cox/Skelton: **THAT** the salary adjustment for the Secretary-Treasurer be approved as recommended by the Personnel Committee in its October 14, 2014 Meeting Minutes. -CARRIED-

The meeting was adjourned at 9:50 p.m.

Elaine L. Owen, Board Chair

Agnes Gaultier, Secretary-Treasurer