

MINUTES – PRAIRIE ROSE SCHOOL DIVISION

November 3, 2014

The inaugural meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, November 3, 2014. The meeting was called to order at 7:00 p.m.

Present:

Ward I	Trustee Donna Cox
Ward II	Vacant
Ward III	Trustee Andy Huisman
Ward III	Trustee Colleen Claggett Woods
Ward IV	Trustee Elaine L. Owen
Ward V	Trustee Jack Foote
Ward VI	Trustee David Cloutier
Ward VII	Trustee Claude Lachance
Ward VIII	Trustee Evi Bruce

Administration Terry Osiowy, Superintendent
Ron Sugden, Assistant Superintendent
Agnes Gaultier, Secretary-Treasurer
Randall Znamirovski, Associate Secretary-Treasurer
Kevin Affleck, Operations Supervisor
Louise Duncan, Student Services Director
Lorraine Girouard, Assistant to the Secretary-Treasurer

BOARD ELECTIONS

As per Section 29 (2) of the Public Schools Act, the re-organization of the Board was held. Secretary-Treasurer Gaultier presided over this section of the meeting.

<u>WARD</u>	<u>TRUSTEE</u>	<u>INCUMBENT/ NEW</u>
1- Miami/Altamont/ Roseisle area	Donna Cox	Incumbent – Elected by Acclamation
2- Roland/ Homewood/Sperling	Vacant – Board to appoint	
3- Town of Carman	Andy Huisman Colleen Claggett Woods	New – Elected by Acclamation Incumbent – Elected by Acclamation
4- Carman/ Graysville rural	Elaine L. Owen	Incumbent – Elected by Acclamation
5- Elm Creek/ Fannystelle area	John L. Foote	Incumbent – Elected by Acclamation
6- St. François Xavier area	David Cloutier	Incumbent – Elected by Acclamation
7- Elie/St. Eustache area	Claude P Lachance	Incumbent – Elected on October 22, 2014
8- St. Laurent/ St.Ambroise/ Oak Point area	Evi Bruce	New – Elected by Acclamation

254/14 Woods/Lachance: **THAT** Ron Sugden and Randall Znamirovski be appointed scrutineers for the elections.

-CARRIED-

Election of Board Chair

Trustee Lachance nominated Trustee Colleen Claggett Woods.

There being no further nominations, Trustee ***Colleen Claggett Woods*** was declared elected as ***Board Chair*** for the 2014-2015 year.

Election of Board Vice-Chair

Trustee Lachance nominated Trustee Jack Foote.

There being no further nominations, Trustee ***Jack Foote*** was declared elected as ***Board Vice-Chair*** for the 2014-2015 year.

Election of Personnel Committee Chair

Trustee Foote nominated Trustee Donna Cox.

There being no further nominations, Trustee ***Donna Cox*** was declared elected ***Personnel Committee Chair*** for the 2014-2015 year.

Election of Educational Programming/Public Relations Committee Chair

Trustee Foote nominated Trustee Claude Lachance.

There being no further nominations, Trustee ***Claude Lachance*** was declared elected ***Educational Programming/Public Relations Committee Chair*** for the 2014-2015 year.

Election of Board Policy Committee Chair

Trustee Foote nominated Trustee Andy Huisman.

There being no further nominations, Trustee ***Andy Huisman*** was declared elected ***Board Policy Committee Chair*** for the 2014-2015 year.

Election of Operations/Finance Committee Chair

Trustee Lachance nominated Trustee Elaine Owen.

There being no further nominations, Trustee ***Elaine Owen*** was declared elected ***Operations/Finance Committee Chair*** for the 2014-2015 year.

Determination of the standing committee members was deferred to later in the meeting.

Board Chair Colleen Claggett Woods then assumed the Chair of the meeting.

255/14 Owen/Cox: **THAT** the regular meetings of the Board be held on the first and third Mondays of each month, stated exceptions being July and August when only one meeting is held. -CARRIED-

256/14 Lachance/Owen: **THAT** as per Board Policy DGA, the Board signing officers shall be one of Board Chair Colleen Claggett Woods, Vice Chair Jack Foote or Trustee Andy Huisman, and the Secretary-Treasurer, or in his/her absence, the Superintendent. -CARRIED-

257/14 Foote/Bruce: **THAT** the agenda for this meeting be approved as circulated. -CARRIED-

258/14 Owen/Bruce: **THAT** the minutes of the October 20, 2014 regular meeting be approved as circulated. -CARRIED-

Presentation

Presentation of 2013-2014 Audited Financial Statement: Mr. Greg Bradshaw, CA, from the firm Craig and Ross, presented the Audited Financial Statement for the 2013-2014 fiscal year. The operating account ended the year with a deficit of \$216,717 and no issues or qualifiers were identified during the audit process.

Report of Senior Administration

Superintendent Report: The Personnel/Staffing Report was attached. School visits are continuing. On November 25, 2014, Prairie Rose School Division is hosting a “Young Women in the Trades” apprenticeship Expo at Carman Collegiate for Grade 10 female students. On November 5, 2014, Grade 9 students in our Division as well as across the Province are being encouraged to take part in “Take Our Kids to Work Day”. October 27, 2014, Superintendents and CTS Coordinators had the first regional CTS meeting in Swan Lake, Mb. A revised job description for the positions of Assistant Superintendent and for Literacy with ICT Leader was attached.

Assistant Superintendent Report: School visitations are listed. The following meetings were attended since the last Board meeting: Numeracy Committee, ECDI (Early Childhood Development Initiative Committee meeting, Simon Breakspear Professional Development workshop, Division Professional Development Committee meeting and EDI (Early Development Instrument Training workshop). Cecile Affleck volunteered to be the Prairie Rose School Division Coordinator.

Director of Student Services Report: A list of school visitations and meetings attended was attached.

Operations Supervisor Report: Consultants are preparing a formal budget for submission to PSFB approval for the Carman Collegiate Lab Renovation Project. Final drawings for the St. Laurent Capital Project have been submitted to PSFB for approval. In accordance with the WPHS Act, we have provided baseline testing for staff that may be exposed to high noise levels as part of their employment. This program will continue with yearly testing/monitoring. Bus driver evaluations are complete. Tenders for the sale of four used buses closed on October 30, 2014. All bus routes have been filled however Route 124 in the Homewood area will become vacant as of November 14, 2014.

Secretary-Treasurer Report: The Official Election Results were presented. Voter turnout was slightly over 46%. An ad was posted in the local paper and a letter sent to the Parent Advisory Councils at Roland, Carman Collegiate and Carman Elementary asking for candidates interested in letting their name stand for the vacant trustee position in Ward 2. Randall Znamirovski began on October 21, 2014 and has attended senior administration meetings. The phone system as well as the internet went down in St. Laurent. The phone system went down in St. Laurent School. The system is outdated and MTS no longer services this system. We are exploring the cost of installing a VOIP phone system.

259/14 Foote/Cox: **THAT** the Superintendent’s Staffing Report be received as presented. -CARRIED-

260/14 Cox/Lachance: **THAT** the Report from Senior Administration be received as presented. -CARRIED-

261/14 Cox/Owen: **THAT** the job description for the position of *Assistant Superintendent* be received as presented. -CARRIED-

262/14 Foote/Cox: **THAT** the job description for the position of *Literacy with ICT Leader* be received as presented. -CARRIED-

Communications for Action

263/14 Foote/Lachance: **THAT** based on a petition signed by the parents or guardians of at least 75% of the pupils in the school, we approve the saying of the Lord's Prayer as part of morning exercises in Clearview Colony School for the remainder of the 2014-2015 school year. -CARRIED-

264/14 Owen/Cox: **THAT** the 2013/2014 Audited Financial Statement be approved as presented. -CARRIED-

Board Committees pre-scheduled meeting dates were discussed. Administration will prepare a schedule for consideration at the next Board meeting.

MSBA Convention Call for Nominations and Resolutions – Received as information

265/14 Owen/Evi: **THAT** trustees Evi Bruce, David Cloutier and Andy Huisman be approved to attend the New Trustee Orientation Workshop in Winnipeg on November 26 and 27, 2014 -CARRIED-

266/14 Lachance/Foote: **THAT** attendance at the MSBA Webinar “Share the Sandbox” by trustees Colleen Claggett Woods, Elaine Owen and Donna Cox be approved.

MSBA Provincial Executive By-Election – Received as information

MSBA Region 2 Collective Bargaining Meeting – Deferred to next meeting

Board of Trustees – Planning Workshop – Discussed as to possible dates and topics.

Administrative Information

Government of Manitoba – Budget Consultations – Received as information

MSBA e-Bulletin – Received as information

Announcements

Next Regular Board meeting Nov. 17 7:00 p.m.

A 10 minute recess was called at 9:10 p.m.

267/14 Foote/Cox **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:

- CUPE grievance update
- Collective Bargaining update
- Board/PRTA Liaison Committee Meeting follow-up

268/14 Owen/Foote: **THAT** the Committee of the Whole rise and report.

-CARRIED-

The Board Chair, Vice-Chair, the Chairs of the four standing Committees, as well as the Superintendent and the Secretary-Treasurer met to determine trustee membership on the committees.

<u>Personnel</u>	<u>Educational Programming Public Relations</u>	<u>Operations/ Finance</u>	<u>Board Policy</u>
COX (Chair) Foote Ward 2	LACHANCE(Chair) Cloutier Ward 2	OWEN(Chair) Cloutier Bruce	HUISMAN (Chair) Foote Bruce

The meeting was adjourned at 10:05 p.m.

Colleen Claggett Woods, Board Chair

Agnes Gaultier, Secretary-Treasurer