

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**November 17, 2014**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, November 17, 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 (7:05)
Ward VIII	Trustee Evi Bruce

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

269/14 Foote/Owen: **THAT** the agenda for this meeting be approved as circulated with the addition of item 2.06.10 Young Women in Trades Expo. -CARRIED-

270/14 Owen/Bruce: **THAT** the minutes of the November 3, 2014 regular meeting be approved as circulated. -CARRIED-

## **Report of Senior Administration**

*Superintendent Report:* The Personnel/Staffing Report was attached. A list of school visitations was attached. On November 3, a meeting with the PRSD Industrial Arts teachers was held to get a general overview of the program and its strengths as well as what could be improved. Also on November 3, Ann Lacroix and Fay Pahl met to complete the divisional component of the provincial French Immersion survey. Attached for review was Prairie Rose School Division's action plan for "Strengthening Student Learning and Engagement in a Positive, Safe and Supportive Learning Environment through Student Voice". The Prairie Rose Administrative Council met on November 5. The October Enrolment report was attached for information.

*Assistant Superintendent Report:* A list of school visitations was attached. On October 31, 2014 a Manitoba Math Consultants' Meeting was held in Winnipeg. One of our secretaries from Carman Collegiate was on hand at the November 5, 2014 at the Prairie Rose School Division Administrative Council meeting to do some Maplewood training with the principals. It was well received. On October 29, 2014, 154 students from Prairie Rose School Division attended We Day in Winnipeg. The students selected to attend have to be actively contributing to local or global issues in a positive way.

*Director of Student Services Report:* A list of school visitations was attached. Also attached was a list of several Divisional meetings attended between November 3-5, 2014.

*Operations Supervisor Report:* A quote was received by MTS to replace the ageing phone system in St. Laurent. PSFB gave their approval to replace the shingle roof on the south hut addition at Elm Creek School with the work to be done as soon as possible. Workplace Health and Safety training for custodial/operations maintenance staff will begin in the coming months. The Operations Supervisor attended a free 2 day workshop hosted by EMO on planning and preparations for disasters in Elie. An in depth review of the 2006 consultant reports regarding the extent of mold contamination at École St. Eustache was done. Tenders for four used buses closed on October 30, 2014. Route 124 in the Homewood area is vacant and recruitment for it and for spare drivers is continuing.

*Secretary-Treasurer Report:* October accounts were attached. As part of the transition process, the Associate Secretary-Treasurer will need to be set up as administrator on the Divisional Credit Card. A report on final costs as of June 30, 2014 on approved Capital projects was circulated. Training and change-over is continuing with more school visitations. As of this week, Randy will be taking the lead on most tasks with Agnes being available to provide support as needed. Final transition is at the end of November. A list of unfinished items/matters for the different committees was attached for review.

*Associate Secretary-Treasurer Report:* A new process has been initiated for the 2015 budget cycle allowing staff and trustees to submit specific budget requests. A copy of the request form was attached.

- 271/14 Cox/Owen: **THAT** the Superintendent’s Staffing Report be received as presented. -CARRIED-
- 272/14 Foote/Lachance: **THAT** the Report from Senior Administration be received as presented. -CARRIED-
- 273/14 Bruce/Lachance: **THAT** we approve the replacement of the telephone system at St. Laurent School with a VOIP based system supplied by MTS at an approximate cost of \$20,000. **-DEFEATED-**
- 274/14 Owen/Foote: **THAT** we approve R. Znamirovski as Account Administrator on the CUETS Credit Card account effective immediately. -CARRIED-
- 275/14 Cox/Lachance: **THAT** the October accounts showing total general expenditures of \$2,306,393.56 be approved as submitted. -CARRIED-

**Communications for Action**

- MSBA 2015 Recognition & Awards Program - Trustee Colleen Claggett Woods name will be submitted for 16 years of service.
- MSBA Executive Director Search – Received as information
- MSBA Workshop Proposals – Received as information
- MSBA Feedback on new membership fee structure – Received as information
- MSBA Core Services & Revenue Strategies Review Committee Report – Received as information
- MSBA Provincial Executive By-Election – Received as information
- MSBA Committee Vacancy Opportunities – Received as information
- Budget Request Form & Process – Presented earlier
- Board of Trustees Planning Workshop – January/February 2015 dates were discussed
- Young Women in Trades Expo – Received as information

**Business Arising (From Previous Delegation/Board Meetings)**

- 276/14 Owen/Foote: **THAT** trustees Owen, Cox, Foote, Woods be appointed as members of the Board Liaison Committee -CARRIED-

- Submission of Trustee Assets List
- Board Committees pre-scheduled meeting dates – Reviewed and discussed
- MSBA New Trustee Orientation & Board Chair Workshop – Received as information

277/14 Foote/Cox: **THAT** attendance at the December 4, 2014 MSBA Regional meeting by trustees Cox, Woods, Foote, Owen and Huisman be approved. -CARRIED-

278/14 Lachance/Owen: **THAT** the lease between Prairie Rose School Division and St. François Xavier Nursery School Inc. O/A Country Kids Learning Centre for the lease of specific property at the St. François Xavier School be approved. -CARRIED-

**Communication for Information**

MSBA eBulletin – Received as information

**Announcements**

Special Board meeting-Committee of the Whole	Dec.1	4:30 p.m.
Next Regular Board meeting	Dec.1	7:00 p.m.
Personnel Committee Meeting	Dec.8	10:00 a.m.
Educational Programming and Public Relations Meeting	Dec.15	5:00 p.m.
Board Policy Meeting	Dec.22	1:00 p.m.

A 10 minute recess was called at 8:55 p.m.

279/14 Lachance/Foote: **THAT** the Board do now resolve itself into a closed session, Committee of the Whole Board, for discussion of confidential matters. -CARRIED-

The following matters were discussed:

- Student Matter
- Ward 2 Trustee Vacancy – Trustee Lachance was excused during this discussion due to a conflict of interest.
- CUPE Grievance update
- Collective Bargaining update

280/14 Foote/Owen: **THAT** the Committee of the Whole rise and report. -CARRIED-

281/14 Cox/Foote: **THAT** the settlement of the CUPE grievance regarding employee #2606 be approved. -CARRIED-

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

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Colleen Claggett Woods, Board Chair

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Agnes Gaultier, Secretary-Treasurer

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Randall Znamirovski, Associate Secretary-Treasurer