

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**April 13, 2015**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, April 13, 2015. The meeting was called to order at 7:02 p.m.

Present:       Ward I           Trustee Donna Cox  
                  Ward II           Trustee Natalie Borgen (7:04)  
                  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  
                      Randall Znamirovski, Secretary-Treasurer  
                      Arli Cruikshank, Administrative Assistant  
                      Kevin Affleck, Operations Supervisor  
                      Louise Duncan, Director of Student Services

Regrets:        Ward III          Trustee Andy Huisman

- 97/15 Owen/Cox: **THAT**, with the agenda for this meeting be approved as circulated. -CARRIED-
- 98/15 Foote/Owen: **THAT** the minutes of the March 23, 2015 regular meeting be approved. -CARRIED –

## **Report of Senior Administration**

*Superintendent Report:* The PRTA/PRSD Liaison dinner to take place Monday, May 25 at 4:45 p.m. with supper to follow at 6:00 p.m., location TBA. The Personnel/Staffing Report was attached. A list of school visitations as well as Divisional and Provincial meetings attended was attached. In accordance with Policy IGH, Miami School is requesting preliminary approval to send senior years students to Grasslands National Park, Saskatchewan from June 3 to June 7, 2015. Country Kids Learning Centre at St. François Xavier is requesting long term access to St. François Xavier School for their Before and After School Age Program. Terry reported on a meeting with the Superintendents of the Southwest Career Consortia regarding changes in career education across the province. Manitoba Education and Advance Learning is hosting a “Focus on the Future” Information session on April 20, the Division is sending a team including high school principals, Nick Verras, Ron Sugden and Terry Osiowy. The 2015-2016 School Calendar was presented. The enrolment report for March was attached.

*Assistant Superintendent Report:* A list of school visitations as well as Divisional/Provincial meetings attended was attached. A Divisional Reading Comprehension Assessment template for the use of Fountas and Pinnell Reading Assessment kits as well as a list of trained staff was attached. Fountas and Pinnell training was discussed.

*Director of Student Services Report:* A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. Requested that Youth Health Access be taken to the Educational Programming/Public Relations Committee for further consideration.

*Operations Supervisor Report:* The Carman Collegiate Science Lab renovation tender closed on April 9, reviewed by PSFB currently. Work on the crawlspace is underway at St. Laurent. Pinchin Environmental continues to preparing tender document/drawings for work at École St. Eustache, St. Paul’s Collegiate and Carman Elementary for this summer. A Boil Water Advisory was in effect at St. Laurent School from March 19 till March 25, 2015. Three new 65 passenger buses have been ordered for fall delivery. Kevin and two head mechanics attended a Pupil Transportation conference on March 30 and March 31, 2015.

*Secretary-Treasurer Report:* A list of meetings attended was attached. A list of meetings of the Workplace Health & Safety Coordinator was attached. Budget mention in the media was attached. A Bargaining process update for PRTA and CUPE was given. DSFM has approached David Halldorson, St. Laurent School Principal requesting shared IA teacher time in St. Laurent School. A March financial ratio status was attached. The Bellamy software was discussed.

- 99/15 Owen/Bruce: **THAT** the Superintendent's Staffing Report be received as presented. -CARRIED-
- 100/15 Owen/Lachance: **THAT** the Report from Senior Administration be received as presented. -CARRIED-
- 101/15 Cox/Foote: **THAT** the Miami School extended field trip request for 8-10 students from grades 10-12 to Grasslands National Park, Saskatchewan between June 3 and June 7, 2015, be approval as per Policy IGH. -CARRIED-
- 102/15 Foote/Lachance: **THAT** a new lease between Prairie Rose School Division and St. François Xavier Nursery School Inc. also known as Country Kids Learning Centre be drafted to provide continued access to licensed spaces in the St. François Xavier School (for the Before and After School Age Program) for the Country Kids Learning Centre (after the new facility is built on the St. François Xavier School site). -CARRIED-
- 103/15 Bruce/Bargen: **THAT** the 2015-2016 School Calendar be received as presented. -CARRIED-

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

- 104/15 Owen/Foote: **THAT** the 5 year Capital Plan Summary be approved as presented. -CARRIED-

**Reports of Committees**

- 105/15 Foote/Bargen: **THAT** the minutes of the April 6, 2015 Policy committee meeting be received as presented. -CARRIED-

**Communication for Information**

- Western Interlake Planning District By-Law No. 1/15 – Received as information
- M.S.B.A. Religious Instruction and Exercises in Schools – Received as information
- M.S.B.A. Labour Relations CPI, Unemployment Rate, Regional Trends – Received as information
- M.S.B.A. Mystery Lake School District Maternity Leave Top-up – Received as information
- M.S.B.A. Land Use Planning Guide for School Sites – Received as information
- M.S.B.A. 2015 Convention Record of Proceedings – Received as information
- M.S.B.A. School Fire Drills and Lockdowns – Received as information
- St. Laurent School open request for graduate awards – Received as information
- M.S.B.A. Advocacy Discussion Document – Received as information
- eBulletin – Received as information

**Announcements**

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|--|---------|-----------|
| Next Regular Board meeting                                 | Apr. 20 | 7:00 p.m. |
| Operations/Finance Committee meeting                       | Apr. 13 | 5:00 p.m. |
| Educational Programming/Public Relations Committee meeting | Apr. 20 | 5:00 p.m. |
| Policy Committee meeting                                   | Apr. 27 | 9:30 a.m. |
| Personnel Committee meeting                                | Apr.28  | 6:30 p.m. |
| Operations/Finance Committee                               | May 4   | 5:00 p.m. |

A 10 minute recess was called at 9:02 pm.

106/15 Foote/Bargen: **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:

- Board Matter – 1 item
- Student Matter – 1 item
- Personnel Matter – 6 items
- Operations/Transportation Matter – 1 item
- Collective Bargaining Update – 1 item

107/15 Owen/Bargen: **THAT** the Committee of the Whole rise and report. -CARRIED-

108/15 Cox/Bargen: **THAT** the minutes of the March 2, March 21 and April 6, 2015 Personnel committee meetings be received as presented. -CARRIED-

109/15 Cox/Bargen: **THAT** the minutes of the April 7, 2015 Personnel committee meeting be received as amended. -CARRIED-

**NOTICE OF MOTION** was given by Trustee Foote **THAT** the following policies be deleted:  
Policy JFD (School Dances)

**NOTICE OF MOTION** was given by Trustee Foote **THAT** the following policies be approved as revised:

Policy JLC (Student Health Services and Requirements) *formerly JIB*

Policy JLC-R (Procedures for Student Health Services and Requirements) *formerly JIB*

Policy JLCD (Administering Medicines to Students) *formerly JIF*

Policy JLCD-R (Administering Medicines to Students Procedures) *formerly JIF*

Policy JLCD-E1 (Authorization for the Self-Administration of Prescribed Medication) *formerly JIF*

Policy JLCD-E2 (Authorization for the Administration of Prescribed Medication) *formerly JIF*

Policy JLCD-E3 (Administration of Prescribed Medication Record) *formerly JIF*

Policy JLCD-E4 (Procedures of Routine Practice) *formerly JIF*

**NOTICE OF MOTION** was given by Trustee Foote **THAT** the following policies be adopted:

Policy IMG (Use of a Certified Service Animal)

Policy IMG-R (Certified Service Animal Procedures)

Policy IMG-E1 (Information for Parents Requesting a Service Animal in the School)

Policy IMG-E2 (Request for a Service Animal in the School Form)

Policy IMG-E3 (Certified Service Animal in the School Form)

Policy IMG-E4 (Management Plan for the Care of the Service Animal)

Policy IMG-E5 (Sample Letter to Families with Children in the Classroom)

Policy IMG-E6 (Sample Letter to School Community)

Policy JLC-E1 (URIS Group A Application)

Policy JLC-E2 (URIS Group B Application)

Policy JLC-E3 (URIS B Anaphylaxis)

Policy JLC-E4 (URIS B Asthma)

Policy JLC-E5 (URIS B Other Health Care Needs)

The meeting was adjourned at 10:35 p.m.

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Colleen Claggett-Woods, Board Chair

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Randall Znamirovski, Secretary-Treasurer