

# MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**April 20, 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 20, 2015. The meeting was called to order at 7:02 p.m.

Present:

Ward I	Trustee Donna Cox
Ward II	Trustee Natalie Bargaen
Ward III	Trustee Colleen Claggett Woods
Ward III	Trustee Andy Huisman
Ward IV	Trustee Elaine L. Owen (7:21 p.m.)
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  
Arli Cruikshank, Administrative Assistant  
Louise Duncan, Director of Student Services

Regrets: Randall Znamirovski, Secretary Treasurer

110/15 Foote/Bargaen: **THAT**, with, with the addition of 2.06.4 M.S.B.A. Religious Instruction and Exercises in School, the agenda for this meeting be approved as circulated. -CARRIED -

111/15 Bargaen/Bruce: **THAT** the minutes of the April 13, 2015 regular meeting be approved. -CARRIED -

## **Welcome to Kindergarten Program Presentation**

Deborah Thompson from The Learning Partnership presented information on the organization and the Welcome to Kindergarten programs' ability to assist in the transition to school and provide parent engagement for early childhood development. A sample kit was presented.

## **Regional 2 Director Presentation**

Regional 2 Director Patricia Wiebe spoke to the importance of communication between M.S.B.A., the Executives and the School Boards and methods to improve the relationship.

## **Carman Collegiate Timeline Exploration Presentation**

Carman Collegiate Principal Jack Phillips presented on a proposed change to the timetable from a 5 period to a 4 period model. The advantages and structure of the timeline were presented.

## **Presentation from Louise Duncan – Social Work Legislation**

Director of Student Services Louise Duncan presented on the updated social work legislation that requires all social workers to be licensed through the Manitoba College of Social Workers. All of Prairie Rose School Division's social workers are certified.

## **Report of Senior Administration**

*Superintendent Report:* The Personnel/Staffing Report was attached. A list of school visitations as well as Divisional and Provincial meetings attended was attached. School staffing meetings and procedures were reviewed. An overview of the Teacher Recruitment and Selection Procedures was attached. School fire drill and lockdown requirements were reviewed.

*Assistant Superintendent Report:* A list of school visitations as well as Divisional/Provincial meetings attended was attached. Ron spoke to the importance of Early Childhood Development Initiative programs.

*Director of Student Services Report:* A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached.

*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. Kevin met with Pinchin Environmental to finalize the scope of work for École St. Eustache. Pupil Transportation will be completing an extensive review of the Division. The annual Bus Driver inservice will be held on April 24, 2015.

*Secretary-Treasurer Report:* A list of meetings attended was attached. A list of meetings of the Workplace Health & Safety Coordinator was attached. The March accounts were attached. An update on the Bellamy conference was provided.

112/15 Owen/Bargen: **THAT** the Superintendent's Staffing Report be received as presented. -CARRIED-

113/15 Cox/Huisman: **THAT** the Report from Senior Administration be received as presented. -CARRIED-

114/15 Foote/Huisman: **THAT** the March accounts showing total general expenditures of \$2,256,072.26 be approved as submitted. -CARRIED-

### **Reports of Committees**

115/15 Owen/Bruce: **THAT** the minutes of the April 13, 2015 Operations/Finance committee meeting be received as presented. -CARRIED-

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

An update was provided on the M.S.B.A. AGM session meeting with Minister Gerald Farthing.

A discussion on religious instruction and exercises took place. Religious exercises referred to policy committee for review.

116/15 Huisman/Foote: **THAT** the following policy be deleted:  
Policy JFD (School Dances) -CARRIED-

117/15 Huisman/Foote: **THAT** the following policy for deletion be given a third and final reading:  
Policy JFD (School Dances) -CARRIED-

118/15 Huisman/Foote: **THAT** the following policies be 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* -CARRIED-

119/15 Huisman/Foote: **THAT** the following policies for revision be given a third and final reading:  
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*

-CARRIED-

120/15 Huisman/Bruce: **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)

-CARRIED-

121/15 Huisman/Bruce: **THAT** the following policies for adoption be given a third and final reading:

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)

-CARRIED-

### **Communication for Information**

MERN Highlights April 2015 – Received as information  
MERN Spring Forum – Received as information  
eBulletin – Received as information

### **Announcements**

Next Regular Board meeting	May 4	7:00 p.m.
Policy Committee meeting	Apr. 27	9:30 a.m.
Personnel Committee meeting	Apr.28	6:30 p.m.
Workplace Saftety Health AED Training	May 4	9:00 a.m.
Operations/Finance Committee meeting	May 4	5:30 p.m.

A 10 minute recess was called at 9:16 pm.

122/15 Cox/Bruce: **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:

- Personnel Matter – 2 items
- CUPE Matter – 1 item
- Education Matter – 1 item
- Operation/Staffing Matter – 1 item

- Pension Matter – 1 item

123/15 Owen/Lachance: **THAT** the Committee of the Whole rise and report.

-CARRIED-

The meeting was adjourned at 9:57 p.m.

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Colleen Claggett-Woods, Board Chair

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Randall Znamirovski, Secretary-Treasurer