

MINUTES – PRAIRIE ROSE SCHOOL DIVISION

December 7, 2015

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, December 7, 2015. The meeting was called to order at 7:18 p.m.

Present:	Ward I	Trustee Donna Cox
	Ward II	Trustee Natalie Bargen
	Ward III	Trustee Colleen Claggett Woods
	Ward III	Trustee Andy Huisman
	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:	Randall Znamirovski, Secretary Treasurer
	Ron Sugden, Assistant Superintendent
	Chris Hegele, Acting Operations Supervisor
	Joanne Johnston, Human Resources Coordinator
	Louise Duncan, Director of Student Services
	Trevor Ryan, Transportation Supervisor
	Arli Cruikshank, Administrative Assistant

Regrets:	Terry Osiowy, Superintendent
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301/15 Claggett Woods/Huisman: **THAT**, with the additions of 2.03: November Enrolment Report, 3.01.15: M.S.B.A. School Board Member Profile Survey, 3.01.16: Save the Date - Maintenance/WSH Conference February 11-12, 2015, and 4.02.7: Personnel item - November 19, 2015 Storm Day, the agenda for this meeting be approved as circulated. -CARRIED-

302/15 Foote/Owen: **THAT** the minutes of the November 16, 2015 regular meeting be approved. -CARRIED-

Presentation

Greg Bradshaw, C.A. of Craig & Ross Chartered Accountants presented the 2014-2015 Audited Financial Statement. The operating account ended the year with a surplus of \$421,602 and no issues or qualifiers were identified during the audit process.

Report of Senior Administration

Acting Superintendent/Assistant Superintendent Report: The Personnel/Staffing Report was attached. A list of school visitations, Divisional and Provincial meetings was attached. Annual extended field trip requests were approved for the École St. Eustache grade 5 & 6 camping trip to Winkler Bible Camp from June 14-16, 2016, the Miami School grade 7-12 Assissippi ski trip from February 28 to March 1, 2016, and the St. Paul's Collegiate jazz/band trip to Edmonton from May 3-6, 2016. A petition for religious exercises at Hutterian Colony School – Clearview colony was presented. A parking proposal at Carman Elementary was provided. Correspondence from Manitoba Education and Advanced Learning regarding the Pan-Canadian Assessment Program was attached. Financial contributions to the French Revitalization Program were received from Minister James Allum. The Carman Elementary ACSL proposal for the south playground project was approved. The November 2015 enrolment was attached. A calendar of school events for December was provided. An update regarding the St. Paul's Collegiate overseas trip planned for March 2016 was provided. The student enrolment for November was

attached. Correspondence from Brandon School Division thanking the staff at St. Paul's Collegiate for accommodating their students and supervisors during a storm was attached.

Director of Student Services Report: A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. Highlights of the recent SSAAM/MASS/MSBA Conference was provided. Highlights of the Accessibility Training Workshop was provided.

Operations Supervisor Report: A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. Upgrades are taking place in the Elm Creek School change rooms. Delays continue with the Carman Collegiate lab renovation project with expected completion in January. An update on the St. Laurent Capital Project and the Carman Elementary Boiler Project was provided.

Transportation Supervisor Report: A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. Two transportation requests were discussed.

Secretary-Treasurer Report: A list of meetings attended was attached. A list of meetings of the Workplace Health & Safety Coordinator was attached. The audited financial statement for the 2014-2015 year presented by Craig & Ross Chartered Accountants along with a financial analysis was provided. The March 17-19, 2016 MSBA Convention pre-registration was attached. A request for temporary signing authority for the Acting Superintendent was proposed. Highlights of the MASBO conference was provided.

- 303/15 Foote/Lachance: **THAT** the Superintendent's Staffing Report be received as presented. -CARRIED-
- 304/15 Bruce/Huisman: **THAT** the Report from Senior Administration be received as presented. -CARRIED-
- 305/15 Foote/Owen: **THAT** based on a petition signed by the parents or guardians of at least 75% of the pupils in the school, we approved the daily saying of the Lord's Prayer at Hutterian Colony School – Clearview Colony for the remainder of the 2015-2016 school year -CARRIED-
- 306/15 Claggett Woods/Bargen: **THAT** the request for transportation to Carman Elementary from the residence located at 14 Woodland Bay be denied. -CARRIED-
- 307/15 Claggett Woods/Bargen: **THAT** the request for transportation to Carman Elementary from the residence located at 22 Woodland Bay be denied. -CARRIED-
- 308/15 Claggett Woods/Owen: **THAT** the 2014/2015 Audited Financial Statement be approved as presented. -CARRIED-
- 309/15 Foote/Bruce: **THAT** Ron Sugden, Acting Superintendent be appointed as a temporary signing officer in the absence of the Secretary-Treasurer as per Policy DGA (Authorized Signatures). -CARRIED-

Reports of Committees

Updates from the November 23, 2015 Policy committee meeting was provided by Trustee Huisman. More involvement from Board committees is being requested to provide assistance in writing policy.

- 310/15 Huisman/Bruce: **THAT** the minutes of the November 23, 2015 Policy committee meeting be approved as presented. -CARRIED-
- 311/15 Bruce/Claggett Woods: **THAT** the job description for the new position of *Transportation Supervisor* be approved as presented. -CARRIED-
- 312/15 Foote/Huisman: **THAT** the job description for the new position of *Facility Maintenance/Capital Project Supervisor* be approved as presented. -CARRIED-

313/15 Claggett Woods/Huisman: **THAT** the job description for the new position of *Executive Assistant* be approved as presented. -CARRIED-

Notice of Motion was given by Trustee Huisman THAT the following policies be adopted:
Policy GBGBA (Working Alone)

Notice of Motion was given by Trustee Huisman THAT the following policies be approved as revised:
Policy CCA (Organizational Chart) *formerly CB*
Policy CCA-E (Organizational Chart Exhibit) *formerly CB-E*

Notice of Motion was given by Trustee Huisman THAT the following policies be deleted
Policy JI (Student Welfare) *PSA*
Policy JIA (Student Insurance Program)

314/15 Foote/Bargen: **THAT** the minutes of the November 30, 2015 Personnel committee meeting be approved as presented. -CARRIED-

Communication for Information

- M.S.B.A. Effective and Efficient School Board Governance (Received as information)
- Minister James Allum re: Province-Wide Count of Active School Travel (Received as information)
- M.S.B.A. MUST Fund July 1, 2016 Fee Assessment – Preliminary (Received as information)
- M.S.B.A. 2015-2016 Completed Trustee Indemnity Survey (Received as information)
- M.S.B.A. Revised 2016 Recognition and Awards Programs (Received as information)
- M.A.S.B.O. Retirement Announcement (Received as information)
- Notice of Public Hearing: Variation Order – RM of Cartier (Received as information)
- Western School Division October 26, 2015 minutes (Received as information)
- Western School Division November 9, 2015 minutes (Received as information)
- October 8, 2015 Carman Town Minutes (Received as information)
- eBulletin November 2015 (Received as information)
- M.E.R.N. Bear Pit Session (Received as information)
- M.S.B.A. CPI, Unemployment Rate, Regional Trends (Received as information)
- Salary Bulletin – Hanover S.D. Educational Assistants (Received as information)
- M.S.B.A. School Board Member Profile Survey (Received as information)
- Save the Date - Maintenance/WSH Conference February 11-12, 2015 (Received as information)

Announcements

Next Regular Meeting	December 14	7:00 p.m.
Committee of the Whole - Student Services Presentation	December 9	6:00 p.m.
Educational Programming/Public Relations Committee meeting	December 14	5:30 p.m.
CUPE Negotiations	January 4	9:15 a.m.
Personnel Committee meeting	January 4	5:30 p.m.
CUPE Negotiations	January 11	9:15 a.m.
Operations/Finance Committee meeting	January 11	5:30 p.m.

10 minute recess was called at 8:57 p.m.

315/15 Huisman/Claggett Woods: **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:
- Finance Matter – 1 item
 - Personnel Matters – 5 items

- Questions arising from the Senior Administration Report – 1 item

- 316/15 Claggett Woods/Bruce: **THAT** the Committee of the Whole rise and report. -CARRIED-
- 317/15 Owen/Huisman: **THAT** the appointment of Arli Cruikshank as the Executive Assistant effective September 1, 2015 and the salary grid for the new position of Executive Assistant be approved as recommended by the Board with a six month review to take place March 1, 2016. -CARRIED-
- 318/15 Foote/Huisman: **THAT** the hiring of Jason Green as the Principal of the St. Paul's Collegiate, effective January 4, 2016 be approved as recommended by the hiring committee. -CARRIED-
- 319/15 Claggett Woods/Bargen: **THAT** the appointment of Garth Shindle as the Term Principal of the Roland School, effective December 14, 2015 till February 3, 2017 be approved as recommended by the Board. -CARRIED-
- 320/15 Claggett Woods/Huisman: **THAT** the hiring of the Facility Maintenance/Capital Project Supervisor of Prairie Rose School Division be approved as per the recommendation of the Committee of the Whole, effective December 15, 2015 upon having a contractual agreement in place. -CARRIED-

The meeting was adjourned at 10:56 p.m.

Donna Cox, Board Chair

Randall Znamirovski, Secretary-Treasurer