

## MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**December 14, 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 14, 2015. The meeting was called to order at 7:06 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, Executive Assistant

Regrets:	Terry Osiowy, Superintendent
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321/15 Claggett Woods/Huisman: **THAT**, with the additions of 2.03: Bellamy reports, 2.03: Field trip report, 2.05.1: School Bus Central Purchasing Participation, 2.05.2: Carman Elementary Parking Lot, 4.03.1: St. Paul's Collegiate Incident, the agenda for this meeting be approved as circulated. -CARRIED-

322/15 Foote/Bargen: **THAT** the minutes of the December 7, 2015 regular meeting be approved. -CARRIED-

### **Presentation**

Students and staff from Elm Creek School presented on their involvement as a UNESCO school. Students presented on their Recycle Everywhere program, Christmas shoeboxes, and backpacks for Sierra Leon.

### **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. The request for religious exercises at Elm Creek School was presented. Correspondence from Manitoba Education and Advanced Learning regarding proposed legislation was attached. The Accessibility Plan legislation and workshop training was presented. The Early Development Initiative data for Prairie Rose School Division showing an increase in readiness for all areas of development was attached. A calendar of school events for January was attached.

*Director of Student Services Report:* A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. Professional development sessions provided by Manitoba Education and Advanced Learning were highlighted. The Manitoba Reading Association's I love to read month theme is 'Empowering Children and Youth to Change the World'.

*Operations Supervisor Report:* A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. Updates on the Carman Collegiate lab renovation project and the St. Laurent capital project was provided.

*Transportation Supervisor Report:* A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. A proposed bus washing service was discussed. Highlights of the VersaTrans program training was provided. Correspondence from the Pupil Transportation Unit regarding a Highway Traffic Act amendment was attached.

*Secretary-Treasurer Report:* A list of meetings attended was attached. A list of meetings of the Workplace Health & Safety Coordinator was attached. The October accounts were attached. The new Bellamy V8 program was discussed. Information regarding field trip budgets was provided.

- 323/15 Bargaen/Claggett Woods: **THAT** the Superintendent's Staffing Report be received as presented. -CARRIED-
- 324/15 Bruce/Owen: **THAT** the Report from Senior Administration be received as presented. -CARRIED-
- 325/15 Owen/Huisman: **THAT** based on a petition signed by the parents or guardians of at least 60 pupils in the school, we approved the daily saying of the Lord's Prayer at Elm Creek School for the remainder of the 2015-2016 school year -CARRIED-
- 326/15 Claggett Woods/Cloutier: **THAT** the October accounts showing total general expenditures of \$4,242,765.87 be approved as submitted. -CARRIED-

### Reports of Committees

- 327/15 Huisman/Claggett Woods: **THAT** the minutes of the December 7, 2015 Policy committee meeting be approved as presented. -CARRIED-

**Notice of Motion** was given by Trustee Huisman THAT the following policies be approved as revised:

- Policy JLF (Reporting Child Abuse/Child Protection) *formerly JIK*
- Policy JLF-R (Procedures for Reporting Child Abuse/Child Protection) *formerly JIK*
- Policy JLF-E (Reporting Suspicion of Child Abuse or Child in Need of Protection) *formerly JIK*
- Policy GBGAA/JLCCA (Communicable Diseases) *formerly GBM*
- Policy GBGAA/JLCCA-R (Procedures for Dealing with Communicable Diseases) *formerly GBM*
- Policy GBK (Staff Complaints and Grievances) *formerly GBJ*
- Policy GBJ (Personnel Records) *formerly GBN*
- Policy GCA (Professional Staff Positions) *formerly GC*
- Policy GCB (Professional Staff Contracts and Compensation) *formerly GCA*

**Notice of Motion** was given by Trustee Huisman THAT the following policies be approved for recoding:

- Policy GBL (Employee and Trustee Service Recognition) *formerly GBP*
- Policy GBJA (Pledge of Confidentiality) *formerly GBO*
- Policy GBJA-E (Pledge of Confidentiality Form) *formerly GBO-E*

### Communication for Action

- 328/15 Foote/Lachance: **THAT** Prairie Rose School Division participate in the Province's Central Tender for any new school buses purchases in the 2016-2017 fiscal year. -CARRIED-

The Carman Elementary parking lot proposal was referred to the Operations/Finance Committee.

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

- 329/15 Huisman/Claggett Woods: **THAT** the following policy be adopted:  
Policy GBGBA (Working Alone) -CARRIED-
- 330/15 Huisman/Claggett Woods: **THAT** the following policy be adoption be given a third and final reading:  
Policy GBGBA (Working Alone) -CARRIED-
- 331/15 Huisman/Claggett Woods: **THAT** the following policies be approved as revised:  
Policy CCA (Organizational Chart)  
Policy CCA-E (Organizational Chart Exhibit) -CARRIED-
- 332/15 Huisman/Claggett Woods: **THAT** the following policies for revision be given a third and final reading:  
Policy CCA (Organizational Chart)  
Policy CCA-E (Organizational Chart Exhibit) -CARRIED-
- 333/15 Huisman/Claggett Woods: **THAT** the following policies be deleted:  
Policy JI (Student Welfare) *PSA*  
Policy JIA (Student Insurance Program) -CARRIED-
- 334/15 Huisman/Claggett Woods: **THAT** the following policies for deletion be given a third and final reading:  
Policy JI (Student Welfare) *PSA*  
Policy JIA (Student Insurance Program) -CARRIED-

**Communication for Information**

Aboriginal Academic Achievement Grant Support Document - Received as information  
M.S.B.A. Call for Presentations - Received as information  
M.S.B.A. Holiday Decorations/Concerts/Activities - Received as information  
M.S.B.A. The Highway Traffic Act Amendments - Received as information  
Manitoba Education and Advanced Learning – Employment Opportunity - Received as information  
Manitoba Education and Advanced Learning – Director Opportunity - Received as information  
December Interlake e-News - Received as information  
S. Ryrie Thanks - Received as information  
eBulletin - Received as information

**Announcements**

Next Regular Meeting	January 11	7:00 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.
Carman ACSL Meeting Invitation	January 12	7:00 p.m.
Policy Committee Meeting	January 18	9:00 a.m.
Educational Programming/Public Relations	January 18	5:30 p.m.
Budget Consideration/Discussion Meeting #1	January 20	7:00 p.m.
PRTA/PRSD Liaison Supper	April 25	

10 minute recess was called at 8:30 p.m.

- 335/15 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:

- Personnel Matters – 4 items
- Operations Matter – 1 item
- Finance Matters – 3 items
- Questions arising from the Senior Administration Report – 1 item

336/15 Bargaen/Huisman: **THAT** the Committee of the Whole rise and report. -CARRIED-

337/15 Owen/Lachance: **THAT** the Board hire Claude Plante as the Facility Maintenance/Capital Project Supervisor effective January 4, 2016. -CARRIED-

338/15 Owen/Lachance: **THAT** Jodi McInnes Rouire be appointed as the 0.5 FTE term Vice Principal of Carman Collegiate effective January 4, 2016 till February 3, 2017. -CARRIED-

339/15 Claggett Woods/Huisman: **THAT** the Board authorizes Senior Administration to submit a bid on the Manitoba Hydro Surplus Carman District Office as per the discussed amount. -CARRIED-

The meeting was adjourned at 10:27 p.m.

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Donna Cox, Board Chair

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Randall Znamirovski, Secretary-Treasurer