

MINUTES – PRAIRIE ROSE SCHOOL DIVISION

March 21, 2016

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, March 21, 2016. The meeting was called to order by Chair Cox at 7:00 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
	Louise Duncan, Director of Student Services
	Trevor Ryan, Transportation Supervisor
	Claude Plante, Facility Maintenance & Capital Project Supervisor
	Arli Cruikshank, Executive Assistant

Regrets:	Terry Osiowy, Superintendent
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071/16 Bargen/Huisman: **THAT**, with the addition of 2.03: MSBA Convention Survey, the agenda for this meeting be approved as circulated. -CARRIED-

072/16 Foote/Huisman: **THAT** the minutes of the March 7, 2016 regular meeting be approved. -CARRIED-

073/16 Owen/Foote: **THAT** the minutes of the March 7, 2016 special meeting be approved. -CARRIED-

Presentation

Facility Maintenance & Capital Project Supervisor Claude Plante presented on the Manitoba Department of Education and Advanced Learning's Public Schools' Finance Board (PSFB). Highlights of the presentation included; the purpose and organization of PSFB, the five year capital plan process, project prioritization criteria, compliance with the Accessibility for Manitobans Act, dealing with contaminated sites, and dealing with emergency projects.

Report of Senior Administration

Superintendent Report: The Personnel/Staffing report was attached. A list of school visitations, Divisional and Provincial meetings was attached. The schedule for the 2016-2017 school instructional/staffing meetings was provided. An update on the Superintendent's Student Advisory committee initiative was attached. A 2016-2017 budget announcement highlighter was reviewed. Highlights of a meeting with Eagle Creek colony was provided, the colony is expected to join Prairie Rose School Division in September 2016.

Assistant Superintendent Report: A list of school visitations as well as Divisional/Provincial meetings was attached. The Treaty Education initiative was presented.

Director of Student Services Report: A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. The Guidance Counsellor job description was reviewed.

Facility Maintenance & Capital Project Supervisor Report: A list of school/facility visitations as well as Division/Provincial meetings, conferences and workshops was attached. An update on the Carman Collegiate Science Lab was provided. An update on the Biomass Boiler feasibility study in St. Eustache was attached. The painting of the Carman Collegiate gym is being considered. Lighting audits are being completed on all Division buildings by Manitoba Hydro. An update on the Carman Elementary Boiler project was provided.

Transportation Supervisor Report: A list of school/facility visitations as well as Division/Provincial meetings, conferences and workshops was attached. Highlights of the familiarization process of the transportation administrative system was provided.

Secretary-Treasurer Report: A list of school/facility visitations as well as Division/Provincial meetings, conferences and workshops was attached. The meetings of the Workplace, Health & Safety Coordinator was attached. A budget comparison with 16 rural school divisions was reviewed. The mill rates for school divisions within Winnipeg were attached. Information regarding a foreign student enrolment application was provided. The Public Schools Finance Branch annual report for June 30, 2015 was provided.

074/16 Owen/Bargen: **THAT** the Superintendent's Staffing Report be received as presented. -CARRIED-

075/16 Claggett Woods/Bruce: **THAT** the Report from Senior Administration be received as presented. -CARRIED-

Reports of Committees

Highlights of the March 14, 2016 Policy Committee meeting were provided by Trustee Huisman.

076/16 Huisman/Bruce: **THAT** the minutes of the March 14, 2016 Policy Committee meeting be approved as presented. -CARRIED-

Notice of Motion was given by Trustee Huisman THAT the following policies for revision be given a first reading:

Policy GBJC (Criminal Record Check/Child Abuse Registry Check)

Policy GBJC-R (Criminal Record Check/Child Abuse Registry Check Regulation)

Policy GBJC-E (Criminal Record/Vulnerable Sector Check and Child Abuse Registry Declaration for Candidates and Annually for Volunteers)

Policy GCF (Professional Staff Hiring)

Policy GCF-R (Professional Staff Recruitment and Selection Procedures)

Policy GCF/GDF-E (Recommendation to Hire/Assignment Change)

Policy GDF (Support Staff Hiring) *formerly GFD*

Policy GDF-R (Support Staff Recruitment and Selection Procedures) *formerly GFD*

Policy GDO (Evaluation of Support Staff) *formerly GFJ*

Policy GDO-E (Performance Evaluation of Support Staff) *formerly GFJ*

Policy EEAE (School Bus Safety Programs) *formerly EMC/EMA*

Policy EEAE-R (School Bus Safety Programs Procedures) *formerly EMC/EMA*

Policy EEAE-E1 (School Bus Evacuation Report)

Policy EEAE-E2 (School Bus Safety Program Report)

Policy ECE (Traffic and Parking Controls) *formerly EL*

Policy EEAC (School Bus Scheduling and Routing) *formerly EMB*

Policy EEAF (Special Use of School Buses) *formerly ENA*

Policy EEAH (Student Transportation Insurance) *formerly ENC*

Policy EEAI (Student Transportation Records and Reports) *formerly END*

Policy EEAFA (Student Extra-Curricular Transportation) *formerly ENE*

Notice of Motion was given by Trustee Huisman THAT the following policies for deletion be given a first reading:

Policy GCD (Professional Staff Leaves of Absence)

Policy EEAI-E1 (Monthly Driving Record Report)

Policy EEAI-E2 (School Bus Monthly Operating Report)

Policy EO (Business and Personnel Transportation Services) *PSA*

Policy EP (Use of Private Vehicles on School Business)

Policy ER (Disposal of Used School Buses) *PSA*

Highlights of the Personnel committee meeting were provided by Trustee Foote.

077/16 Foote/Bargen: **THAT** the minutes of the March 14, 2016 Personnel committee meeting be approved as presented. -CARRIED-

Communication for Action

A letter from Elm Creek School regarding scholarship confirmation was reviewed.

Business Arising (From Previous Delegation/Board Meetings)

The letter from PRSD to the town of Carman was reviewed.

078/16 Huisman/Claggett Woods: **THAT** the following policies for adoption be given a second reading:
 Policy IJOA-E4 (Extended Extra Curricular Trips & Field Trips Proposal Form)
 Policy IJOA-E5 (Extended Extra Curricular Trips & Field Trips Plan Form) -CARRIED-

079/16 Huisman/Bargen: **THAT** the following policies for adoption be given a third and final reading:
 Policy IJOA-E4 (Extended Extra Curricular Trips & Field Trips Proposal Form)
 Policy IJOA-E5 (Extended Extra Curricular Trips & Field Trips Plan Form) -CARRIED-

080/16 Huisman/Bruce: **THAT** the following policies for revision be given a second reading:
 Policy IJOA (Extra Curricular Trips, Field Trips, Extended Field Trips) *formerly IGH*
 Policy IJOA-R (Extra Curricular Trips, Field Trips, Extended Field Trips Procedures) *formerly IGH*
 Policy IJOA-E1 (Extra Curricular Trips – Parent/Guardian Permission Form) *formerly IGH*
 Policy IJOA-E2 (Field Trips – Parent/Guardian Permission Form) *formerly IGH*
 Policy IJOA-E3 (Extended Field Trips – Parent/Guardian Permission Form) *formerly IGH*
 Policy GBG (Workplace Safety and Health)
 Policy GCG (Substitute Professional Staff Employment) *formerly GCS*
 Policy GCG-R (Arrangements for Professional Staff Substitutes) *formerly GCS*
 Policy GCGC (Job-Sharing – Instructional Staff) *formerly GCX*
 Policy GCGC-R (Job-Sharing – Instructional Staff Procedures) *formerly GCX*
 Policy GCI (Professional Development Staff Opportunities) *formerly GCK*
 Policy GCI-R (Professional Development Staff Opportunities Procedures) *formerly GCK*
 Policy GCKA (Professional Assignment and Transfers) *formerly GCJ*
 Policy GCN (Supervision of Professional Staff) *formerly GCL*
 Policy GCQA (Reduction in Professional Staff Work Force) *formerly GCI*
 Policy GCRA (Non-Division Employment by Professional Staff Members) *formerly GCU*
 Policy GCS (Professional Research and Publishing) *formerly GCV*
 Policy GCT (Exchange Teaching) *formerly GCW*
 Policy GDBA (Support Staff Salary Schedules) *formerly GCA*
 Policy GDGB (Arrangements for Support Staff Substitutes) *formerly GDGC*
 Policy GDI (Support Staff Probation and Tenure) *formerly GHA/GFF*
 Policy GDJ (Support Staff Assignments, Transfers and Seniority) *formerly GFG/GFH*
 Policy GDM (Support Staff Development Opportunities) *formerly GFI*
 Policy GDQ (Support Staff Termination of Employment) *formerly GFK*
 Policy GDQB (Resignation of Support Staff Members) *formerly GFL*
 Policy GDR (Non-Division Employment by Support Staff Members) *formerly GFO* -CARRIED-

081/16 Huisman/Bruce: **THAT** the following policies for revision be given a third and final reading:
 Policy IJOA (Extra Curricular Trips, Field Trips, Extended Field Trips) *formerly IGH*
 Policy IJOA-R (Extra Curricular Trips, Field Trips, Extended Field Trips Procedures) *formerly IGH*
 Policy IJOA-E1 (Extra Curricular Trips – Parent/Guardian Permission Form) *formerly IGH*
 Policy IJOA-E2 (Field Trips – Parent/Guardian Permission Form) *formerly IGH*

Policy IJOA-E3 (Extended Field Trips – Parent/Guardian Permission Form) *formerly IGH*
 Policy GBG (Workplace Safety and Health)
 Policy GCG (Substitute Professional Staff Employment) *formerly GCS*
 Policy GCG-R (Arrangements for Professional Staff Substitutes) *formerly GCS*
 Policy GCGC (Job-Sharing – Instructional Staff) *formerly GCX*
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 Policy GDJ (Support Staff Assignments, Transfers and Seniority) *formerly GFG/GFH*
 Policy GDM (Support Staff Development Opportunities) *formerly GFI*
 Policy GDQ (Support Staff Termination of Employment) *formerly GFK*
 Policy GDQB (Resignation of Support Staff Members) *formerly GFL*
 Policy GDR (Non-Division Employment by Support Staff Members) *formerly GFO* -CARRIED-

082/16 Huisman/Claggett Woods: **THAT** the following policies for deletion be given a second reading:

Policy GBG-R (Workplace Safety and Health Regulation) *Workplace Health & Safety Act*
 Policy GCO (Resignation of Professional Staff Members) *PSA*
 Policy GCR (Dismissal of Professional Staff Members) *PSA*
 Policy GFC (Support Staff Compensation for Expenses)
 Policy GFN (Suspension of Support Staff Members) *PSA* -CARRIED-

083/16 Huisman/Claggett Woods: **THAT** the following policies for deletion be given a third and final reading:

Policy GBG-R (Workplace Safety and Health Regulation) *Workplace Health & Safety Act*
 Policy GCO (Resignation of Professional Staff Members) *PSA*
 Policy GCR (Dismissal of Professional Staff Members) *PSA*
 Policy GFC (Support Staff Compensation for Expenses)
 Policy GFN (Suspension of Support Staff Members) *PSA* -CARRIED-

Communication for Information

Town of Carman February 11, 2016 minutes – Received as information

Announcements

NEXT REGULAR MEETING	Monday, April 11	7:00 p.m.
Personnel committee meeting	Monday, April 4	5:30 p.m.
Operations/Finance committee meeting	Monday, April 11	5:30 p.m.
Educational Programming/Public Relations meeting	Monday, April 18	5:30 p.m.
Policy committee meeting	Monday, April 25	9:00 a.m.
PRTA/PRSD Liaison Supper	Monday, April 25	5:00 p.m.

084/16 Huisman/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:

- Personnel Matter – 1 item
- Finance Matter – 1 item
- Questions arising from the Senior Administration Report – nil

085/16 Owen/Foote: **THAT** the Committee of the Whole rise and report. -CARRIED-

086/16 Claggett Woods/Bargen: **THAT** the 2016-2017 Budget Announcement be approved as per committee of the whole. -CARRIED-

087/16 Claggett Woods/Huisman: **THAT** the job description for the Guidance Counsellor be received as information. -CARRIED-

The meeting was adjourned at 8:22 p.m.

Donna Cox, Board Chair

Randall Znamirovski, Secretary-Treasurer