

## MINUTES – PRAIRIE ROSE SCHOOL DIVISION

**April 11, 2016**

A regular meeting of the Board of Trustees of Prairie Rose School Division was held at the Board Office in Carman on Monday, April 11, 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:		Terry Osiowy, Superintendent
		Randall Znamirowski, 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

088/16 Owen/Huisman: **THAT**, with the addition of 2.03: Town of Carman re: Carman Elementary School Proposed Parking, 2.03.5: Carman Elementary Boiler Project, 2.05.1: Kairos Canada ‘Winds of Change’ campaign, 3.01.10: Daytrippers Children’s Charity, 3.01.11: Frontier S.D. Special Announcement, 3.01.12: April 6, 2016 e-Bulletin, 4.03.5: April 8, 2016 Collective Bargaining Update, the agenda for this meeting be approved as circulated. -CARRIED-

089/16 Bargen/Foote: **THAT** the minutes of the March 21, 2016 regular meeting be approved. -CARRIED-

### **Presentation**

Principal JF Godbout, Resource Teacher D. Mitchell Zorniak and Teacher J. Thomaschewski from the Hutterian Colony School presented the dynamic of the Hutterian Colony system. The challenges and rewards of the multi-grade system were highlighted. Staffing enhancements were presented. Experiential learning opportunities, community building, physical literacy, literacy & numeracy, technology, timetabling, infused & blended classes, internships, and graduations were highlighted. The student services system was highlighted including educational assistant professional development, health programs, the safeTalk suicide intervention program, new teacher support, and the challenges of resource and clinician involvement in the system.

### **Report of Senior Administration**

*Superintendent Report:* The Personnel/Staffing report was attached. A list of school visitations, Divisional and Provincial meetings was attached. A summary of the recent school staffing meetings was provided. Highlights of the Superintendent and Student Council meetings at Carman Collegiate and Miami School were presented, meetings are scheduled with the student councils of St. Laurent School, St. Paul’s Collegiate and Elm Creek School. A recommended adjustment to the professional staff evaluations was presented. The Carman Elementary balanced school day was reviewed. An extended extra-curricular trip to the Climate Change forum in Winnipeg, Manitoba for Carman Collegiate was presented. The status of the Guidance Counsellor recruitment was provided. The March enrolment was attached. A calendar of school events for April was attached. The Carman Elementary School proposed parking was deferred.

*Assistant Superintendent Report:* A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. The Elm Creek School Provincial Basketball tournament was highlighted. A Divisional numeracy update was provided. The ASCD Conference was highlighted.

*Director of Student Services Report:* A list of school visitations as well as Division/Provincial meetings, conferences and workshops was attached. A review on the guidance counsellor recruitment process was provided. An update on level II and II funding was provided.

*Facility Maintenance & Capital Project Supervisor Report:* A list of school/facility visitations as well as Division/Provincial meetings, conferences and workshops was attached. Information on the water use at Carman Collegiate was provided. An update on the Carman Elementary boiler project was provided. A summary of the 5 year capital plan was presented.

*Transportation Supervisor Report:* A list of school/facility visitations as well as Division/Provincial meetings, conferences and workshops was attached. The challenge with bus warranty was highlighted. Updates were provided on bus management. Progress on policy review was provided. Mechanic training priorities were presented.

*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 were attached. Attendance at the Canadian Pupil Transportation Conference was reviewed. An update from Employment Standards with regard to domestic family violence leave was attached. An update on collective bargaining was provided. Opportunities for attendance at CSBA Congress and the National Trustee Gathering on Aboriginal Education Program were provided. The borrowing for operating purposes by-law was presented.

- 090/16 Barga/Foote: **THAT** the Superintendent's Staffing Report be received as presented. -CARRIED-
- 091/16 Cloutier/Bruce: **THAT** the Report from Senior Administration be received as presented. -CARRIED-
- 092/16 Claggett Woods/Foote: **THAT** the Carman Collegiate extended field trip request for 4 students from grade 10 to attend a Climate Change Forum in Winnipeg, MB from April 14 to April 16, 2016, be approval as per Policy IJOA. -CARRIED-
- 093/16 Owen/Claggett Woods: **THAT** the Board approve the Carman Elementary steam heating replacement project with Cobbe's Plumbing & Heating Ltd totaling \$894,764.60 plus the proportion of GST. -CARRIED-
- 094/16 Owen/Huisman: **THAT** the 5 year Capital Plan be submitted to PSFB as presented to the Board. -CARRIED-
- 095/16 Owen/Bruce: **THAT** Trustee Foote attend the Canadian Pupil Transportation Conference on April 16-21, 2016 at the Victoria Inn Hotel and Conference Center in Winnipeg, MB in the place of the Secretary-Treasurer. -CARRIED-
- 096/16 Claggett Woods/Foote: **THAT** By-Law 56/16, being a By-Law to approve borrowing by way of overdraft to meet operating expenditures, and as attached hereto into in full, be given first reading. -CARRIED-
- 097/16 Claggett Woods/Foote: **THAT** By-Law 56/16, being a By-Law to approve borrowing by way of overdraft to meet operating expenditures, and as attached hereto into in full, be given second reading. -CARRIED-
- 098/16 Claggett Woods/Foote: **THAT** By-Law 56/16, being a By-Law to approve borrowing by way of overdraft to meet operating expenditures, and as attached hereto into in full, be given third reading and finally passed. -CARRIED-

### Reports of Committees

Highlights of the March 21, 2016 Public Relations/Educational Programming Committee meeting were provided by Trustee Lachance.

099/16 Lachance/Bargen: **THAT** the minutes of the March 21, 2016 Public Relations/Educational Programming Committee meeting be approved as presented. -CARRIED-

Highlights of the April 4, 2016 Personnel Committee meeting were provided by Trustee Foote.

100/16 Foote/Claggett Woods: **THAT** the minutes of the April 4, 2016 Personnel Committee meeting be approved as presented. -CARRIED-

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

101/16 Huisman/Claggett Woods: **THAT** the following policies for revision be given a second 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 EEAF (Student Extra-Curricular Transportation) *formerly ENE* -CARRIED-

102/16 Huisman/Claggett Woods: **THAT** the following policies for revision be given a third reading and finally passed:  
 Policy GBJC (Criminal Record Check/Child Abuse Registry Check) *formerly GAB*  
 Policy GBJC-R (Criminal Record Check/Child Abuse Registry Check Regulation) *formerly GAB*  
 Policy GBJC-E (Criminal Record/Vulnerable Sector Check and Child Abuse Registry Declaration for Candidates and Annually for Volunteers) *formerly GAB*  
 Policy GCF (Professional Staff Hiring) *formerly GCE*  
 Policy GCF-R (Professional Staff Recruitment and Selection Procedures) *formerly GCE*  
 Policy GCF/GDF-E (Recommendation to Hire/Assignment Change) *formerly GCE*  
 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 EEFA (Student Extra-Curricular Transportation) *formerly ENE* -CARRIED-

103/16 Huisman/Owen: **THAT** the following policies for deletion be given a second 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*

-CARRIED-

104/16 Huisman/Owen: **THAT** the following policies for deletion be given a third reading and finally passed:

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*

-CARRIED-

10 minutes recess was called at 8:50 p.m.

### **Communication for Information**

M.S.B.A. Respect in Schools Program – Received as information

M.S.B.A. 2016 Provincial Election Advocacy Update – Received as information

M.S.B.A. 2016 Record of Proceedings – Received as information

M.S.B.A. CSBA Congress 2016 Registration – Received as information

Citizen Next: Bring your Child When you Vote on April 19 – Received as information

M.S.B.A. e-Bulletin – Received as information

Western S.D. February 22 Board minutes – Received as information

M.S.B.A. CPI Update – Received as information

Salary Bulletin – Seven Oakes S.D. Teachers – Received as information

Daytrippers Children's Charity – Received as information

Frontier S.D. Special Announcement – Received as information

April 6, 2016 e-Bulletin – Received as information

### **Announcements**

NEXT REGULAR MEETING

Monday, April 18 7:00 p.m.

Public Relations/Educational Programming meeting

Monday, April 18 5:30 p.m.

Policy committee meeting

Monday, April 25 9:00 a.m.

CUPE Negotiations

Monday, April 25 1:00 p.m.

PRTA/PRSD Liaison Supper

Monday, April 25 5:00 p.m.

Operations/Finance committee meeting

Monday, May 2 5:30 p.m.

Board Planning Session

May 5 & May 6

Personnel committee meeting

Monday, May 9 5:30 p.m.

Public Relations/Educational Programming meeting

Monday, May 16 5:30 p.m.

105/16 Bargaen/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:

- Board Matter – 1 item
- Personnel Matter – 4 items
- Questions arising from the Senior Administration Report – 1 item

106/16 Claggett Woods/Foote: **THAT** the Committee of the Whole rise and report. -CARRIED-

- 107/16 Claggett Woods/Bargen: **THAT** the application from employee #102595 to participate in the Deferred Salary Leave Plan effective from February 1 to June 30, 2019, be approved. -CARRIED-
- 108/16 Owen/Bargen: **THAT** the application from employee #2025 to participate in the Deferred Salary Leave Plan effective from January 1 to June 30, 2022, be approved. -CARRIED-

The meeting was adjourned at 9:23p.m.

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Donna Cox, Board Chair

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Randall Znamirovski, Secretary-Treasurer