

# Beautiful Plains School Division

## Regular Board Meeting

December 4, 2018

Present: Chairperson R. Manns, Vice Chairperson G. Hunter and Trustees K.Guillas, L. Biehn, J. McNeily, W. Menzies

Also Present: J. Young, K. Reynolds and S. Bayes

BPTA: Katy Martin (Regular meeting only)

### ***In Camera***

1. Superintendent's Confidential Report
  - a) Staffing Update
  - b) Neepawa Middle School Planning
2. Secretary Treasurer's Confidential Report
  - a) Trustee Vacancy
  - b) MSBA Collective Bargaining Update
3. Senior Admin Expenses
4. Trustee Vacancy
5. Superintendent's Evaluation Process

The Business Meeting was called to order at 7:42 p.m.

1. The agenda was approved as amended.
2. The minutes of the November 20<sup>th</sup>, 2018 Regular Board Meeting were approved as circulated.
3. The accounts and payroll deposits for the month of October 2018 were approved.
4. Business Arising from a Previous Meeting
  - a) Policy C.D.C. "Duties of Student Services Coordinator" was given a second reading.
  - b) Policy E.H.D. "Guidelines for Transportation of Students with Special Needs" was given a second reading.
  - c) Municipal Engagement Outline – Potential discussion points with local counterparts were reviewed.
5. Superintendent's Business Report
  - a) The following Substitute Teachers were approved for the 2018/19 school year: Karla Hall.
  - b) Superintendent Evaluation – Board will continue to work on this.

- c) Workplace Safety and Health – Our division has a culture of transparency which everyone has contributed towards. The process we provide for staff for reporting health and safety concerns is a factor in this. We shared with the board the process supervisors go through to ensure health and safety in our division for our staff.

#### 6. Secretary-Treasurer's Business Report

- a) The October 31<sup>st</sup>, 2018 Financial Statements were approved.
- b) By-law No 284 a Debenture/Promissory Note to finance the cost of the Neepawa Middle School Addition & stand-alone daycare at Neepawa Collegiate was given first reading.
- c) Trustee Indemnity By-Law for 2019 that establishes annual trustee indemnities requires the rate to be reviewed annually. As with last year, trustees have chosen again to keep their indemnities at the same rate to parallel staff that are not receiving increases in pay under Bill 28. Trustee indemnities will continue as stated in existing By-Law #275.
- d) Darian Major was appointed School Board Trustee for Ward 2 effective December 4, 2018.
- e) A transportation request from Melissa Mitchell was approved to have designated pick-up/drop off changed as per policy EA.

#### 7. Other Reports

- a) MSBA – e-news November 2018 was circulated.
- b) Agenda from the Colony Elders meeting on November 26, 2018 was circulated. Trustees commented that these meetings were positive and collaborative. Colony Elders value these meetings as well.
- c) School Build Update – The revised schedule has been reissued and we expect occupancy to be end of August 2019 with the daycare being completed in April 2019.
- d) Letter from Turtle Mountain School Division regarding the provincial pre budget survey was circulated.

#### 8. Superintendent's Information and Correspondence

- a) HSAP 2017/2018 Year in Review was circulated. This annual report is provided as this position is outside the staffing guidelines.
- b) Video on Why Good Leaders make you Feel Safe demonstrating what leadership is and the impact of leadership on an environment was viewed.
- c) Staffing Guidelines – Reviewed both historical and current staffing guidelines with our big school principals and a representative of small school principals to look at the evolution of our staffing formula to meet our students needs. People are clearly the most valuable resource we have and therefore a priority when making budgeting decisions.
- d) BPTA Board Supper/Liaison Meeting – Trustees will give some thought to further topics.
- e) Agenda from Principals meeting on November 27<sup>th</sup>, 2018 was circulated.
- f) BPSD Scenarios – As a group, principals look at a scenario, brainstorm the process for resources and support.

9. Secretary-Treasurer Information and Correspondence

- a) Bus Procurement Process for 2019 was reviewed. Changes made in the process were primarily to move the timelines ahead approximately 2 months. Seat belt usage on buses was discussed.
- b) 2017-2018 Manitoba Schools Insurance Rebate of \$3,539.21 was received.
- c) MPI Fleet Insurance Rebate in the amount of \$6,192.03 was received.
- d) Neepawa-Gladstone Coop Patronage for diesel fuel in the amount of \$8,657.99 was received.

10. Open Forum

- a) Board Quote - Celebrations quote was approved for circulation.
- b) BPTA – Distributed toques for Trustees and Senior Administration.

Resolutions:

- |  |   |               |                |               |  |
|--|---|---------------|----------------|---------------|--|
| 1. That the agenda be approved as amended.   | <i>Carried</i>  |               |                |               |  |
| 2. That the minutes of the November 20 <sup>th</sup> , 2018 Regular Board Meeting be approved as circulated.   | <i>Carried</i>  |               |                |               |  |
| 3. That the October 31, 2018 expenditures be approved for a total of \$ 1,850,909.07<br>Accounts Payable Cheques:<br>#33514; #33567 - #33569; #33633 - #33913;<br>#33917 - #33943<br>Payroll Direct Deposits: #62143 - #62711                        | <table border="0"> <tr> <td style="padding-right: 20px;">\$ 996,317.40</td> <td style="vertical-align: top;"><i>Carried</i></td> </tr> <tr> <td>\$ 854,591.67</td> <td></td> </tr> </table> | \$ 996,317.40 | <i>Carried</i> | \$ 854,591.67 |  |
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| \$ 854,591.67  |   |               |                |               |  |
| 4. That the following policies be amended as presented this date:<br>-CDC: Duties of the Student Services Coordinator<br>-EHD: Guidelines for Transportation of Students with Special Needs  | <i>Carried</i>  |               |                |               |  |
| 5. That the October 31 <sup>st</sup> , 2018 financial reports be approved.   | <i>Carried</i>  |               |                |               |  |
| 6. That By-Law No. 284 a by-law for the purpose of issuing debentures to finance the cost of Neepawa Middle School addition & stand-alone daycare at Neepawa Collegiate BE GIVEN FIRST READING.  | <i>Carried</i>  |               |                |               |  |
| 7. That Darian Major be appointed School Board Trustee for the current term effective December 4, 2018.  | <i>Carried</i>  |               |                |               |  |
| 8. That the request for transportation from Melissa Mitchell to change bus routes for her son Connor Mitchell from route #1 to a new designated drop off and pick up location on route #8 as per policy E.A. effective December 6, 2018 be approved. | <i>Carried</i>  |               |                |               |  |

Meeting adjourned at 9:29 p.m.

The next Regular Board Meeting is scheduled for Tuesday, December 18<sup>th</sup>, 2018 at 7:00 p.m.

*Minutes are available on the Division Web Site at [www.beautifulplainssd.ca](http://www.beautifulplainssd.ca)  
This site also links to Division Schools.*