

AGENDA

THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PORTAGE LA PRAIRIE SCHOOL DIVISION TO BE HELD NOVEMBER 28, 2017 AT 7:00 P.M.

CALL TO ORDER:

ROLL CALL:	Hélène Hoggarth (Chair)	Rod Brownlee	Murray McLenehan
	David Citulsky	Preston Meier	Penny Verwey
	Yvette Cuthbert	Luis Luna	Shauna-Lei Leslie
	T. Cuddington	Pam Garnham	Yvonne Dion

REGRETS: Rochelle Rands

COMMITTEE OF THE WHOLE

11:12:17 Motion:

That the board resolve into committee of the whole, in camera.

Moved Seconded Carried

11:13:17 Motion:

That the board rise and report/without reporting.

Moved Seconded Carried

COFFEE BREAK

A. AGENDA:

11:14:17 Motion:

That the agenda for the meeting of November 28, 2017 be approved.

Moved Seconded Carried

11:15:17 Motion:

That the minutes of the regular meeting of November 14, 2017 be approved.

Moved Seconded Carried

11:16:17 Motion:

That the minutes of the Business and Finance Committee meeting of November 21, 2017 be approved.

Moved Seconded Carried

C. MOTIONS:

11:17:17 Motion:

That By-law **No. 270** of the Board of Trustees of the Portage la Prairie School Division for the purpose of borrowing the sum of **Seven Hundred and Ten Thousand, Nine Hundred Dollars** (\$710,900.00) for the Foundation and Crawl Space Remediation at Portage Collegiate Institute, be now read for the first time.

Moved Seconded Carried

11:18:17 Motion:

That Policy IFI, Field Trips, be amended to read as follows:

File IFI

FIELD TRIPS

Rationale

It is generally accepted that relevant, first-hand experiences are an essential component of a basic education. Where it is practical and possible to do so, these experiences should be used to enhance learning and to supplement the use of text books, library books, and audio-visual materials. Often, such experiences require students to participate in activities away from the classroom and school. The involvement of students in such activities will be classified as "Field Trips".

Field trips shall have as a top priority their educational relevance for the students concerned. Proper planning, student safety, and follow-up are essential.

Parental involvement is an important aspect of a successful field trip. This involvement includes advance information regarding planned activities; purpose, costs, benefits, etc. Parents/guardians are also to be given the opportunity to approve the involvement of their children in field trips.

Definition

Field trips will be designated as follows:

1. Regular Curricular and Extra-Curricular Trips:

These trips are subject to the approval of the Teacher, Principal and parent/guardian. The duration of regular trips will not exceed two school days.

2. Extended Trips:

These trips are subject to the approval of the Teacher, Principal, parent/guardian and Superintendent. The duration of extended trips will not exceed three school days.

3. Special and International Trips:

Trips outside of Manitoba that exceed the maximum guideline, trips that exceed the maximum guidelines and/or trips that extend beyond three school days require prior authorization by the School Board. All International trips must be approved by the School Board; this includes trips to the United States.

Application for a group to participate in an extended field trip must be made on the prescribed form a minimum of ten weeks in advance of the planned event. The initial application is to be made to the Board, for approval in principle, prior to any formal contact being made with parents/guardians or students. The completed application will be presented to the school board for final reading and approval. This approval must be a minimum of eight weeks prior to the leave date of the trip. The applicant will be notified by the Board whether the application was approved in principle.

Once the application has been reviewed, notification of the Board decision will be given through the Superintendent's Department.

Specific Expectations

1. Field trips must not unfairly interfere with the general operation of the school and its other programs and activities.
2. The needs of all students, including those not participating in the field trip, are to be given due consideration and suitable activities developed for them.
3. Due consideration must be given to the dates of the trip as they pertain to tests, examinations, and other activities and programs of the school and the students. Special and international trips must not take place within two weeks prior to examinations.
4. Field trips must have relevance to the programs of the participating students.
5. The names of the appointed chaperones must be submitted to the Principal at least four weeks in advance of the planned event. Overnight mixed events require a minimum of one male and one female chaperone. The ratio of chaperones to students shall be sufficient to properly supervise the age group and the activity involved. Any volunteer chaperoning that is not a divisional employee must have a criminal record check.
6. The Document "A Guide for Planning School Field Trips" is to be followed.

The Board of Trustees supports student activities that require travel outside the School Division subject to the following guidelines:

Organization

1. All school field trips should be included in the school's calendar of events.
2. Field trips must not unfairly interfere with the general operation of the school and its other programs and activities.
3. The needs of all students, including those not participating in the field trip, are to be given due consideration, and suitable activities developed for them.
4. Due consideration must be given to the dates of the trip as they pertain to tests, examinations, and other activities and programs of the school and the students. Special and international trips must not take place within two weeks prior to examinations.
5. Field trips must have relevance to the programs of the participating students.

Supervision and Chaperones

1. Adults may be used to assist with the supervision of field trips. Adult supervisors shall be under the direction of the supervising Teacher(s). Any volunteer chaperoning that is not a divisional employee must have a criminal record check.
2. Extended activities require a minimum of two supervisors. Mixed student groups should have a minimum of one male and one female supervisor.
3. Field trips that involve students in special or extended activities such as out-of-province, overnight stays, swimming, boating, etc. require that a detailed description of the activity must be given to the parents and written permission received before the student(s) can participate.
4. Activities associated with swimming and boating require special safety precautions. The supervision of such activities must provide adequate protection for all concerned. At least one supervisor must be a certified lifeguard
5. The names of the appointed chaperones must be submitted to the Principal at least four weeks in advance of the planned event. Overnight mixed events require a minimum of one male and one female chaperone. The ratio of chaperones to students shall be sufficient to properly supervise the age group and the activity involved.
6. Students are to be under the supervision of staff and/or local chaperones at all times during the event. The responsibility of supervising or chaperoning is not to be delegated to anyone not listed on the appropriate Division or school form.
7. One staff member is to be pre-determined as the supervisor of the group and is to be the one designated to be responsible for communicating with the Bus Driver and managing problems should they arise.
8. The Teacher/supervisor is to be responsible for taking a class list of students on the trip, complete with relevant medical and emergency information for each student.

Meals and Lodging

1. Students will generally not be billeted for meals or lodging. Acceptable alternatives include:
 - commercial outlet -adequate chaperones required;
 - utilizing a school - i.e. gym;

- other arrangements acceptable to and approved by each parent.
2. The Division will also generally not be supportive of accepting billets as a means of providing visiting students with meals or lodging.

Distance Guidelines

1. Maximum distance guidelines are:
 - Primary: 200 km one way
 - Middle Years: 600 km one way
 - High School: 1000 km one way
2. In the event the objectives of an activity require travel beyond the distances stated, consideration will be given by the Board based upon the individual circumstances. Application for such trips is to be submitted for Board approval as outlined for Extended Field Trips.
3. School teams earning their way to Provincial competitions are exempt from the distance guidelines.

Travel Arrangements

1. All school activities that require public or private transportation must be authorized by the Principal and Superintendent's Department prior to the plans for the activity being finalized.
2. Out-of-province use of school buses for extra-curricular activities requires the prior approval of the Board of Trustees. Such request must be submitted to the Superintendent's Department at least one month prior to the proposed trip.
3. Requests for the use of school buses for extended travel are discouraged.

Moved Seconded Carried

11:19:17 Motion:

That Policy IFI, Field Trips, be amended to read as follows:

File IFE

TALENTED AND GIFTED PROGRAM

The School Board recognizes the existence of talented and gifted students within its schools. The Board also recognizes the unique educational needs of these students and that they can profit from specially planned educational services, beyond those normally provided by the standard school program.

It is the intent of the Board to provide, to the maximum extent which is feasible, suitable educational programming for these talented and gifted students.

Program Objectives

- a) To raise the awareness level of Teachers, parents and the community as to the educational requirements of talented and gifted students.
- b) To design and implement an identification program for talented and gifted students that utilizes a multi-dimensional, flexible approach.

- c) To challenge the potential of talented and gifted students in the Division through school-based programs.
- d) To assist staff members in the development of programs to meet the needs of talented and gifted students at the Primary, Elementary, Middle Years and High School levels.

Moved Seconded Carried

11:20:17 Motion:

That Policy ZAD, School Admin Designate, be added to read as follows:

FILE: SCH-ZAD

SCHOOL ADMIN DESIGNATE

QUALIFICATIONS:

1. Holds a Manitoba Professional Teaching Certificate.
2. Holds or is working towards a Manitoba School Certificate in School Leadership (Previously School Administrator's or Principal's Certificate) or eligibility to obtain such certification or a plan satisfactory to the Division for completion of a Certificate in School Leadership.
3. A minimum of five years of successful teaching or administrative experience.
4. Strong leadership abilities, demonstrated professional commitment and above average interpersonal and communication skills.
5. Must have or obtain a current Criminal Record Check, Child Abuse Registry Check and Vulnerable Persons Screening.

REPORTS TO: The School Principal

POSITION SUMMARY:

Reporting to the Principal, the admin designate is responsible for providing assistance to the principal with the day-to-day administrative responsibilities as delegated by the principal and for the administration of the school.

DUTIES AND RESPONSIBILITIES:

- 1.0 Assists with the supervision of the implementation, coordination and evaluation of specified areas of the curriculum.
 - 1.1 Maintains working knowledge of the Goals and Objectives of the curriculum guides for each course taught and/or supervised by the admin designate.

- 1.2 Provides educational leadership for instructional programming.
- 1.3 Ensures that student evaluation practices within the classes/grades supervised are in accordance with division policy or approved evaluation guidelines.
- 1.4 Assists with the implementation of professional development activities which reflect the current initiatives of the school/division.
- 2.0 Assists with the management of student discipline and other school-related activities as assigned.
 - 2.1 Considers all relevant information and special circumstances prior to taking disciplinary action.
 - 2.2 Demonstrates consistency and fairness in disciplining students.
 - 2.3 Demonstrates a genuine personal interest in children and in helping students overcome problems/difficulties.
- 3.0 Accepts responsibility for the safety of the staff and students as outlined in the policies, regulations and legislation dealing with school safety.
- 4.0 Assists with the administration of the school and its programs.
- 5.0 Respects the confidentiality of all information dealing with staff and students.
- 6.0 Avails himself/herself of time outside the regular school hours and the school year for the purpose of planning and meeting with parents, students and administrative personnel.
- 7.0 Provides educational leadership to the school and its programs by: keeping abreast of current research and methodologies; encouraging staff to become involved in professional development activities as participants and presenters; demonstrating to students, staff and the public that access to a relevant and quality education is a high priority.
- 8.0 Performs other job-related duties and responsibilities as assigned.

EVALUATION:

Performance of this job will be evaluated in accordance with board policy

Moved Seconded Carried

11:21:17 Motion:

That the following accounts be approved:

October 2017 Accounts Payable	2,532,134.29
October 2017 Net Payroll	1,671,748.51

TOTAL	<u>\$4,203,882.80</u>
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Moved Seconded Carried

11:22:17 Motion:

That **Parker Garnham** be appointed as interim Supervisor of Operations effective November 22, 2017 to June 30, 2018 be approved.

Moved Seconded Carried

11:23:17 Motion:

That the retirement of **Pam Stinson**, Teacher, effective January 31, 2018, be approved.

Moved Seconded Carried

11:24:17 Motion:

That **Jay Dewis**, teacher, request for Parental Leave effective February 5, 2018 to June 29, 2018 be approved.

Moved Seconded Carried

D. SUPERINTENDENT'S DEPARTMENT REPORT:

RR

1. No Items

PG

1. Jingle Bell Breakfast
2. Portage Collegiate Institute: Breakfast for Breakfast
3. Oakville School Activities

TC

1. École Crescentview School Grooming Room construction
2. Ally Nadeau – Portage Collegiate Institute graduate - Chamber Award
3. Parent-Teacher Conference Attendance

E. OTHER BUSINESS

- 1.

F. INFORMATION ITEMS:

Items on File:

- Thank You Card – Barry Rud
- Letter – Salvation Army

Emailed Items:

Newsletters:

- Oakville School

Manitoba School Boards Association:

- Memo: Clarification re: BEF and the formal position of MSBA – November 16, 2017
- Minutes from Regional Meetings
- Springhill Sports Park Bulletin
- Clarification re: Long Service Award Eligibility
- E-News – November 22, 2017

G. UPCOMING MEETINGS:

December 12	Board Meeting
January 9	Board Meeting
January 23	Board Meeting
February 13	Board Meeting
February 27	Board Meeting
March 13	Board Meeting
March 27	Board Meeting
April 10	Board Meeting
April 24	Board Meeting
May 8	Board Meeting
May 22	Board Meeting
June 12	Board Meeting
June 26	Board Meeting

H. DELEGATIONS/PRESENTATIONS

G.I.R.L-Forum Jody Budz, Marie Bertholet, students from Portage Collegiate Institute – Anna Gervais, Sarah Nadeau, and Kara Anderson

I. NEWS MEDIA QUESTIONS:

C.F.R.Y. Renee Lilley
Daily Graphic Aaron Wilgosh

J. COMMITTEE OF THE WHOLE:

11:25:17 Motion:

That the board resolve into committee of the whole, in camera.

Moved Seconded Carried

11:26:17 Motion:

That the board rise and report/without reporting.

Moved Seconded Carried

11:27:17 Motion:

That the 10:00 P.M. rule be suspended.

Moved Seconded Carried

K. ADJOURNMENT:

The meeting was adjourned by the chairman at p.m.

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