

AGENDA

THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PORTAGE LA PRAIRIE SCHOOL DIVISION TO BE HELD FEBRUARY 26, 2019 AT 6:30 P.M.

CALL TO ORDER:

| | | | |
|------------|-----------------|-------------------|-----------------|
| ROLL CALL: | Hélène Hoggarth | Rod Brownlee | Penny Verwey |
| | Luis Luna | Shauna-Lei Leslie | Yvette Cuthbert |
| | Debbie Citulsky | Rochelle Rands | |
| | Todd Cuddington | Pam Garnham | Jonathan Hyman |

REGRETS: Tracey Asham Murray McLenehan

COMMITTEE OF THE WHOLE

02:18:19 Motion:

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

Moved Seconded Carried

02:19:19 Motion:

That the board rise and report/without reporting.

Moved Seconded Carried

COFFEE BREAK

A. AGENDA:

02:20:19 Motion:

That the agenda for the meeting of February 26, 2019 be approved.

Moved Seconded Carried

02:21:19 Motion:

That the minutes of the regular meeting of February 12, 2019 be approved.

Moved Seconded Carried

02:22:19 Motion:

That the minutes of the Business and Finance Committee meeting of February 12, 2019 be approved.

Moved Seconded Carried

02:23:19 Motion:

That the minutes of the Operations Committee meeting of February 13, 2019 be approved.

Moved Seconded Carried

02:24:19 Motion:

That the minutes of the Special Board meeting of February 19, 2019 be approved.

Moved Seconded Carried

C. MOTIONS:

02:25:19 Motion:

That the revisions to **Policy DLD Expense Reimbursements** be adopted and read as follows:

File DLD

EXPENSE REIMBURSEMENTS

“A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine.” [PSA 56(3)]

Incidental Expenses

Trustees and Division Administration Staff shall be reimbursed for **all** out-of-pocket expenses, that are approved by the Superintendent/Secretary-Treasurer while carrying out School Division responsibilities.

Staff members may make application for reimbursement of actual out-of-pocket expenses incurred while carrying out authorized school or Division activities.

The maximum rates for incidental expenses shall be as approved by the Board.

Requests for reimbursements shall be submitted to the Superintendent/Secretary-Treasurer on the prescribed form. (See DLD-E1)

Guideline For Reimbursement Of Incidental Expenses – Teaching and Non-Teaching Staff

1. PROFESSIONAL DEVELOPMENT

Covered by P.D. budget according to guidelines, if approved by the Principal/Supervisor. See DLD-E5

2. FIELD TRIPS

a) Travel covered by extra-curricular budget allocation to schools. Note: submit on “Co-Curricular” transportation form following completion of trip.

b) Meals

- Not covered if during the school day
- Consideration if after hours or on weekends, based upon individual circumstances and only if out of the Division.
- Volunteer supervisors and coaches may receive different consideration.
- If approved by Principal - to be paid from “school” funds.

3. APPROVED SCHOOL/DIVISION BUSINESS - Out of Division

- Travel -School Division rate
- Meals -actual to a maximum amount for breakfast, lunch and dinner, to be reviewed annually by the Board (receipts required).
- Approved expenditures charged to the appropriate budget.
- Support will be in U.S. funds, if applicable.

4. APPROVAL & CLAIM PROCEDURE

a) Non-Teaching Staff - specific request entered in comment section of leave form by Principal/supervisor.

Teaching Staff - specific request entered in comment section of leave form by Principal/supervisor.

b) Written request for reimbursement submitted following completion of the activity along with original receipts are required, credit card receipts will not be accepted. Request to be signed by participant and Principal/supervisor and forwarded to Superintendent’s Department.

Travel Allowance - Trustees and Division Administration Staff

The travel allowance for Trustees and such staff members as to whom it may apply shall be reviewed annually by June 30.

Trustees and staff shall be reimbursed upon receipt of a statement of actual kilometers travelled in carrying out School Division responsibilities. (See DLD-E2 or DLD-E3)

Conference and Convention Expenses - Trustees and Division Administration Staff

A. SEMINARS, WORKSHOPS, BOARD BUSINESS AND OTHER ONE DAY MEETINGS

1. Registration fee - full registration.
2. Travel - authorized mileage rate, parking, and accommodations if required either the night before or day of.

3. Division Administrative Staff Meals and Miscellaneous, including meals if driving the night before.
 4. Trustees – \$100.00/day (\$50.00 for ½ day) and current substitute rate (prorated if ½ day).
- B. CONFERENCES, CONVENTIONS, MEETINGS AND BOARD BUSINESS OF MORE THAN ONE DAY**
1. Registration fee - full registration.
 2. Travel
 - a) The lesser of actual return airfare or return economy airfare, if travelling by air;
 - b) The lesser of return economy air fare or the approved mileage allowance, if travelling by car.
 3. Meal and Miscellaneous
 - a) Maximum daily allowance:

| | |
|-------------------|--------------|
| In Province - | \$100.00/day |
| Out of Province - | \$120.00/day |
| Out of Country - | \$160.00/day |
 - b) Authorized daily allowance to a maximum of one day prior and one day after the scheduled program.
 - a. Full Day is the entire day (attendance is required in the afternoon or day needs to be taken to travel to and from the event).
 - b. Half Day is attendance is required after lunch, in the evening or travel the night before, and or the event ends before lunch on the last day, or travel is the day after the event.
 - c) Trustee –Current substitute rate, prorated if half day.
 - d) Blue Cross Health Insurance premium, if required, for the duration of the authorized activities outside of Canada.
 4. Taxi, limousine or bus fare - actual costs to and from the airport and to and from the place of accommodation to the conference site.
 5. Accommodation and parking - actual hotel costs for the duration of the scheduled program.

A cash advance will be made to delegates upon request to the Superintendent/Secretary-Treasurer. Requests for reimbursement of expenses shall be made to the Superintendent/Secretary-Treasurer on the prescribed form. (DLD-E4)

Bus Drivers - Winter Plug Allowance

Where applicable, Bus Drivers shall receive a winter plug allowance payable by April 1. Increases to the allowances shall keep pace with percentage increases negotiated with C.U.P.E. through collective bargaining.

Moved Seconded Carried

02:26:19 Motion:

That the revisions to **Policy BGC Board Member Professional Development Opportunities** be adopted and read as follows:

File BGC

BOARD MEMBER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

School Board members are encouraged to keep themselves informed of current educational thought and practice by study, by visiting other school systems, by attendance at educational conferences and conventions and by such other means as may be appropriate.

It is the intention of the Board to have Trustee representation at major national and international conferences such as those conducted by:

1. AASA – American Association of School Administrators
2. ASBO – Association of School Business Officials
3. CASA – Canadian Association of School Administrators
4. CEA – Canadian Education Association
5. CSBA – Canadian School Boards Association
6. NSBA – National School Boards Association

A calendar of conferences, conventions, workshops and meetings will be maintained for the information of the Board.

An annual budget comprised of three categories will be established to support Trustee professional development.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following principles and procedures for each Trustee's guidance:

1. Provincial Meetings and Workshops:
Each Trustee will decide which meetings appear to be most promising in terms of producing benefits for the Trustee in relation to his/her responsibility. Each Trustee will be able to register at the meetings of his/her choice without further Board approval.
2. Annual MSBA Convention and School for New Trustees:
There will be an annual allocation sufficient to support the attendance of each Trustee at the annual MSBA Convention and the attendance of new Trustees at the School for New Trustees.
3. Major Conference Attendance:
There will also be a per Trustee budget allocation to support attendance at major conferences. (Up to two major conferences for 4-year term).

The maximum expenses that can be claimed by a Trustee will be the amount budgeted for each Trustee in each of the three categories. [PSA 56(2)(3)] See also: DLD, BGF

Moved

Seconded

Carried

02:27:19 Motion:

That the revisions to **Policy BGF Board Member Compensation and Expense Reimbursement** be adopted and read as follows: File BGF

BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

Payment of Annual Indemnity

A school board may, by by-law, provide for the payment of an annual indemnity to the Chair and to each trustee payable in such amount and at such times and under such conditions as provided in the by-law. [PSA 56(1)]

Additional Indemnities

“In addition to the indemnity referred to in subsection (1), each member of a school board may be paid and may accept:

- a) such amount per kilometre as set by by-law of the school board, for each kilometre actually and necessarily travelled from his/her place of residence in the school division, to the place of meeting and return;
- b) such amount per hour as set by by-law of the school board, for each hour actually and necessarily spent by him/her, under authority previously given by resolution of the school board, in the performance of such duties, work, or services as s/he is required or authorized, under the resolution, to perform; and
- c) such an amount per kilometre, as set out by by-law of the school board, for each kilometre actually and necessarily travelled by him/her in the performance of the duties, work, or services to which clause (b) applies.”

The remuneration or mileage mentioned in clauses (b) or (c) is not payable until an account showing the work or service performed, verified by statutory declaration, has been filed with the Superintendent/Secretary-Treasurer and payment thereof authorized by resolution of the school board.

Reimbursement for Expenses

“A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine.” [PSA, 56 (2)(3)]

See also: DLD, BGC

Moved Seconded Carried

02:28:19 Motion:

That the following accounts be approved:

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|-------------------------------------|--------------|
| January 2019 Account Payable | 1,850,198.73 |
| January 2019 Net Payroll | 1,624,445.33 |

| | |
|---------------------|------------------------------|
| <u>TOTAL</u> | <u>\$3,474,644.06</u> |
|---------------------|------------------------------|

Moved Seconded Carried

D. SUPERINTENDENT'S DEPARTMENT REPORT:

PG

1. Dr. Dale Iwanoczko Scholarship Recipient

RR

1. No Items

TC

1. Public Budget Open House
2. Announcement: Proceed to tender for ECVS and NMS

E. OTHER BUSINESS

- 1.

F. INFORMATION ITEMS:

E-mailed copies:

1. MTS – Issues Update
2. Manitoba School Boards Association:
 - Board Chairs Meeting with the Minister
 - Editorial: Keep Education Decisions Local

G. UPCOMING MEETINGS:

| | |
|----------|---------------|
| March 12 | Board Meeting |
| April 9 | Board Meeting |
| April 23 | Board Meeting |
| May 14 | Board Meeting |
| May 28 | Board Meeting |
| June 11 | Board Meeting |
| June 25 | Board Meeting |

H. DELEGATIONS/PRESENTATIONS

No Delegation

I. NEWS MEDIA QUESTIONS:

| | |
|---------------------|---------------|
| C.F.R.Y. | Randy Lilley |
| Daily Graphic | Brian Oliver |
| The Portage Citizen | Mickey Dumont |

J. COMMITTEE OF THE WHOLE:

02:30:19 Motion:

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

Moved Seconded Carried

02:31:19 Motion:

That the board rise and report/without reporting.

Moved Seconded Carried

02:32:19 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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