

**REGULAR MEETING OF THE BOARD
HANOVER SCHOOL DIVISION
Tuesday, October 1, 2013 (7:30 PM)**

ROLL CALL

UPON THE ROLL BEING CALLED, THE FOLLOWING WERE PRESENT:

BOARD MEMBERS:

Marilyn Plett (Chair)	Ron Falk (Vice Chair)
Lynn Barkman	Cyndy Friesen
Randy Hildebrand	Bonnie Hildebrandt
Gerry Klassen	Andrew Wiebe

REGRETS:

Ruby Wiens

ALSO IN ATTENDANCE:

Randy Dueck	Chris Gudziunas
Rick Ardies	Kevin Heide
Phil Guenther	

Opening Items

1.1 Call to Order

The meeting was called to order by the Chair, Marilyn Plett at 7:30 p.m.

1.2 Scripture & Prayer – Gerry Klassen

Adoption of Public Previous Meeting Minutes

2.1 Minutes of Regular Board Meeting, August 20, 2013

Member (**Randy Hildebrand**) Moved, Member (**Cyndy Friesen**) seconded to approve the **ORIGINAL** motion 'to approve the Minutes of the Regular Board Meeting held on Tuesday, August 20, 2013 at 7:30 pm in the Board room.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

2.2 Minutes of Organizational Board Meeting, September 3, 2013

Member (**Andrew Wiebe**) Moved, Member (**Gerry Klassen**) seconded to approve the **ORIGINAL** motion 'to approve the Minutes of the Organizational Board Meeting, held on Tuesday, September 3, 2013 at 7:30 p.m. in the Board room.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

Superintendents Recommendations

3.1 2013 - 2014 Acting Principals

Member **(Cyndy Friesen)** Moved, Member **(Andrew Wiebe)** seconded to approve the **ORIGINAL** motion 'Recommend to accept the attached list of school acting principals for the 2013-2014 school year.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

3.2 HR Staffing Report - Teachers October 1/13

Member **(Gerry Klassen)** Moved, Member **(Ron Falk)** seconded to approve the **ORIGINAL** motion 'Recommend acceptance of the HR Staffing Report - Teachers Sept 17 – Oct 1, 2013 as attached'.

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

3.3 HR Staffing Report - Support Staff October 1/13

Member **(Andrew Wiebe)** Moved, Member **(Cyndy Friesen)** seconded to approve the **ORIGINAL** motion 'Recommend acceptance of the HR Staffing Report-Support Staff Sept 14 – Oct 1, 2013 as attached.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

Superintendents Information

4.1 MSBA MASS Request for Action

The division will participate in the Education Poverty Equity survey.

4.2 Five Year Capital Plan Update - 2014-2015 to 2019 - 2020 (Hand out Under Separate Cover)

Package has been submitted to PSFB. A hard copy of the 5 Year Capital plan will be provided to Trustees.

4.3 October 22, 2013 PAC Event Invitation

The PAC Meeting to be held on October 22 will include a portion as the public budget consultation beginning at 7:00 p.m.

4.4 Request from LCI for Varsity Girls & Boys Volley Ball Teams to Attend Tournaments. Admin Approved due to Time Sensitive.

LCI Varsity Girls' and Boys' Volleyball teams to attend Neelin Dig tournament in Brandon on Nov. 1 & 2, 2013. JV Girls Volleyball team to play in Portage on Nov. 1 & 2, 2013. Varsity Girls Volleyball team to play in Portage on October 11 & 12, 2013. Admin approved due to time sensitive.

Teacher Staffing Recommendations

5.1 Request for a Personal Leave of Absence - Bothwell Teacher

Member **(Bonnie Hildebrandt)** Moved, Member **(Randy Hildebrand)** seconded to approve the **ORIGINAL** motion 'to grant a personal leave of absence to Kristin Duncan, Bothwell School, effective from January 23, 2014 to January 4, 2015, inclusive. She is presently on maternity leave until January 22, 2014.'

Upon a roll call vote being taken, the vote was: Aye: **7** Nay: **0**. The motion **Carried. 7 - 0**

5.2 Leave Request - South Oaks Teacher

Member **(Andrew Wiebe)** Moved, Member **(Cyndy Friesen)** seconded to approve the **NEW** motion 'to grant permission to Eileen Dueck, South Oaks School, to take a leave of absence effective April 7 - 11, 2014 to attend a global conference in Turkey. Some days may be unpaid personal leave days. This will be considered a once in a lifetime event.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

Adoption of the In-Camera Board Previous Meeting Minutes

6.1 Committee of the Whole In-Camera Meeting Minutes, August 20, 2013

Member **(Ron Falk)** Moved, Member **(Cyndy Friesen)** seconded to approve the **ORIGINAL** motion 'to approve the Minutes of the Committee of the Whole In-Camera Meeting, held on Tuesday, August 20, 2013, at 6:00 p.m. in the Board room.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

6.2 Committee of the Whole In-Camera Meeting, September 3, 2013

Member **(Lynn Barkman)** Moved, Member **(Andrew Wiebe)** seconded to approve the **ORIGINAL** motion 'to accept the Minutes of the Committee of the Whole In-Camera meeting held on September 3, 2013 at 8:30 p.m. in the Board room.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

6.3 Minutes of Closed Board Meeting, September 17, 2013

Member **(Ron Falk)** Moved, Member **(Gerry Klassen)** seconded to approve the **ORIGINAL** motion 'to approve the Minutes of the Closed Board Meeting held on Tuesday, September 17, 2013 at 4:00 pm in the Board Room.'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

Committee Reports - Education

8.1 Report of Education Committee Meeting - September 17, 2013

No action necessary.

8.2 Merrilee Plett, CMS - Out of Province PD Report

Merrilee Plett, CMS - Out of Province PD Report to Josten's Renaissance Conference in Scottsdale, AZ.

8.3 Correspondence, Financial Requests and Grants

Member **(Cyndy Friesen)** Moved, Member **(Gerry Klassen)** seconded to approve the **ORIGINAL** motion 'Recommend to grant the following requests:

1. Niverville Collegiate permission to attend and financial support for various festivals:
 - Gr. 7 Beginning Band from Apr. 26-May 2, 2014 - \$320
 - Gr. 8 Optimist from Feb. 18-21, 2014 - \$290 - Gr. 10-12 Optimist from Feb. 18-21, 2014 - \$290.00
 - Jr. Jazz band Optimist from Feb. 18-21, 2014 - \$290.00

2. Landmark Collegiate permission to attend and financial support for various festivals:

- Choral Fest from Nov. 18-22, 2013 - \$175.00
- Gr. 7 Beginning Band from Apr. 26-May 2, 2014 - \$320
- Gr. 8 Optimist from Feb. 18-21, 2014 - \$290.00
- Gr. 9 Optimist from Feb. 18-21, 2014 - \$290.00
- Gr. 10-12 Optimist from Feb. 18-21, 2014 - \$290.00

3. Landmark Collegiate permission and financial support of \$45/student to attend the Brandon Jazz Festival from March 21-22, 2014 with approximately 20 Sr. jazz band students. 4. Stonybrook Middle School permission to attend and financial support for various festivals:

- Gr. 7 Beginning Band from Apr. 26-May 2, 2014 - \$320
- Gr. 8 Optimist from Feb. 18-21, 2014 - \$290.00
- Gr. 9 Optimist from Feb. 18-21, 2014 - \$290.00
- Sr. Jazz Ensemble from Feb. 27-Mar. 1, 2014 - \$290.00
- Jr. Jazz Ensemble from Feb. 27-Mar. 1, 2014 - \$290.00

5. Kleefeld School permission to attend and financial support for various festivals:

- Gr. 7 Beginning Band from Apr. 26-May 2, 2014 - \$350
- Gr. 8 Optimist from Feb. 18-21, 2014 - \$290.00
- Gr. 9 to Grant McEwen Music Festival from May 20-22, 2013 - \$45.00/student (approx. 35 students)

6. Blumenort School permission to attend and financial support for various festivals:

- Gr. 7 Beginning Band from Apr. 26-May 2, 2014 - \$320
- Gr. 8 & 9 Optimist from Feb. 18-21, 2014 - \$290.00

7. Green Valley School permission to attend and financial support for various festivals: - Choral Fest from Nov. 18-22, 2013 - \$175.00 - Gr. 8 Beginning Band from Apr. 26-May 2, 2014 - \$320 - Gr. 9 & 10 Optimist from Feb. 18-21, 2014 - \$290.00 - Gr. 11 & 12 Optimist from Feb. 18-21, 2014 - \$290.00

8. SRSS football team permission to attend the University of North Dakota football game in Grand Forks, ND on Saturday, October 19, 2013.

9. Clearspring Middle School permission to attend and financial support for various festivals: - Gr. 7 Beginning Band from Apr. 26-May 2, 2014 - \$320 - Gr. 8 Optimist from Feb. 18-21, 2014 - \$290 - Gr. 9 Optimist from Feb. 18-21, 2014 - \$290.00.

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

8.4 Education Committee Budget - June 30, 2013

No action necessary.

8.5 Education Committee Budget

No action necessary.

8.6 Niverville Elementary - Night at the Museum, Spring 2014

Niverville Elementary School is applying for the \$1,000 grant for the Grade 4 Night at the Museum fieldtrip in the Spring of 2014.

8.7 AFM Counselor - Daniel Dacombe

No action necessary.

Committee Reports - Finance / Audit

9.1 Report of Finance / Audit Committee Meeting, September 17, 2013

No action necessary.

9.2 Qualified Donee Registration

A letter to CRA is provided for review / Chair signature in order to obtain charitable status. If HSD is approved to be a qualified donee, the division will be able to issue charitable tax receipts under the rules of the Municipal or Public Body Performing a Function of Government in Canada. This does not make us a registered charity (no annual reporting issues) but does allow us to write receipts for donations or gifts in kind. If/when HSD receives this status, Administration will draft guidelines for use of this status and will bring to Governance at a future meeting.

9.3 Schedule of Revenue and Expenses (FRAME)

No action necessary.

9.4 Accumulated Surplus Analysis

No action necessary.

9.5 Equalization Analysis

No action necessary.

9.6 Identified Variances to Budget - June 30, 2013

No action necessary.

9.7 Revenue Summary - June 30, 2013

No action necessary.

9.8 Location Summary - June 30, 2013

No action necessary.

9.9 Administration Summary - June 30, 2013

No action necessary.

9.10 Transportation Summary - June 30, 2013

No action necessary.

9.11 Maintenance Summary - June 30, 2013

No action necessary.

9.12 Technology Cost Update - June 2013

No action necessary.

9.13 Clearspring Start Up Cost Analysis

No action necessary.

Committee Reports - Governance / Public & Staff

10.1 Report of Governance / Public & Staff Committee Meeting, September 17, 2013

No action necessary.

10.2 School Tours / Presentations

Schedule of tours and presentations has been set for 13/14.

Committee Reports - Operations

11.1 Report of Operations Committee Meeting, September 17, 2013

No action necessary.

11.2 Transportation Report - Sept 2013

No action necessary.

11.3 Eastman Immigrant Services Request (SO)

Request was granted at Sept 17, 2013 meeting.

11.4 Landmark Chamber of Commerce Request Letter

A letter "informing" HSD of their intentions to use LCI grounds for fireworks was received. Due to the timing of the request permission was granted administratively.

11.5 NCI - Memorial Garden Update

No action necessary.

11.6 Maintenance Report - Sept 2013

No action necessary.

11.7 2013/14 Furniture Purchasing Report

No action necessary.

11.8 MB Hydro - Proposed St. Vital Transmission Complex

No action necessary.

11.9 Mitchell Middle School - Artist in the School Request

Recommendation made at Sept 17 meeting.

Financial Update**12.1 Cheque Register, Deposit Register & Payroll & Other Transfers**

Member **(Ron Falk)** Moved, Member **(Randy Hildebrand)** seconded to approve the **ORIGINAL** motion 'to ratify the following list of accounts payable cheques and transfers:

Aug. 20/13	#20390 to #20437	Totalling	\$ 991,988.04
Aug. 20/13	#20438	Totalling	207.00
Aug. 20/13	#8015613 to #8015621	Totalling	4,860.26
Aug. 27/13	#20439 to #20491	Totalling	217,879.09
Aug. 27/13	#20492	Totalling	200.00
Aug. 27/13	#8015622 to #8015631	Totalling	5,159.78
Aug. 13-27/13	#1691 to #1694 US	Totalling	6,468.29
Sept. 3/13	#20493 to #20555	Totalling	1,182,951.68
Sept. 3/13	#8015632 to #8015690	Totalling	47,046.94
Sept. 10/13	#20556 to #20634	Totalling	272,532.52
Sept. 10/13	#8015691 #8015736	Totalling	21,960.51
Sept. 13/13	#8015737	Totalling	317.52
Sept. 17/13	#20636 to #20733	Totalling	771,714.90
Sept. 17/13	#8015738 to #8015803	Totalling	12,239.12
Sept. 24/13	#20734 to #20851	Totalling	879,711.85
Sept. 24/13	#20852 to #20853	Totalling	536.64
Sept. 24/13	#8015804 to #8015870	Totalling	22,013.16
Sept. 3-24/13	#1695 to #1704 US	Totalling	27,977.89
Aug. 30, Sept. 13, 27 & 30/13		Totalling	3,971,750.96'

Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0**. The motion **Carried. 8 - 0**

Correspondence

13.1 Letters Out - Mike Koester, NCI - Varsity Girls & Boys Volleyball Teams to Brandon

NCI Varsity Girls Volleyball team to Brandon Oct. 4, 2013 to attend Vincent Massey Viking Classic and Nov. 1, 2013 to attend Neelin High School Tournament. NCI Varsity Boys Volleyball team to Brandon Sept. 20, 2013 to attend the University of Brandon High School Tournament and Nov. 1, 2013 to attend the Neelin High School Tournament.

13.2 Letters Out - Rachel Thiessen, GVS - Graduating Class to Camp Arnes

Green Valley School 2014 Graduating Class to attend an overnight retreat at Camp Arnes, September 30 - Oct. 1, 2013.

General Information

14.1 Suspensions

No action necessary.

MSBA Information

15.1 Electronic Mail for August 21, 2013

15.2 Electronic Mail for August 23, 2013

15.3 Electronic Mail for August 28, 2013

15.4 Electronic Mail for September 4, 2013

15.5 Electronic Mail for September 6, 2013

15.6 Electronic Mail for September 6, 2013 #2

15.7 Electronic Mail for September 11, 2013

15.8 Electronic Mail for September 18, 2013

15.9 Electronic Mail for September 20, 2013

15.10 Electronic Mail for September 25, 2013

15.11 Electronic Mail for September 27, 2013

Calendar Review & Discussion

17.1 Calendar - October 2013

No action necessary.

Adjournment

Adjourned at 8:50 p.m.