

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON NOVEMBER 22<sup>ND</sup>, 2012, COMMENCING AT 9:04 A.M.**

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**PRESENT**

DOUG BOWIE  
SHELLEY GRUNDBERG  
REBECCA HEIBERG  
NOREEN METZ  
KENDALL SEVERSON  
CHERYL SMITH

**ABSENT**

JIM FIELDING  
PETER MILLER

**ALSO PRESENT**

DR LARRY PAYNE, Superintendent of Schools  
RAY BOSH, Assistant Superintendent – Student Services  
RICK JARRETT, Assistant Superintendent – Instruction  
IMOGENE WALSH, Assistant Superintendent – Business  
DIANE HUTCHINSON, Communications Coordinator  
SHIRLEY FAIRALL, Recording Secretary

**D BOWIE IN THE CHAIR**

**CALL TO ORDER**

Chair Bowie called the meeting to order at 9:04 a.m.

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Juanita Hohm, Bob Bailey, Rosanna Hohm, and public guests joined the meeting at 9:00 a.m.

**STUDENT SUCCESS**

Chair Bowie welcomed Juanita Hohm, student, Bob Bailey, teacher, and Rosanna Hohm, student's Mom, and invited their presentation on Jaunita's success at playing the French horn through the music program at Charlie Killam School.

Ms Hohm, Mr Bailey, and Mrs Hohm left the meeting at 9:24 a.m.

**APPROVAL OF AGENDA**

#143\12 K SEVERSON – That the Board approve the agenda as presented.

CARRIED

**APPROVAL OF MINUTES**

#144\12 N METZ - That the Board approve the Minutes of the Regular Meeting of the Board of Trustees of October 25<sup>th</sup>, 2012 as amended.

CARRIED

Cheryl Kropinske, Director of Finance, and Jolene Kobi, Chartered Accountant for Girzel Krejci Dand Peterson, joined the meeting at 9:29 a.m.

**AUDITED FINANCIAL STATEMENTS**

Chair Bowie welcomed Ms Kropinske and Ms Kobi, and invited their presentation. Ms Kropinske and Ms Kobi reviewed with Trustees the Statement of Financial Position, Revenues and Expenses, and Summary of Reserves.

#145\12 C SMITH - That the Board approves the following reserve transfers:

Allocation of Operating Surplus \ (Deficit)

Instruction Operating	(\$636,982.14)
Maintenance Operating	670,135.41
Transportation Operating	906,464.00
Admin Operating	(14,502.00)
External Operating	(2,678.00)
Special Ed Operating	392,624.26
School Budget Operating	<u>627,740.88</u>
	<u>\$1,942,802.41</u>

CARRIED

#146\12 K SEVERSON – That the Board approves the 2011 – 2012 Audited Financial Statements as presented.

CARRIED

Ms Kropinske and Ms Kobi left the meeting at 10:12 a.m.

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**MEETING RECESS**

The regular meeting recessed at 10:12 a.m. and reconvened at 10:28 a.m.

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**MODULAR REQUEST SUBMISSION**

Imogene Walsh, Assistant Superintendent – Business, provided for the Trustees' information a copy of the request submitted to Alberta Education for new modulars for Sifton and Jack Stuart Schools.

**SKILLS CANADA ALBERTA REPORT**

Chair Bowie brought to the Trustees' attention the 2012 Skills Canada Alberta Report to the Community.

**INTERNATIONAL TRAVEL REQUEST – BAWLF SCHOOL**

#147\12 K Severson - That the Board approves, in principle and subject to Administrative Procedure 261 ' Travel Study', the international travel trip to China by the Bawlf High School students during spring break 2014, tentatively March 27<sup>th</sup> to April 7<sup>th</sup>, 2014.

CARRIED

**THREE YEAR PLAN \ ANNUAL EDUCATIONAL RESULTS REVIEW**

Rick Jarrett, Assistant Superintendent – Instruction, presented a review of the Three Year Education Plan and the Annual Education Results Review. The Three Year Plan establishes the goals and priorities of the Division for the 2011 – 2012 to 2013 - 2014 school years focusing on four important areas: assessment, literacy, 21<sup>st</sup> century learning, and welcoming and inviting schools.

#148\12 C SMITH - That the Board approves the 2012 – 2013 to 2014 – 2015 Three Year Plan and 2011 – 2012 Annual Education Results Review report as presented.

CARRIED

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**MEETING RECESS**

The regular meeting recessed at 11:25 a.m. and reconvened at 11:30 a.m.

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Dorothy Marshall, Rosalind Parent Council Representative, and public guests joined the meeting at 11:30 a.m.

**ROSALIND PARENT COUNCIL PRESENTATION**

Chair Bowie welcomed Ms Marshall and invited her presentation. Ms Marshall brought to the Trustees' attention that private music lessons have been provided for students during the instructional hours. Rosalind Parent Council would like to have this practice continue for their students.

Ms Marshall and guests left the meeting at 11:56 a.m.

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**MEETING RECESS**

The regular meeting recessed at 11:56 a.m. and reconvened at 1:03 p.m.

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Trustees thanked Cathy Bowie for providing homemade soup for lunch for Trustees and Division Office staff.

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**IN-CAMERA SESSION (1:05 p.m.)**

#149\12 N METZ - That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except Trustees, Superintendent of Schools Payne, Assistant Superintendent – Student Services Bosh, Assistant Superintendent – Instruction Jarrett, Assistant Superintendent - Business Walsh, Communications Coordinator Hutchinson, and Recording Secretary Fairall be excluded.

CARRIED

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**OUT OF IN-CAMERA SESSION (2:21 p.m.)**

The In-Camera session concluded and the regular meeting reconvened.

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**MEETING RECESS**

The regular meeting recessed at 2:21 p.m. and reconvened at 2:27 p.m.

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Tracy Beattie, Principal, and Adam Madsen, Vice Principal, of Ryley School together with public guests joined the meeting at 2:28 p.m.

**STUDENT ASSESSMENT**

Chair Bowie welcomed Ms Beattie and Mr Madsen, and invited their presentation. Rick Jarrett, Assistant Superintendent – Instruction, introduced this assessment presentation by explaining one of the discussion items has been how the Administrative Procedure 360 is applied at the high school level.

Ms Beattie summarized the growth of Outcome Based Assessment and their experience of student assessment at the junior high level in Ryley School as a pilot project.

Mr Madsen explained how he utilizes the course outline to provide a list of key concepts to which he applies weighting based on the importance of the concept. The student summary report identifies the task or key concept, and the student's understanding of the concept based on assignments, test, and project completion. Parents can access information on the student's progress through a printed form of the student summary report featuring a percentage mark and a four level indicator.

Chair Bowie thanked Ms Beattie and Mr Madsen for their presentation.

**ADMINISTRATORS' FEEDBACK ON OUTCOME BASED ASSESSMENT**

Dr Larry Payne, Superintendent of Schools, presented a summary of the Administrators' Feedback on outcome-based assessment considering the impact on teaching practices, lessons learned, and challenges that still exist.

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Ms Beattie and Mr Madsen left the meeting at 3:30 p.m.

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**2013 – 2014 SCHOOL CALENDAR**

Rick Jarrett, Assistant Superintendent - Instruction, provided two alternatives to the 2013 – 2014 school year calendar. Trustees are requesting staff, students, and parents to vote on which calendar they would prefer. The results of the vote will be discussed at the January 10<sup>th</sup>, 2013 Board Meeting.

**RESERVE TRANSFER**

#150\12 C SMITH - That the Board of Trustees approve the transfer of up to \$35,000.00 from the Computer Services Van Reserve to cover the purchase of a van.

CARRIED

**BUS DRIVER MEMORANDUM OF AGREEMENT RATIFICATION**

#151\12 R HEIBERG - That the Board ratifies the Collective Agreement of the Beaver Ward Bus Drivers as presented.

CARRIED

#152\12 K SEVERSON - That the Board approve the inclusion of the Letter of Intent with the ratification of the Collective Agreement of the Beaver Ward Bus Drivers' Association.

CARRIED

**LOUGHEED ALTERNATIVE PROGRAM PROPOSAL**

Dr Larry Payne, Superintendent of Schools, brought to Trustees' attention a proposal received from the Lougheed School Parent Council for an Alternative Mennonite Program, and subsequent Building Bridges program, as per our Alternative Program Policy #19.

#153\12 N METZ - That the Board accept the Alternative Mennonite Program Proposal for the Lougheed School and direct this request to BRSD Administration to research and provide the Board with a recommendation on the possibility of providing a Mennonite Alternative Program as per Policy 19.

CARRIED

**ROSALIND SCHOOL PARENT COUNCIL PRESENTATION**

Chair Bowie on behalf of Trustees will contact Ms Dorothy Marshall to convey their decision to support Administration's decision to allow private music lessons to be provided at Rosalind School after school hours at the base rental rates applicable to all public with all schools in the Battle River School Division.

**CONTINUATION OF MEETING BEYOND 4:30 PM**

#154\12 K SEVERSON - That the regular meeting continue beyond 4:30 p.m.

CARRIED

**COMMUNITY ENGAGEMENT COMMITTEE**

Trustee Smith reported on the Community Engagement Committee meeting held on November 21<sup>st</sup>, 2012. An update will be provided to Trustees at the December 13<sup>th</sup>, 2012 Board Meeting.

**BOARD PLANNING SESSION**

Trustees discussed agenda items for the Board Planning Session scheduled on November 26<sup>th</sup>, 2012 in Camrose. The meeting will focus on student assessment, rightsizing and realignment, and French Immersion at the high school level.

**CRITICAL MINIMUM ENROLLMENTS**

Dr Larry Payne, Superintendent of Schools, provided the following information on the critical minimum enrolments for four schools within Battle River School Division as at September 30<sup>th</sup>, 2012. Items in red indicate numbers below the guidelines as listed in Policy 15.

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| <p>1) Rosalind School</p> <p style="padding-left: 40px;"><i>1-3: 18 students</i></p> <p style="padding-left: 40px;"><i>4-6: 13 students</i></p> <p style="padding-left: 40px;"><i>7-9: 14 students</i></p> <p style="padding-left: 40px;">-----</p> <p style="padding-left: 40px;"><i>1-9: 45 Students</i></p> | <p>3) Cornerstone School</p> <p style="padding-left: 40px;"><i>K-3: 42 students</i></p> <p style="padding-left: 40px;"><i>4-6: 24 students</i></p> <p style="padding-left: 40px;"><i>7-9: 29 students</i></p> <p style="padding-left: 40px;"><i>10-12: 36 students</i></p> <p style="padding-left: 40px;">-----</p> <p style="padding-left: 40px;"><i>K-12: 131 students</i></p> |
| <p>2) Lougheed School</p> <p style="padding-left: 40px;"><i>1-3: 25 students</i></p> <p style="padding-left: 40px;"><i>4-6: 17 students</i></p> <p style="padding-left: 40px;"><i>7-9: 5 students</i></p> <p style="padding-left: 40px;">-----</p> <p style="padding-left: 40px;"><i>1-9: 47 students</i></p>  | <p>4) Round Hill School</p> <p style="padding-left: 40px;"><i>1-3: 28 students</i></p> <p style="padding-left: 40px;"><i>4-6: 25 students</i></p> <p style="padding-left: 40px;"><i>7-9: 32 students</i></p> <p style="padding-left: 40px;">-----</p> <p style="padding-left: 40px;"><i>1-9: 85 students.</i></p>  |

**CLASS SIZES**

Dr Larry Payne, Superintendent of Schools, provided a summary of average class sizes on core subjects throughout Battle River School Division for the 2012 – 2013 school year.

**PRE-KINDERGARTEN PROGRAM**

Dr Larry Payne, Superintendent of Schools, reported on a meeting he attended with Trustee Smith, and representatives of Camrose and District Support Services, to explore a potential partnership to provide Pre-Kindergarten programming.

**EMPLOYEE APPRECIATION GIFT BAGS**

Trustees Metz and Grundberg will meet to decide the contents of the Employee Appreciation Gift Bags.

**WHISTLE BLOWER ADMINISTRATIVE PROCEDURE**

Dr Larry Payne, Superintendent of Schools, together with Imogene Walsh, Assistant Superintendent – Business, brought to Trustees' attention the proposed Public Interest Disclosure (Whistleblower Protection) Act created to investigate and resolve complaints by employees who report violations of provincial or federal law; acts or omissions that create a danger to the public or environment; and gross mismanagement of public funds.

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**MEETING RECESS**

The regular meeting recessed at 5:19 p.m.

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