

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
BATTLE RIVER REGIONAL DIVISION #31, HELD ON MARCH 10, 2005,  
COMMENCING AT 9:30 A.M.**

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**PRESENT**

REBECCA HEIBERG  
BRENDA HERDER  
GERRY OBERG  
KEN OFFORD  
VICTOR PETRUK  
CHERYL SMITH  
PATRICIA ZENIUK

**ABSENT**

HAMEED SYED

**ALSO PRESENT**

WARREN PHILLIPS, Superintendent of Schools  
BILL SCHULTE, Secretary-Treasurer  
TIM CHAMBERLIN, Communications Officer  
SYLVIA LAUBER, Recording Secretary

**B. HERDER IN THE CHAIR**

Dr. Phillips noted that Mr. Ray Bosh, Deputy Superintendent, was not in attendance at this meeting as he was attending Teachers' Convention in Edmonton.

**APPROVAL OF THE AGENDA**

#36/05 G. OBERG – That the agenda be approved with the additions noted on the distributed copies of the add-on sheet.

CARRIED

**APPROVAL OF THE MINUTES**

#37/05 C. SMITH – That the minutes of the regular meeting held on February 10, 2005 be approved as presented.

CARRIED

**BOARD CONTRIBUTION TO SCHOLARSHIP FUND**

#38/05 C. SMITH – That, for the 2004-05 school year, the Board awards three \$500.00 scholarships in memory of Ron Doig, to be called the IKON-Ron Doig Scholarship, to be awarded one each for a grade 10, 11 and 12 student; that the students to be awarded the scholarship will be determined by the Scholarship Committee at Camrose Composite High

School; and further that the criteria as set by the Board is that recipients must be enrolled in any post-secondary education within two years of graduation.

CARRIED

**IN-CAMERA SESSION (9:37 A.M.)**

#39/05 R. HEIBERG – That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except Trustees, Superintendent of Schools Phillips, Secretary-Treasurer Schulte, and Recording Secretary Lauber be excluded.

CARRIED

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Communications Officer Chamberlin left the meeting at 9:46 a.m.

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The in-camera session recessed at 10:27 a.m.

**LEAVE OF ABSENCE REQUEST – EMPLOYEE #4503-01**

#40/05 P. ZENIUK – That the Board approves a leave of absence with pay on March 7, 2005 for Employee #4503-01.

CARRIED

**LEAVE OF ABSENCE REQUEST – EMPLOYEE #4513-01**

#41/05 K. OFFORD – That the Board denies a leave of absence with pay on March 23, 2005 for Employee #4513-01.

CARRIED

**MEETING RECESS**

The regular meeting recessed at 10:27 a.m. and reconvened at 10:44 a.m.

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The Director of Transportation, Brenda Johnson, joined the meeting at 10:46 a.m.

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**REQUEST FOR TRANSPORTATION WITHIN THE TOWN OF SEDGEWICK**

#42/05 G. OBERG – That the request for bus transportation for #4710-02, resident in the Town of Sedgewick, be denied.

CARRIED

**REQUEST FOR TRANSPORTATION WITHIN THE VILLAGE OF NEW NORWAY**

#43/05 G. OBERG – That the request for bus transportation for #4510-03, resident in the Village of New Norway, be denied. CARRIED

**TRANSPORTATION APPEAL – DEBBIE PASMENY**

#44/05 P. ZENIUK – That the Board adheres to policy and denies the request by Debbie Pasmeny for bus pickup of her son, resident within Battle River School Division #31, by an Elk Island School Division bus to enable him to attend high school in the Elk Island School Division. CARRIED

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Ms Johnson left the meeting at 11:14 a.m.

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**EARLY CHILDHOOD SERVICES FEES**

#45/05 C. SMITH – That there be no fee for students registered in the Early Childhood Centres in Battle River School Division #31. CARRIED

**INSTRUCTIONAL MATERIALS FEES, 2005-06**

#46/05 C. SMITH - That, for the 2005-06 school year, the instructional materials fees be as follows:

- a) for grades 1 - 9, \$50.00,
- b) for grades 10 - 12 students carrying a course load of 30+ credits (15+ credits per semester), \$100.00 (\$50.00 per semester), and includes charges for novels, workbooks and authorized CTS resources,
- c) for grades 10 - 12 students taking fewer than 30 credits (fewer than 15 credits per semester), \$3.50 per credit,
- d) that additional fees may be levied as necessary for the purchase of music, band instrument rental, the purchase of copyrighted material for drama, CTS project materials, and for materials needed by students registered in home economics and industrial arts courses;

That, for the 2005-06 school year, for high school students with a full course load (30+ credits) who leave the Battle River Regional Division #31 during the school year, fees be refunded according to the following schedule:

September \$90.00

|                     |          |
|---------------------|----------|
| October             | \$80.00  |
| November            | \$70.00  |
| December            | \$60.00  |
| January             | \$50.00  |
| February            | \$40.00  |
| March               | \$30.00  |
| April, May and June | \$ 0.00; |

That for students with a partial load (less than 30 credits) who leave the jurisdiction during the course of the school year, fees be reimbursed at a rate of 10% of their fee per month to March 31, 2006;

That, for the 2005-06 school year, for elementary and junior high students who leave the Battle River Regional Division #31 during the school year, fees be refunded according to the following schedule:

|                     |          |
|---------------------|----------|
| September           | \$45.00  |
| October             | \$40.00  |
| November            | \$35.00  |
| December            | \$30.00  |
| January             | \$25.00  |
| February            | \$20.00  |
| March               | \$15.00  |
| April, May and June | \$ 0.00; |

That, for the 2005-06 school year, for high school students with a full course load (30+ credits), who enter the Battle River Regional Division #31 during the school year, fees be levied according to the following schedule:

|           |          |
|-----------|----------|
| September | \$100.00 |
| October   | \$ 90.00 |
| November  | \$ 80.00 |
| December  | \$ 70.00 |
| January   | \$ 60.00 |
| February  | \$ 50.00 |
| March     | \$ 40.00 |
| April     | \$ 30.00 |
| May       | \$ 20.00 |
| June      | \$ 10.00 |

That, for students with a partial load (less than 30 credits) who enter the jurisdiction during the course of the school year, fees be levied at a rate of 10% of their fee per month.

That, for the 2005-06 school year, for elementary and junior high students who enter the Battle River Regional Division #31 during the school year, fees be levied according to the following schedule:

|           |         |
|-----------|---------|
| September | \$50.00 |
| October   | \$45.00 |
| November  | \$40.00 |

|          |         |
|----------|---------|
| December | \$35.00 |
| January  | \$30.00 |
| February | \$25.00 |
| March    | \$20.00 |
| April    | \$15.00 |
| May      | \$10.00 |
| June     | \$ 5.00 |

and further that the above-noted schedule of fees and refunds be attached to policy IN 'Student Fees and Charges'.

CARRIED

**ADULT STUDENT FEES**

#47/05 V. PETRUK - That, for the 2005-06 school year, the Board of Trustees set the tuition fees at CEU costs for an adult student, and further that this fee not include the instructional materials fee or the transportation fee.

CARRIED

**FOREIGN STUDENT FEES**

#48/05 R. HEIBERG - That, for the 2005-06 school year, the Board of Trustees set the tuition fee for foreign students, following receipt of grant announcements, on the same basis as determined in the 2004-05 school year, and further that this fee not include the instructional materials fee or the transportation fee.

CARRIED

**CONSULTATIVE PROCESS**

Trustees were informed that a number of consultative meetings has been set up and are noted as follows:

- March 23, 2005 – Hay Lakes and Round Hill
- April 5, 2005 – New Norway, Bashaw and Edberg
- April 7, 2005 – Bawlf and Rosalind

**DATE OF APRIL BOARD MEETING**

#49/05 V. PETRUK – That the regular meeting of the Board of Trustees in April be held on April 13 and 26, 2005.

CARRIED

**MEETING RECESS**

The regular meeting recessed at 12:00 p.m. and reconvened at 1:14 p.m.

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Catherine Jensen, Business Manager, joined the meeting at 1:14 p.m.

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**ADMINISTRATIVE PRACTICE – BUSINESS CONTINUITY PLAN**

Ms Jensen provided Trustees with background information with respect to developing a Battle River School Division #31 Business Continuity Plan, noting that this would set in place procedures to provide essential services to the Division in the event the Division Office and/or the Instructional Services Centre experienced a disaster. This is an approved project for Ms Jensen as part of her MBA program and will provide valuable procedures for the Division in the event there is a major disruption in services.

Ms Jensen noted that the Business Continuity Plan will be developed with the assistance of the following personnel: Ray Bosh, Deputy Superintendent; Rhonda Grue, Information System Administrator; Ken Robitaille, Senior Computer Technician; Larry Meyers, Maintenance Supervisor; Kelly Kushnerik, Maintenance Supervisor; Joyce Cowie, Director of Special Education; Imogene Walsh, Finance Manager, and Tim Chamberlin, Communications Officer.

The above-noted team will be doing a risk analysis looking at the probability of a disaster happening and formulate a Business Impact Analysis. The team will be trained in procedures and will participate in a mock disaster.

- #50/05 K. OFFORD – That the Board approves the Administrative Practice ‘Business Continuity Plan’ as presented. CARRIED

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Ms Jensen left the meeting at 1:27 p.m.

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Imogene Walsh, Finance Manager, joined the meeting at 1:29 p.m.

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**TRUSTEE TRAVEL ALLOWANCE OPTIONS**

Ms Walsh reviewed a proposal with the Trustees with respect to Trustee Travel Allowances.

- #51/05 V. PETRUK – That the Board approves the following annual Trustee travel allowances:

|                         |            |
|-------------------------|------------|
| Beaver East             | \$4,129.00 |
| Beaver West             | \$2,543.00 |
| County of Camrose North | \$1,317.00 |
| County of Camrose South | \$2,124.00 |
| Flagstaff East          | \$4,218.00 |

Flagstaff West \$3,500.00  
CARRIED

#52/05 V. PETRUK – That the Board directs the Finance Manager to investigate the possibility of providing a travel allowance for Trustees from the City of Camrose Ward.  
CARRIED

**ADMINISTRATIVE PRACTICE ‘TRUSTEE ATTENDANCE AT CONFERENCES’**

Trustees discussed possible guidelines for attendance at conferences with a fund to be established at budget time for this type of professional development. Attendance at Alberta School Board Association events is automatically approved. This fund will be divided equally among Trustees for attendance at conferences within Alberta. Attendance at conferences outside of Alberta need to be pre-approved by the Board. The Finance Manager will set up a ‘Trustee Conference’ fund at budget time and will track the expenditures from this fund. Attendance at conferences will be dependent on the funds available at the time of the request. The Finance Manager will prepare a draft administrative procedure outlining the above.

**ALLOCATIONS TO SCHOOLS**

Ms Walsh reviewed proposed changes to the funding allocations to schools. Trustees accepted, by consensus, the changes and directed Ms Walsh to prepare a template based on the proposal.

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Ms Walsh left the meeting at 2:56 p.m.

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**MEETING RECESS**

The regular meeting recessed at 2:56 p.m. and reconvened at 3:10 p.m.

**TEACHER BARGAINING MODEL**

Trustees were informed that an ASBA Boards Liaison Workshop on a Teacher Bargaining Model is scheduled for April 14, 2005. Superintendent of Schools Phillips, Chairman Herder and Vice-Chairman Smith will attend this workshop. Trustees reviewed letters received from the Medicine Hat School District and Foothills School Division. The Board provided feedback for the above-noted representatives to take to the meeting on April 14, 2005.

**ASBA 2005-06 BUDGET PROCESS**

Trustees reviewed proposed changes to the budget process for the Alberta School Boards Association. There was general approval for this process.

**RECONSIDERATION OF MOTION #34/05**

#53/05 G. OBERG – That the Board reconsiders motion #34/05, which reads “That the Board replaces the garage doors at the Camrose Maintenance shop to a maximum of \$5,500, and that \$2,800 be allocated for creating office space at Camrose Composite High School for the Career Transitions personnel.”

CARRIED

**AMENDMENT TO MOTION #34/05 (CAMROSE MAINTENANCE SHOP)**

#54/05 G. OBERG – That the Board strikes the following words from motion #34/05 “replaces the garage doors at the Camrose Maintenance Shop to a maximum of \$5,500, and that”.

CARRIED

**AMENDED MOTION #34/05 (CAREER TRANSITIONS OFFICE)**

#34/05 G. OBERG –That the Board allocates \$2,800 for creating office space at Camrose Composite High School for the Career Transitions personnel.

CARRIED

**CAMROSE MAINTENANCE SHOP**

#55/05 G. OBERG – That the Board replaces the roof at the Camrose Maintenance shop at a cost of \$45,000 and the garage doors to a maximum of \$5,800; and further that the funds for this project be taken from the Operations and Maintenance budget.

CARRIED

Secretary-Treasurer Schulte advised the Board that it may be necessary to transfer funds from the Operations and Maintenance Reserve fund or another reserve to cover the cost of the Camrose Maintenance Shop roof and doors.

**EAST CENTRAL HEALTH/BATTLE RIVER SCHOOL DIVISION HEALTH PROMOTING SCHOOLS**

Trustees reviewed a proposal for a joint health-promoting project with East Central Health. Dr. Phillips recommended the following three areas for an initial project: nutrition (obesity), physical activity and stress.

**TRUSTEE REPORTS**

Trustee Zeniuk noted that she presented a dyslexia workshop at Killam and also attended the opening ceremonies of the provincial curling championships hosted by Bawlf School.

Vice-Chairman Smith reported that she is registered to attend the Congress on Rural Education in Saskatoon on April 6 and 7, 2005; that she is attending the Small Schools Conference in Red Deer on April 15, 2005; and that she is attending the launch of the Society for Safe and



Caring Schools and Communities at Grant MacEwan College on March 16, 2005.

Chairman Herder noted that she was invited to sit on a group reviewing proposals for prevention of family violence in the East Central Health area; and that she attended the consultative meeting at Edberg on March 9, 2005.

Activities of the Board since the February 10, 2005 Board meeting include:

- Board/Administrators' Workshop – February 10 and 11, 2005
- Meeting with the Minister of Education in Red Deer on February 15, 2005
- Meeting with ASBA Zone 4 re Teacher Bargaining Model in Red Deer on February 16, 2005
- Meeting with the Strome School Council on February 23, 2005
- School tours

### **INFORMATION ITEMS**

#### Update on 'Ready to Learn and Earn' Initiative

Dr. Phillips updated Trustees with respect to the young single mothers' program, noting that further funding has been sought/secured and that an ad has been publicized for a program developer for this program.

#### Other Information Items

Dr. Phillips reviewed the information items distributed to the Trustees at the meeting and as noted on the agenda.

### **COMMITTEE REPORTS**

#### Executive Committee

The Executive Committee met on March 3, 2005 to set the agenda for today's meeting.

#### Capital Planning Committee

Trustee Oberg reported on the work of the Capital Planning Committee, noting a need for a common contract with the Hutterite Colonies.

#### Tofield School Music Portable

#56/05

G. OBERG – That the Board requests \$75,628 from Alberta Infrastructure for funding for the Tofield School Music Portable.

CARRIED

Furnace for the Portable Classroom at C W Sears School and Hot Water Tank at Jack Stuart School

#57/05 G. OBERG – That the Board replaces the furnace at the C W Sears portable classroom in the amount of \$2,200, and the hot water tank at the Jack Stuart School for \$2,400; and further that these funds be taken from the Infrastructure Maintenance Program.

CARRIED

ASBA Zone 4

Trustee Oberg noted that the next meeting of Zone 4 of the Alberta School Boards Association will be on March 21, 2005 in Ponoka.

ASEBP Report

Secretary-Treasurer Schulte noted that he is scheduled to attend an Alberta School Employees Benefit Plan Board of Directors meeting next week and that new rates will be released shortly.

Drug Response Task Force

Vice-Chairman Smith noted that she has been unable to attend the last two meetings of the Drug Response Task Force due to school division commitments. The next meeting is scheduled for March 15, 2005.

Administrators' Meeting

Trustee Heiberg reported on her attendance at the administrators' meeting held on March 8, 2005.

**MEETING RECESS**

The regular meeting recessed at 5:02 p.m. until March 24, 2005 at 9:30 a.m.

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BRENDA HERDER, CHAIRMAN

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WILLIAM SCHULTE, SECRETARY-TREASURER

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