

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
BATTLE RIVER REGIONAL DIVISION #31, HELD ON JANUARY 8, 2004,
COMMENCING AT 9:32 A.M.**

PRESENT

BRENDA HERDER
GERRY OBERG
GWENDA POYSER
BILL SEARS
CHERYL SMITH
WAYNE THRONDSO
PATRICIA ZENIUK

ABSENT

MICHELE MULDER

ALSO PRESENT

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

G. POYSER IN THE CHAIR

APPROVAL OF THE AGENDA

#01/04 G. OBERG – That the agenda be approved with the addition of the item on
the distributed add-on sheet.
CARRIED

APPROVAL OF THE MINUTES

#02/04 B. SEARS – That the minutes from the regular meeting held on December
11, 2004 be approved as presented.
CARRIED

Don Gillies, Assistant Superintendent, joined the meeting at 9:33 a.m.

AMENDMENTS TO DRAFT POLICY HGDJ ‘PROVINCIAL/ZONE COMPETITIONS’

#03/04 G. OBERG – That the word “bus” be removed from Procedures section 1 b) iv) of amended policy HGDJ ‘Provincial/Zone Competitions’.
CARRIED

#04/04 B. HERDER – That the Board approves policy HGDJ ‘Provincial/Zone Competitions’ as amended.
CARRIED

Mr. Gillies left the meeting at 9:57 a.m.

CHARLIE KILLAM SCHOOL OPENING

Before a date is determined for the opening of the modernized Charlie Killam School, the Board will contact LeRoy Johnson, MLA, and Ty Lund, Minister of Infrastructure, for possible dates of their availability.

IN-CAMERA SESSION (10:00 a.m.)

#05/04 P. ZENIUK – That the regular meeting recesses to permit Trustees to meet in-camera, and that all persons except Trustees, Superintendent of Schools Phillips, Chief Deputy Superintendent of Schools Smith, Secretary-Treasurer Schulte, and Recording Secretary Lauber.
CARRIED

The in-camera session recessed at 11:12 a.m. and the regular meeting reconvened at 11:12 a.m.

SIGNING AUTHORITY

#06/04 B. SEARS – That, effective November 13, 2003 and in addition to the Chairman or Vice-Chairman; the Superintendent of Schools; Chief Deputy Superintendent of Schools; the Secretary-Treasurer; and Trustee Thronson; Trustee Cheryl Smith be granted signing authority for all divisional bank accounts.
CARRIED

Deputy Superintendent, Ray Bosh, and Assistant Superintendent, Don Gillies, joined the meeting at 11:23 a.m.

DAYSLAND SCHOOL TRAVEL CLUB REQUEST

#07/04 G. OBERG – That the Board approves, in principle, the request by the Daysland School Travel Club to travel to Costa Rica from April 2-12, 2004, and further that the students not be permitted to engage in high risk activities during the trip.

CARRIED

RATIFICATION OF PAYMENT OF ACCOUNTS

#08/04 G. OBERG – That the Board ratifies the payment of the accounts for the month of December 2003.

CARRIED

SUPERINTENDENT'S EVALUATION

#09/04 B. HERDER – That the Superintendent/CEO Evaluation Process, Criteria and Timelines, as amended and agreed to by the Superintendent, be approved by the Board.

CARRIED

SCHOOL MONITORING SYSTEM

Trustee Oberg presented his proposal for a school monitoring system. He suggested a number of possible measures and some examples of how to implement an effective monitoring system Division wide to verify professional staff are performing their duties consistent with the Teaching Quality Standard. Superintendent Phillips indicated that the present policy on evaluation and supervision requires principals to participate in ongoing supervision of professional staff. This proposal would add the expectation that supervision is systematic and verifiable.

#10/04 G. OBERG – That Division Office administrators be requested to implement a system to monitor the performance of all school-based professional staff, and that such a monitoring system be simple, effective, and verifiable throughout the Division.

MEETING RECESS

The regular meeting recessed at 12:05 p.m. and reconvened at 1:30 p.m.

RESULT OF MOTION #10/04

Motion #10/04 was further discussed and considered following the recess.

#10/04 G. OBERG – That Division Office administrators be requested to implement a system to monitor the performance of all school-based professional staff, and that such a monitoring system be simple, effective, and verifiable throughout the Division.

CARRIED

Mr. Bosh and Mr. Gillies left the meeting at 1:34 p.m.

POLICY DEVELOPMENT/REVIEW

Following lengthy discussion, Trustees determined, by consensus, that if a policy is required to be developed or reviewed, an ad hoc committee will be formed to provide a draft or amendments.

PROCESS FOR THE DISTRIBUTION OF ADDITIONAL FUNDING

#11/04 W. THRONDSOON – That, with respect to the allocation of additional funding from Alberta Learning, the Board directs the Superintendent to present a proposal at the February 12, 2004 Board meeting; that the Superintendent establishes a committee consisting of the Superintendent, the Chief Deputy Superintendent, the Secretary-Treasurer and the Finance Manager, to prepare the proposal; that input be gathered from school principals, the Special Education department, and the Board, and further that this input be considered in the development of the proposal.

CARRIED

CONSULTATIVE PROCESS – NEXT LEVEL OF MEETINGS

Trustees determined, by consensus, that the next step in the consultative process would be that Joannie Zimmer, Division Principal, will initiate contact with each school principal and school council chairs with respect to the interest of school communities in further meetings in the consultative process.

LONG-SERVICE AWARDS

#12/04 C. SMITH – That the Board allocates money for the long-service awards as recommended by the Superintendent of Schools; that watches continue to be given to retirees with 15 or more years of services; that a gift with a value not to exceed \$100 will be given to employees who retire with less than 15 years of services; and further that standard awards be provided for 15, 20, 25 and 30 years of services with a more personalized award be purchased for those with 35 years of service.

CARRIED

As a follow-up to the agenda at the ATA Liaison Committee meeting, a letter will be sent to the ATA Liaison Committee with respect to the timing of the long-service awards event.

OPENING OF ELEMENTARY WING AT HAY LAKES SCHOOL

Secretary-Treasurer Schulte will contact the administration at Hay Lakes School to determine possible dates for the opening of the elementary wing at the Hay Lakes School.

FEEDBACK ON ASBA PROPOSAL RE RESULTS REPORTING

Chief Deputy Superintendent of Schools Smith advised Trustees that Battle River School Division #31, along with Edmonton Catholic School Division, Pembina Hills School Division and Prairie Land Regional Division, have been asked for feedback on an ASBA proposal entitled 'Students are our bottom line', which is part of a pilot project on reporting results to communities. This includes what information should be included in the Annual Education Results Report, with the goal of developing a template to be used across the province to make reporting more consistent. ASBA is soliciting feedback from the Board and communities on what would make reports more meaningful.

BOARD/ADMINISTRATORS' WORKSHOP

#13/04 P. ZENIUK – That the Board/Administrators' Workshop be held on February 26 and 27, 2004; that a committee consisting of two trustees, two Division Office administrators, and two school administrators develop a program for the workshop; and further that the recommended program be presented for feedback and approval to school administrators at their meeting on February 10, 2004 and to the Board at its meeting on February 12, 2004.

CARRIED

Chairman Poyser, Vice-Chairman Herder, and Trustee Sears volunteered to serve on the planning committee for the Board/Administrators' Workshop.

DRAFT SCHOOL YEAR CALENDARS 2006-07

Chief Deputy Superintendent of Schools Smith reviewed two draft calendars for the 2006-07 school year. Trustees provided input with the result that Mr. Smith will provide revisions to the drafts for further review by the Trustees.

MEETING RECESS

The regular meeting recessed at 3:14 p.m. and reconvened at 3:30 p.m.

INFORMATION ITEMS

The information items noted on the agenda were inserted in a folder and circulated to the Trustees at the meeting.

Chairman Poyser noted specifically the request from ASBA for Trustees to serve on the ASBA External Committees.

COMMITTEE REPORTS

Negotiating Committee

The ATA Negotiating Committee met on Wednesday, January 7, 2004. The update on this meeting has been posted on the Battle River School Division #31 website. The next meeting date is January 15, 2004.

Small Schools Committee

The members of the Small Schools Committee will be setting up a time to visit the school at Granum.

Capital Planning Committee

Trustees were informed that permission from the Minister of Infrastructure has been received with respect to the unexpended funds from the Forestburg Study being put towards equipment at that School.

ASBA

The next ASBA Zone 4 meeting will be held in Wetaskiwin on January 26, 2004.

Trustee Oberg noted that the executive of Zone 4 met on January 6, 2004 and that a decision to do personal interviews with candidates of the Edwin Parr Award was made.

Drug Response Task Force

Trustee Zeniuk informed the Board that the handbook developed by the Drug Response Task Force will be launched on February 2, 2004 at 9:00 a.m., and that a strategic planning day is scheduled for February 3 and 4, 2004.

French Immersion Committee

Chief Deputy Superintendent Smith noted that the deadline for registrations for the French Immersion program is the end of January 2004. Twenty-two registrations have been received for ECS and grade 1. An information night is scheduled for January 15, 2005 at 7:30 p.m. at the Sifton School.

ADJOURNMENT

All items of business being complete, and there being no dissent, Chairman Poyser declared the meeting adjourned at 3:49 p.m.

GWENDA POYSER, CHAIRMAN

WILLIAM SCHULTE, SECRETARY-TREASURER