

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
BATTLE RIVER REGIONAL DIVISION #31, HELD ON MAY 13, 2004, COMMENCING  
AT 9:36 A.M.**

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**PRESENT**

BRENDA HERDER  
MICHELE MULDER  
GERRY OBERG  
GWENDA POYSER  
BILL SEARS (left the meeting at 4:54 p.m.)  
CHERYL SMITH (left the meeting at 2:48 p.m.)  
WAYNE THRONDSO  
PATRICIA ZENIUK

**ABSENT**

**ALSO PRESENT**

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

**G. POYSER IN THE CHAIR**

**APPROVAL OF THE AGENDA**

#95/04 M. MULDER – That the agenda be approved with the addition of the distributed add-on sheet and the following item:

Information

21. Letter of Commendation from Garth Horton

CARRIED

**APPROVAL OF THE MINUTES**

#96/04 B. SEARS – That the agenda be approved with the following correction to motion #94/04:

“That the Board provides **funding for** the following upgrade...”

CARRIED

**MEETING WITH OFFICIALS FROM THE NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY (NAIT)**

Superintendent of Schools Phillips reported on a telephone conversation with Paul Hunt, Academic Vice-President of NAIT, and Dave Roberts, Dean of Mechanical and Manufacturing Technology at NAIT, with respect to exploring a joint venture with Battle River School Division #31 and NAIT to provide courses in Camrose. A meeting is planned before the end of May to discuss future possibilities.

**LETTER FROM VIKING SCHOOL COUNCIL**

Trustees received as information a letter from the Viking School Council with respect to their concern about starting the school year before the end of August 2006-07. A letter explaining the process of preparing the school year calendars will be sent to the School Council, noting that an extensive survey of school staffs and school councils was conducted two years ago that provided input and a profile for the development of future school year calendars.

**FEEDBACK FROM CONSULTATIVE PROCESS – JOANNIE ZIMMER**

At 9:45 a.m. Chairman Poyser welcomed Joannie Zimmer, Division Principal, to the meeting and invited her presentation with respect to the feedback from the consultative process in the school communities this school year.

A detailed written report on the feedback from the consultative meetings will be sent to school principals, school councils, and municipal representatives. Another Division-wide consultative meeting will be planned for the Fall of 2004, and perhaps smaller meetings with 'families of schools' rather than individual school communities.

A written plan for the consultative meetings will be brought forward to the June 10, 2004 meeting.

Dr. Phillips commended Ms Zimmer and Stephen Smith, Chief Deputy Superintendent, for the work each did in coordinating the consultative meetings this year.

Ms Zimmer left the meeting at 10:10 a.m.

**ACCOUNTABILITY REPORT – HAY LAKES SCHOOL**

At 10:11 a.m. Chairman Poyser welcomed Rick Jarrett, Principal at Hay Lakes School, to the meeting and invited his response with respect to the implementation of the recommendations coming out of the Hay Lakes School Review in May 2003. This report is attached to, and forms a part of, these minutes.

Dr. Phillips commended Mr. Jarrett and his staff for the work they have done in implementing the school review recommendations.

Mr. Jarrett left the meeting at 10:47 a.m.

**MEETING RECESS**

The regular meeting recessed at 10:47 a.m. and reconvened at 10:58 a.m.

**STAFFING UPDATE**

At 10:58 a.m. Chairman Poyser welcomed Don Gillies, Assistant Superintendent (Personnel), to the meeting to provide the Trustees with an update with respect to staffing.

Mr. Gillies left the meeting at 12:05 p.m.

**MEETING RECESS**

The regular meeting recessed at 12:05 p.m. and reconvened at 1:18 p.m.

**IN-CAMERA SESSION (1:18 p.m.)**

#97/04 G. OBERG – That the regular meeting recess to allow the Trustees to meet in-camera, and that all persons except Superintendent of Schools Phillips, Chief Deputy Superintendent Smith, Assistant Superintendent Gillies, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 1:39 p.m. and the regular meeting reconvened at 1:39 p.m.

**COOPERATIVE PROJECT ORIENTATED LEARNING (CPL PROGRAM) – BASHAW**

At 1:40 p.m. Chairman Poyser welcomed a delegation of six persons from the Bashaw School community and invited their presentation with respect to a facility for the Cpl Program at the Bashaw School.

Mr. Craig Dimond, teacher at Bashaw School, outlined to Trustees what the Cpl Program at the Bashaw School is, namely a project-based learning experience for students based on Career and Technology Studies modules.

Mr. Dave Legace, Chairman of the School Council, spoke about the concern the community has about the future location of the Cpl Program, and noted that the School Council has convened a sub-committee to explore the possibilities for a facility for this program. This Committee noted three possibilities for the location of the program – continue to use the Agriculture Society building, use the lab facilities at Edberg School, or build an on-site facility. A public meeting was held, which showed strong community support for keeping the program in the community. Mr. Legace outlined a vision for an on-site facility. The Committee envisioned that evening courses could be offered in the community in this facility for adults as well as connecting with post-secondary institutions such as NAIT.

A meeting will be scheduled with Board members and the Bashaw community to further explore the option proposed above.

The delegation left the meeting at 2:28 p.m.

**MEETING RECESS**

The regular meeting recessed at 2:28 p.m. and reconvened at 2:38 p.m.

**ACCOUNTABILITY REPORT, BASHAW SCHOOL REVIEW**

At 2:38 p.m. Chairman Poyser invited Mr. Dennis Dunlop, Principal at Bashaw School, to provide his response with respect to the implementation of the recommendations coming out of the Bashaw School Review in May 2003. This report is attached to, and forms a part of, these minutes.

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Trustee Smith left the meeting at 2:48 p.m.

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Ms Poyser thanked Mr. Dunlop and his staff for the work they have done towards implementing the recommendations contained in the school review report. Dr. Phillips commended Mr. Dunlop for his instructional leadership ability and commitment to the Bashaw School.

Mr. Dunlop left the meeting at 2:56 p.m.

**NAME CHANGE ON ADMINISTRATIVE PROCEDURE ‘ INSTRUCTIONAL PROGRAM ENHANCEMENT FUND’**

#98/04 W. THRONDSOON – That the Board approves the name change of Administrative Procedure ‘Instructional Program Enhancement’ Fund to ‘Classroom Learning Conditions’ Fund.  
CARRIED

**POLICY HHBA ‘CLASSROOM LEARNING CONDITIONS’**

#99/04 M. MULDER – That policy HHBA ‘Classroom Learning Conditions’ be amended to include Division One students.  
CARRIED

#100/04 M. MULDER – That, for the 2004-05 school year, the allocation in policy HHBA ‘Classroom Learning Conditions’ be 2% of the previous year’s instructional budget plus the allocation for additional support for Division One as outlined in the 2004-05 budget.  
CARRIED

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Brenda Johnson, Director of Transportation, and Deb Howeihe, Assistant Director of Transportation, joined the meeting at 3:00 p.m.

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**POLICY IC 'ATTENDANCE AREAS/TRANSPORTATION'**

#101/04 B. SEARS – That policy IC 'Attendance Areas/Transportation' be amended as presented.

CARRIED

**TRANSPORTATION FEES**

#102/04 P. ZENIUK – That, if applicable, the formula for calculating the transportation fee for students accessing busing to accommodate a school of choice rather than his/her resident school, and who otherwise meets the conditions outlined in policy IC 'Attendance Areas/Transportation', be:  
 $\#kms \text{ transported} \times \text{cost/km} \times \#operational \text{ days/average bus size of } 48 \text{ passengers} = \text{per passenger fee}$

CARRIED

**BUS BARNs – HAY LAKES SCHOOL ATTENDANCE AREA**

#103/04 P. ZENIUK – That the Board approves, in principle and subject to budget, the Director of Transportation investigate the construction of new bus barns at Hay Lakes School.

CARRIED

**CITY BUSING – GRADE NINE STUDENTS, CHARLIE KILLAM SCHOOL**

Ms Johnson informed the Trustees that it will likely be necessary to add an additional bus to transport eligible students in the City of Camrose next year, however this extra busing will not likely provide as much space for paying ineligible riders as in previous years.

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Ms Johnson and Ms Howeihe left the meeting at 4:00 p.m.

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**ROUND HILL SCHOOL COUNCIL REQUEST**

Dr. Phillips reported on a meeting held at Round Hill School on May 4, 2004 with respect to the possibility of alternate programming at that school.

A meeting will be scheduled with Cornerstone Christian Academy to discuss possible collaboration with respect to extra-curricular activities with the Round Hill School.

**HARASSMENT-FREE WORK ENVIRONMENT POLICY**

#104/04 W. THRONDSOON – That policy GBEB/IFCFA ‘Harassment-Free Work Environment’ be approved in principle, that it be circulated to school staff for feedback, and further that the feedback be received by September 30, 2004.

CARRIED

**STUDENT ACCIDENT INSURANCE**

#105/04 B. HERDER - That the Board provides a basic fee of \$1.20/student for basic student accident insurance for each student during school hours or at any school approved/supervised activity, and further that the insurance coverage include ECS students registered in Board-operated programs, those students registered in privately-operated ECS programs offered in cooperation with the Board, and to Home Education students registered with the Board, to the extent that the insurance company will permit such coverage at the rates established for the students registered in regular school programs, and further that, in addition to the basic coverage, the insurance coverage provides an additional \$0.10 per insured student for the IAP Kids Plus Enhanced Option Package.

CARRIED

**SUBSTITUTE TEACHER ACCIDENT INSURANCE**

#106/04 B. HERDER - That the Board provides a basic fee of \$1.20/substitute teacher for basic accident insurance for each substitute teacher during school hours or at any school approved/supervised activity, and further that in addition to the basic coverage, the insurance coverage provides an additional \$0.10 per insured substitute teacher for the Enhanced Option Package.

CARRIED

**FORESTBURG HIGH SCHOOL TRAVEL CLUB 2006**

#107/04 G. OBERG – That the Board approves, in principle and subject to policy HGCB ‘Travel Study’, the request by the Forestburg High School Travel Club to organize an international travel trip for 2006 .

CARRIED

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Imogene Walsh, Finance Manager, joined the meeting at 4:22 p.m.

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**2003-04 FAMILY SCHOOL LIAISON WORKERS SALARY INCREASE**

#108/04 M. MULDER – That, retroactive to September 1, 2004, the Family School Liaison workers receive a 2% salary increase.

CARRIED

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Ms Walsh left the meeting at 4:26 p.m.

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**2004 SCHOOL BOARD ELECTIONS**

Chairman Poyser noted that she received a package of information from the Alberta School Boards Association with respect to the promotion of the 2004 school board elections.

#109/04 B. HERDER – That the Board directs its Communication Office to provide public education with respect to the 2004 school board elections.

CARRIED

**POLICY IECB ‘ADMISSION OF EXCHANGE STUDENTS’**

#110/04 G. OBERG – That Procedure #5 of policy IECB ‘Admission of Exchange Students’ be amended such that, effective August 29, 2004, the fee for non-reciprocal exchange students be reduced from two-thirds to fifty percent of the foreign student fee.

CARRIED

**ANNUAL REPORT SUMMARY**

Tim Chamberlin, Communications Officer, will prepare a summary of the annual report for distribution throughout the Division.

**LEAVE OF ABSENCE REQUEST**

#111/04 B. SEARS – That the request for a leave of absence with pay for employee #4707-06 be denied.

CARRIED

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Trustee Sears left the meeting at 4:54 p.m.

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**GRADE FOUR ACHIEVEMENT TESTS**

#112/04 W. THRONDSOEN – That, as there was no prior consultation by Alberta Learning and in the absence of any justification, the Board directs schools in Battle River School Division #31 not to participate in the Grade Four Achievement Tests until these become mandatory.

CARRIED

#113/04 G. OBERG – That the Chairman of the Board be directed to write to the Minister of Learning expressing concerns for the expansion of the Provincial Achievement Testing Program based on the following:

- The Provincial Achievement Tests are not diagnostic tests; rather, they were designed to ensure that appropriate standards are maintained and to ensure that provincial curricula are followed.
- There is extensive diagnostic testing currently being done in schools, and the results of these tests are used to guide the remedial programs.
- The tests will result in a small number of students being singled out to write the Grade Four Achievement Test. These students are most likely the very students who will be most hurt by the negative attention.

CARRIED

**MOTION TO CONTINUE THE MEETING BEYOND 5:00 P.M.**

#114/04 W. THRONDSO – That this meeting continue beyond 5:00 p.m.

CARRIED

**FALL PROFESSIONAL DEVELOPMENT**

#115/04 G. OBERG – That Barry MacDonald be invited to provide professional development to Battle River School Division #31 teachers on August 30, 2004.

CARRIED

**COMPUTER BACK-UP SERVICES**

#116/04 P. ZENIUK – That the Board approves the purchase of the following items:

Tape backup library	\$85,185
IBM xSeries x345 Server	\$20,100 (Windows Server)
IBM xSeries x345 Server	\$16,100 (Tivoli Server – tape backup),

for a total cost of \$121,385; and further that the funds for these purchases be taken from the reserve for administration computers/copiers.

CARRIED

**LETTER OF COMMENDATION**

Dr. Phillips read a letter from Garth Horton, Alberta Human Resources and Employment, commending Stephen Smith, Chief Deputy Superintendent, on the excellent work he has done.

CARRIED



**ROOF REPAIR**

#117/04 W. THRONDSOON – That the roof at the Charlie Killam School, at an approximate cost of \$5600; and the roof at the Ryley School, at an approximate cost of \$9500, be repaired as necessary, and further that these funds be taken from the BQRP budget.

CARRIED

**MEETING RECESS**

At 5:14 p.m. Chairman Poyser recessed the meeting until May 27, 2004 at 9:30 a.m.

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