

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON SEPTEMBER 27<sup>TH</sup>, 2012, COMMENCING AT 8:59 A.M.**

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**PRESENT**

DOUG BOWIE  
JIM FIELDING  
SHELLEY GRUNDBERG  
REBECCA HEIBERG  
NOREEN METZ  
PETER MILLER  
KENDALL SEVERSON  
CHERYL SMITH

**ABSENT**

**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 8:59 a.m.

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**APPROVAL OF AGENDA**

#115\12 J FIELDING – That the agenda be approved with the following additions:

10. TRUSTEE MATTERS

10.3 Upcoming Events

10.3.3 Minister's Meeting with Zone 4 Board Chairs &  
Superintendents – October 11<sup>th</sup>, 2012

CARRIED

**APPROVAL OF MINUTES**

#116\12 J FIELDING - That the minutes of the Regular Meeting of the Board of Trustees held on September 13<sup>th</sup>, 2012, be adopted with amendments.

CARRIED

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**IN-CAMERA SESSION (9:05 a.m.)**

#117\12 P MILLER - That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except Trustees be excluded.

CARRIED

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**MEETING RECESS**

The regular meeting recessed at 10:28 a.m. and reconvened at 10:44 a.m.

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Superintendent of Schools Payne, Assistant Superintendent – Student Services Bosh, Assistant Superintendent – Instruction Jarrett, Assistant Superintendent - Business Walsh, Communications Coordinator Hutchinson, and Recording Secretary Fairall returned to the meeting at 10:44 a.m.

**OUT OF IN-CAMERA SESSION (11:08 a.m.)**

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

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Jennifer deHoog, BRSD parent, together with supporters, joined the meeting at 11:09 a.m.

**STUDENT ASSESSMENT PRESENTATION**

Chair Bowie welcomed Jennifer deHoog, requested introductions, and invited her presentation.

Ms deHoog provided her background together with her introduction and research into Administrative Procedure #360 – Student Assessment. She expressed concern with regard to areas in the Administrative Procedure including accountability, reporting, and communication. Ms deHoog addressed the range of percentage within a category and raised the issue that without advising the student of their percentage within a category it is unclear if the student is at the top or bottom of the category and, therefore, the assessment scale may not

provide enough motivation. Also, Ms deHoog is concerned about a student's ability to qualify for scholarships and post secondary entrances without the aid of percentage assessments throughout the school year. Ms deHoog would like to see a forum structured to educate parents and students with regard to the student assessment process.

Ms deHoog thanked the Trustees for inviting her presentation and also thanked the public for attending in support of her presentation.

Trustees together with Dr Larry Payne, Superintendent of Schools, thanked Ms deHoog and the delegation for attending the Board meeting to discuss their concerns of this subject with the Board and Administration.

Ms deHoog and the public delegation left the meeting at 11:33 a.m.

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**MEETING RECESS**

The regular meeting recessed at 11:34 a.m. and reconvened at 11:37 a.m.

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**STUDENT ASSESSMENT**

#118\12 C SMITH - That the Board of Trustees direct Administration to prepare, in a timely fashion, a review plan of Administrative Procedure #360 – Student Assessment focusing on three areas: accountability, reporting, and communication.

CARRIED

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**IN-CAMERA SESSION (11:55 a.m.)**

#119\12 P MILLER - 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 (12:02 p.m.)**

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

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**MEETING RECESS**

The meeting recessed at 12:02 p.m. and reconvened at 12:50 p.m.

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**ANNUAL COMMUNITY REPORT**

Diane Hutchinson, Communications Coordinator, reported that she is preparing the annual report to the community, based on the guidance provided at the September 13<sup>th</sup>, 2012 Regular Meeting of the Board of Trustees. A draft of the report will be distributed by e-mail to Board members when it is ready. Distribution is scheduled for mid-October, 2012.

**TRUSTEE COMPENSATION REVIEW**

#120\12 C SMITH - That the Board of Trustees approves that there be no changes to the Board of Trustees current basic honorarium, daily per diem, Board Chair allowance or Vice-Chair allowance for 2012-2013.

CARRIED

**Motion #120\12 is amended in the October 11<sup>th</sup>, 2012 Minutes of the Regular Meeting of the Board of Trustees.**

**TRUSTEE PD QUARTERLY REPORT**

Imogene Walsh, Assistant Superintendent – Business, provided an update on the Trustees' Professional Development portion of the budget.

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Kathryn Graff, Contractor, and Brenda Herder, Manager of Inclusive Education, joined the meeting at 1:21 p.m.

**EQUITY \ INCLUSION PRESENTATION**

Chair Bowie welcomed Ms Graff and Ms Herder, and invited their presentation. Dr Larry Payne advised Trustees that equity and inclusion work hand in hand since equity is the philosophical foundation for an inclusive school system. Dr Payne also informed the Board that Battle River School Division has been featured in Alberta Education's Inclusive Education Vignette.

Ms Herder explained that an inclusive education is about all students and it clearly matches our vision of 'Every Student, Every Day, A Success'. Ms Herder provided Trustees with the message she shared with Administrators related to funding and the challenges BRSD is facing with the new funding model, but also continuing to move forward in an environment of declining enrollment.

Ms Graff reiterated Dr Payne's comments that inclusion and equity are very much entwined. Equity promotes and values tolerance, respect, dignity and the rights of all people; it is about acceptance versus accommodating. Ms Graff had Trustees complete two activities to provide them with a better understanding of equity and inclusion.

Chair Bowie thanked Brenda Herder and Kathryn Graff for their presentation

Trustee Metz left the meeting at 2:20 p.m.

Ms Graff and Ms Herder left the meeting 2:24 p.m.

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### **MEETING RECESS**

The meeting recessed at 2:24 p.m. and reconvened at 2:33 p.m.

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Laura Swanson and Shane Gau, Vice Principals of Charlie Killam School, joined the meeting at 2:33 p.m.

### **STUDENT ASSESSMENT**

Chair Bowie welcomed Ms Swanson and Mr Gau and invited their presentation. Rick Jarrett, Assistant Superintendent – Instruction, advised Trustees that when the decision to implement the student assessment process was introduced three years ago into Battle River School Division, Administration understood there would be risks. However, it is foundational to student learning to provide clear targets, a clear understanding in relation to the targets, and the ways students can achieve those targets.

Ms Swanson and Mr Gau shared their experience, challenges, and successes with the student assessment process. Ms Swanson explained that Administration at Charlie Killam has been creative to provide collaboration time for teachers to work together to create assessment tools, look at lesson plans, and apply marks on Maplewood. Mr Gau informed Trustees that work needs to be done in the area of informing students and parents of where the student is in the range, and identifying what is required of the student to advance to another level.

Chair Bowie on behalf of the Trustees thanked Laura Swanson and Shane Gau for their presentation and the work they have done and continue to do in this important area.

Ms Swanson and Mr Gau thanked the Trustees for inviting them to share their progression on the student assessment process.

Ms Swanson and Mr Gau left the meeting at 3:13 p.m.

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**ALBERTA EDUCATION CONSULTATION & INFORMATION SESSION**

Trustee Smith together with Ray Bosh, Assistant Superintendent – Student Services, will be attending the Alberta Education Consultation and Information Session on October 23<sup>rd</sup>, 2012 in Red Deer.

**TALK TO THE TRUSTEES**

Trustees discussed communication received through the ‘Talk To The Trustees’ portion of the Battle River School Division website.

**INSTRUCTIONAL TIME**

Rick Jarrett, Assistant Superintendent – Instruction, provided an update on the instructional hours provided by Battle River School Division, confirming that BRSD is following the guidelines for minimal instructional time of 950 hours for grades one to nine and 1000 hours in high school. Individual schools have the choice to exceed this minimum if they so choose.

**BOARD \ SUPERINTENDENT EVALUATION**

The Board of Trustees will attend a Committee of the Whole, In-Camera meeting on November 8<sup>th</sup>, 2012 with Jim Gibbons, Senior Education Advisor of Alberta School Boards’ Association, to complete the Superintendent and Board evaluation.

**ASBA ZONE 4 MEETING**

Trustees Miller and Severson reported on their attendance at the ASBA Zone 4 Meeting on September 24<sup>th</sup>, 2012 in Ponoka. The next meeting will be held on October 22<sup>nd</sup>, 2012 in Red Deer.

**CENTRAL HIGH SEDGEWICK PUBLIC SCHOOL GRADUATION**

Chair Bowie reported on his attendance at the Central High Sedgewick Public School Graduation ceremony on September 15<sup>th</sup>, 2012.

**EMPLOYEE RECOGNITION BANQUET**

#121\12 J FIELDING – That the Board approve the Employee Recognition Banquet to be held on October 19<sup>th</sup>, 2013 at the Best Western Hotel in Camrose.

CARRIED

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**IN-CAMERA SESSION (3:56 p.m.)**

#122\12 J FIELDING - 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 (4:19 p.m.)**

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

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**MEETING RECESS**

The meeting recessed at 4:19 p.m.

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