

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON DECEMBER 13<sup>TH</sup>, 2012, COMMENCING AT 9:00 A.M.**

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**PRESENT**

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

**ABSENT**

SHELLEY GRUNDBERG

**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 9:00 am

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Mikayla Schaffner, Student, and Brett Huculak, Principal, of Viking School, joined the meeting by video conference at 9:00 a.m.

**STUDENT SUCCESS**

Chair Bowie welcomed Mikayla Schaffner, Student, and Brett Huculak, Principal, Viking School and invited their presentation on Mikayla's experience in the Encounters With Canada travel study program during the 2012 - 2013 school year.

Ms Schaffner and Mr Huculak signed off from the meeting at 9:09 a.m.

**APPROVAL OF AGENDA**

#155\12 C SMITH – That the Board approve the agenda with the following additions:

- 8.5 Public School Board Assessment Poll
- 8.6 Tell Them From Me Survey
- 8.7 Escribe Update

11.3.4 Meeting with Education Minister, Calgary – December 18<sup>th</sup>, 2012.

CARRIED

**APPROVAL OF MINUTES**

#156\12 P MILLER - That the Board approve the minutes of the Committee of the Whole Meeting of November 8<sup>th</sup>, 2012 as presented.

CARRIED

#157\12 R HEIBERG – That the Board approve the minutes of the Regular Meeting of November 22<sup>nd</sup>, 2012 as amended.

CARRIED

**THANK YOU**

Trustees received a thank you card from Mikayla Schaffner, Viking School student, for the financial contribution towards her Encounters With Canada trip.

**THANK YOU**

Trustees received a thank you letter from Brady Hammond, Ryley School student, for the financial contribution towards his Encounters With Canada trip.

**SUMMARY OF PUBLIC DISCLOSURE**

Dr Larry Payne, Superintendent of Schools, brought to Trustees' attention a letter received from Honourable Jeff Johnson, Minister of Education, encouraging Battle River School Division to adopt an expense disclosure policy that mirrors the provincial policy.

#158\12 C SMITH – That the Board request Administration to prepare a draft outlining guidelines for an expense disclosure policy.

CARRIED

**RURAL EDUCATION SYMPOSIUM WEBSITE**

Chair Bowie brought to Trustees' attention the newly designed Rural Symposium Website. Registration for the 2<sup>nd</sup> Annual Rural Education Symposium in Canmore on March 3<sup>rd</sup> to 5<sup>th</sup>, 2013 will be available through the website in early January 2013.

**COMMUNITY ENGAGEMENT COMMITTEE**

Trustee Smith provided an update on the Community Engagement Committee. The next meeting is scheduled for January 9<sup>th</sup>, 2013 to finalize plans for the community forums. An update will be provided to Trustees at the January 10<sup>th</sup>, 2013 Board Meeting.

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Tracey Woods, Jack Stuart School Parent Council Representative, and public guests joined the meeting at 9:30 a.m.

**STUDENT ASSESSMENT PRESENTATION**

Chair Bowie welcomed Mrs Woods and public guests, requested introductions, and invited her presentation.

Ms Woods, Parent Council Representative of Jack Stuart School, provided her background and summarized her experience with the student assessment system. Ms Woods indicated the feedback provided through the student assessment report card and parent teacher interviews more clearly define the student's strengths and areas for improvement.

Chair Bowie and Dr Larry Payne, Superintendent of Schools, thanked Ms Woods for her presentation and for sharing her parent perspective on the student assessment system.

Ms Woods and public guests left the meeting at 10:10 a.m.

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Chair Bowie left the meeting at 10:10 a.m.

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**MEETING RECESS**

The regular meeting recessed at 10:10 a.m. and reconvened at 10:24 a.m.

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Vice Chair Miller assumed the chair at 10:24 a.m.

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Cheryl Kropinske, Director of Finance, joined the meeting at 10:24 a.m.

**PURCHASE OF BUSES**

#159\12 N METZ - That the Board authorizes the Director of Transportation to tender for nine new school buses at a cost of no more than \$900,000.00, and further that the cost for these buses come from the Transportation – Bus Reserve which has a balance of \$913,373.34.

CARRIED

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Nancy McLeod, BRSD Director of Student Services; Lorna Muise, Coordinator, School Health Program, AHS Central Zone; Pamela Boysen, Registered Dietician, Camrose Public Health Services; and Lucy Ernst, Health Promotion Facilitator, AHS Central Zone, joined the meeting at 10:31 a.m.

**HEALTHY SCHOOLS PRESENTATION**

Vice Chair Miller welcomed the group and invited their presentation. Ms McLeod introduced Lorna Muise, Pamela Boysen, and Lucy Ernst, and informed Trustees that the BRSD Healthy School Communities and Workplaces Policy is often used as one of the exemplary policies during Alberta Health Services training and information presentations.

Ms Muise, Ms Boysen, and Ms Ernst presented on the importance of promoting a healthy school environment through the physical, social and emotional well being of students along with quotes from key note speakers at the Healthy Schools Conference held in September 2012.

Ms McLeod, Ms Muise, Ms Boysen, and Ms Ernst left the meeting at 11:13 a.m.

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Trustee Metz left the meeting at 11:15 a.m.

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**DISPOSAL OF PROPERTY IN HOLDEN**

#160\12 J FIELDING - That the Board of Trustees declares the property located at Lot 27-32, Block 7, Plan 3940W (Holden Maintenance Shop) as surplus and authorizes Assistant Superintendent – Business to apply to the Minister of Education for approval to dispose of this property; and, subject to Ministerial approval, finalize the disposition and accept the offer from Norda-Tech Services Ltd. in the amount of \$86,600.00.

CARRIED

**SRB EDUCATION SOLUTIONS**

#161\12 K SEVERSON - That the Board of Trustees approves the purchase and implementation to replace our existing accounting software with SRB Education Solutions.

CARRIED

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Ms Kropinske left the meeting at 11:29 a.m.

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**PREKINDERGARTEN COMMITTEE**

A Prekindergarten Committee consisting of Trustees Metz and Smith, together with Dr Larry Payne, Superintendent of Schools, Rick Jarrett, Assistant Superintendent of Schools – Instruction, Imogene Walsh, Assistant Superintendent of Schools – Business, and Diane Hutchinson, Communications Coordinator will be struck to further research and begin discussion on the possibility of a Prekindergarten program in Battle River School Division.

**TRUSTEE PROFESSIONAL DEVELOPMENT UPDATE**

Imogene Walsh, Assistant Superintendent – Business, presented an update of the Trustee professional development expenses to Trustees as of the end of November 2012.

**LOUGHEED MENNONITE UPDATE**

Ray Bosh, Assistant Superintendent – Student Services, provided an update to Trustees from a recent meeting held with the Lougheed Mennonite Representatives on November 22<sup>nd</sup>, 2012. The results of a survey of the Lougheed Mennonite Community will be provided to Trustees at the January 10<sup>th</sup>, 2012 Board Meeting.

**PARENT PORTAL WEBSITE**

Dr Larry Payne, Superintendent of Schools, informed Trustees that 17 of the Battle River Schools are online with parents able to access their students' information through the website portal. The schools are: Allan Johnstone, Battle River Online, Bawlf, CW Sears, Camrose Composite High, Central High Sedgewick Public, Charlie Killam, Chester Ronning, Cornerstone Christian Academy, Forestburg, Hay Lakes, Jack Stuart, Killam Public, Lougheed, New Norway, Rosalind, and Round Hill. It is anticipated that all schools will be providing parent portal access by the end of 2013.

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**MEETING RECESS**

The regular meeting recessed at 11:50 a.m. and reconvened at 1:00 p.m.

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Chair Bowie assumed the chair at 1:00 p.m.

**LOCAL ATA EXECUTIVE MEETING**

Chair Bowie and Dr Larry Payne, Superintendent of Schools, will attend the Local ATA Executive Meeting on January 9<sup>th</sup>, 2013.

**ASBA ZONE 4 MEETING**

Vice Chair Miller together with Trustee Heiberg will attend the ASBA Zone 4 Meeting on January 28<sup>th</sup>, 2013 in Stettler.

**BOARD \ ADMINISTRATORS' PLANNING SESSION**

Trustees discussed agenda items for the Board \ Administrators' Planning Session scheduled for February 22<sup>nd</sup>, 2013 in Camrose.

**MEETING WITH MINSTER**

Trustee Fielding together with Dr Larry Payne, Superintendent of Schools, and Imogene Walsh, Assistant Superintendent – Business, will attend a meeting with the Honourable Jeff Johnson, Minister of Education, in Calgary on December 18<sup>th</sup>, 2012.

**EMPLOYEE APPRECIATION GIFT BAGS DEBRIEF**

Trustees thanked the committee for the work done to prepare Employee Appreciation Gift Bags.

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**IN-CAMERA SESSION (1:09 p.m.)**

#162\12 K SEVERSON - 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 (1:23 p.m.)**

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

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**INCLUSION FUNDING**

Trustees discussed the next steps in planning for and providing clear communication regarding funding. Chair Bowie and Vice Chair Miller together with Dr Larry Payne, Superintendent of Schools, and Diane Hutchinson, Communications Coordinator, will work on drafting communication early in January 2013.

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**IN-CAMERA SESSION (1:39 p.m.)**

#163\12 C SMITH - 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 (1:53 p.m.)**

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

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**MEETING RECESS**

The regular meeting recessed at 1:53 p.m. and reconvened at 2:03 p.m.

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Maureen Parker, Director of Curriculum, joined the meeting at 2:03 p.m.

**SAMPLING OF STUDENT REPORT CARDS**

Dr Larry Payne, Superintendent of Schools, together with Rick Jarrett, Assistant Superintendent – Instruction and Maureen Parker, Director of Curriculum, presented a sampling of the student assessment report cards in alignment with the scope of the assessment review requested of Administration by Trustees at the Regular Meeting of the Board of Trustees on September 27<sup>th</sup>, 2012.

Ms Parker left the meeting at 2:18 p.m.

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### **EDMONTON PUBLIC SCHOOLS' STUDENT ASSESSMENT POLICY**

Dr Larry Payne, Superintendent of Schools, provided a copy of the Edmonton Public Schools' Board Policy on Student Assessment to the Trustees for their information.

### **TELL THEM FROM ME**

Dr Larry Payne, Superintendent of Schools, informed Trustees that Administration has submitted Battle River School Division as a participant in the pilot project Alberta Education is initiating.

### **ESCRIBE SYSTEM**

Dr Larry Payne, Superintendent of Schools, provided an update to Trustees on the Escribe System as we continue to proceed to a paperless Board Agenda and Supporting Documents Package.

### **ATA LIAISON MEETING DEBRIEF**

Chair Bowie, Vice Chair Miller, and Trustees Heiberg, Severson, and Smith, together with Dr Larry Payne, Superintendent of Schools, Ray Bosh, Assistant Superintendent – Student Services, and Imogene Walsh, Assistant Superintendent – Business reported on their attendance at the BRSD \ ATA Liaison Meeting on December 4<sup>th</sup>, 2012.

### **THREE YEAR PLAN RESULTS REVIEW DEBRIEF**

Trustees reflected on their participation at the School Results Review Meetings held on December 10<sup>th</sup> and 11<sup>th</sup>, 2012, with teams from each school in the Division.

### **CCHS SCHOOL COUNCIL MEETING**

Chair Bowie reported on his attendance at the Camrose Composite High School Council Meeting on November 29<sup>th</sup>, 2012.

### **CAMROSE ADULT LEARNING COUNCIL MEETING REPORT**

Trustee Heiberg provided a written report on the Camrose Adult Learning Council Meeting she attended on December 6<sup>th</sup>, 2012.

**CAMROSE FAMILY LITERACY MEETING**

Trustee Heiberg provided a written report on the Camrose Family Literacy Meeting she attended in December 2012.

**SUPERINTENDENT'S REPORT**

Augustana Meeting

Dr Larry Payne, Superintendent of Schools, reported on the meeting with Augustana on November 2<sup>nd</sup>, 2012 to further develop the MOU Agreement. Discussion focused on the assessment requirement in Canada and transitioning International Students from High School to Secondary Education level.

Support Staff Advisory Committee

Dr Larry Payne, Superintendent of Schools, reported on the first Support Staff Advisory Committee Meeting held on October 29<sup>th</sup>, 2012.

Teacher Advisory Group

Dr Larry Payne, Superintendent of Schools, reported on the Teacher Advisory Group Meeting held on October 29<sup>th</sup>, 2012. Discussion included the student assessment system and the Maplewood System.

Equity Committee

Dr Larry Payne, Superintendent of Schools, reported on the first Equity Committee Meeting held on November 21<sup>st</sup>, 2012.

Meeting With Red Deer Public Superintendent

Dr Larry Payne, Superintendent of Schools, reported on his meeting with Mr Pieter Langstraat, Superintendent of Schools, Red Deer Public School Board, held on December 11<sup>th</sup>, 2012.

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**MEETING RECESS**

The regular meeting recessed at 3:05 p.m.

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