

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON March 12, 2009, COMMENCING AT 9:34 A.M.**

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**PRESENT**

REBECCA HEIBERG  
PETER MILLER  
KEN OFFORD (joined the meeting at 9:49 a.m.)  
VICTOR PETRUK  
KENDALL SEVERSON  
CHERYL SMITH  
HAMEED SYED  
PATRICIA ZENIUK

**ABSENT**

**ALSO PRESENT**

DR LARRY PAYNE, Superintendent of Schools  
RAY BOSH, Deputy Superintendent  
BILL SCHULTE, Assistant Superintendent (Business)  
DIANE HUTCHINSON, Communications Officer  
SHIRLEY FAIRALL, Recording Secretary

C. SMITH IN THE CHAIR

**CALL TO ORDER**

Chair Smith called the meeting to order at 9:34 a.m.

**APPROVAL OF THE AGENDA**

#24\09 H SYED – That the agenda be approved with the additions noted on the distributed add-on agenda sheet.

CARRIED

**APPROVAL OF THE MINUTES**

#25\09 V PETRUK - That the minutes of the regular meeting held on February 12 & 26, 2009 be approved as presented.

CARRIED

**IN-CAMERA SESSION ( 9:36 a.m.)**

#26\09 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, Deputy Superintendent Bosh, Assistant Superintendent (Business) Schulte, Communications Officer Hutchinson, Treasurer Walsh and Recording Secretary Fairall be excluded.

CARRIED

The in-camera session recessed at 11:04 a.m. and the regular meeting reconvened at 10:48 a.m.

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**MEETING RECESS**

The regular meeting recessed at 10:49 a.m. and reconvened at 11:04 a.m.

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Imogene Walsh, Treasurer joined the meeting at 11:05 a.m.

**ADMINISTRATIVE PROCEDURE #415 'SUPPORT FOR UPGRADING TEACHING QUALIFICATIONS'**

Dr. Payne provided to the board, for information, revisions to administrative procedure 415 'Support For Upgrading Teaching Qualifications'. This will be added to the Administrative Procedures Manual on the website.

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Brenda Johnson, Director of Transportation joined the meeting at 11:07 a.m.

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Ms Walsh left the meeting at 11:11 a.m.

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**ADMINISTRATIVE PROCEDURE #502 'PLAYGROUND EQUIPMENT FUNDING'**

Dr. Payne provided to the board, for information, revisions to administrative procedure 502 'Playground Equipment Funding'. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #131 'CANCELLATION OF BUS ROUTE(S) DUE TO WEATHER\ROAD CONDITIONS'**

Dr. Payne provided to the board, for information, revisions to administrative procedure 131 'Cancellation of Bus Routes Due to Weather\Road Conditions'. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #317 'MEDICAL NOTIFICATION TO DRIVERS'**

Dr. Payne provided to the board, for information, administrative procedure 317 'Medical Notification To Drivers'. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #563 'TRANSPORTATION OF BAND INSTRUMENTS ON SCHOOL BUSES'**

Dr. Payne provided to the board, for information, administrative procedure 563 'Transportation of Band Instruments On School Buses'. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #564 'FIRST AID TRAINING FOR SCHOOL BUS DRIVERS'**

Dr. Payne provided to the board, for information, administrative procedure 564 'First Aid Training For School bus Drivers'. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #565 'RECRUITMENT BONUS'**

Dr. Payne provided to the board, for information, administrative procedure 565 'Recruitment Bonus'. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #566 'SAFETY VESTS'**

Dr. Payne provided to the board, for information, administrative procedure 566 'Safety Vests'. This will be added to the Administrative Procedures Manual on the website.

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

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**SETTING THE DIRECTION FOR SPECIAL NEEDS PHASE II**

The Board reviewed a report prepared by Kathryn Graff, Director of Intervention Services, to assist them in formulating a response to Phase II of Setting the Direction For Special Needs. Chair Smith will send a thank you note on behalf of the Board to Kathryn Graff for the extra work she has done in this area. Chair Smith, Trustee Heiberg, Trustee Miller and Trustee Petruk plan to attend the Minister's Forum, the third and final phase of the consultation process, which is scheduled for June 8 and 9, 2009 at the Shaw Conference Centre in Edmonton.

**SCHOOL CALENDAR 2010 - 2011**

#27\09 H SYED - That the Board of Trustees approve the 2010 – 2011 school year calendar as presented.

CARRIED

**SURVEY ON PARLIAMENTARIAN**

#28\09 K OFFORD – That the Board of Trustees respond to the ASBA Survey expressing their confidence in Mr. Feehan’s ability to act fairly and impartially as ASBA parliamentarian and adjudicate, without favour or bias, issues which might divide separate and public school boards.

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**MEETING RECESS**

The regular meeting recessed at 11:54 a.m. and reconvened at 1:19 p.m.

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**POLICY 14 ‘HEARINGS ON TEACHER MATTERS’**

#29\09 R HEIBERG – That the Board of Trustees approves the amended Policy #14 – Hearings On Teacher Matters, as presented.

CARRIED

**ADMINISTRATIVE PROCEDURE #410 ‘PROFESSIONAL STAFF HIRING PRACTICES’**

Dr. Payne provided to the Board, for information, revisions to administrative procedure 410 ‘Professional Staff Hiring Practices’. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #430 ‘HIRING PRACTICES FOR SUPPORT STAFF’**

Dr. Payne provided to the Board, for information, revisions to administrative procedure 430 ‘Hiring Practices For Support Staff’. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE #418 ‘TRANSITION TO RETIREMENT’**

Dr. Payne provided to the Board, for information, revisions to administrative procedure 418 ‘Transition To Retirement’. This will be added to the Administrative Procedures Manual on the website

**ASBA ZONE 4 MEETING**

Chair Smith advised the Board of the ASBA Zone 4 meeting scheduled for March 23<sup>rd</sup>, 2009 in Rocky Mountain House. Vice Chair Zeniuk and Trustee Petruk will attend.

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Imogene Walsh, Treasurer, joined the meeting at 1:46 p.m.

**INSTRUCTIONAL MATERIALS FEES**

#30\09 H Syed - That for the 2009 – 2010 school year the Board maintains the instructional materials fees at the same rate as for the 2008 – 2009 school year, which are:

That, for the 2009 - 2010 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 2009 - 2010 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, 2010.

That, for the 2009 - 2010 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 2009 - 2010 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 2009 - 2010 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

CARRIED

**DRUG RESPONSE TASK FORCE**

Vice Chair Zeniuk provided an update on the Committee and reported on the recent poster contest based on the theme “Peace Our Way”. The winning posters will be on display March 24<sup>th</sup>, 2009 from 7:00 p.m. to 9:00 p.m. at Augustana.

**CONSULTATIVE PROCESS REVIEW**

Chair Smith provided an update from the Consultative Process Review Committee. Trustees and administrative staff will be attending the municipal meeting in Ryley on Monday, March 30<sup>th</sup>, 2009.

**HEALTHY LIFESTYLES**

Vice Chair Zeniuk presented an update on the progress the Healthy Lifestyles Committee is making on preparing a policy and advised that Dr. Larry Payne, Chair Smith, Vice Chair Zeniuk attended a Healthy Lifestyles presentation in Viking.

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Maureen Parker, Director of Curriculum joined the meeting at 2:10 p.m.

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**ALBERTA INITIATIVE FOR SCHOOL IMPROVEMENT (AIS)**

Chair Smith welcomed Ms Parker and invited her presentation. The AISI project, established to improve student learning by enhancing student engagement and performance, is entering its fourth cycle after completing 3 three year cycles from 2000 to 2009. Ms Parker summarized AISI's accomplishments and introduced the focus and direction of Cycle 4.

Ms Parker left the meeting at 2:38 p.m.

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**MEETING RECESS**

The regular meeting recessed at 2:38 p.m. and reconvened at 2:48 p.m.

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**SPECIAL EDUCATION NEEDS FACILITATOR**

Dr Larry Payne, Superintendent of Schools, provided an update on the successes, challenges, and future direction of the implementation of Special Education Facilitators.

**INSTRUCTIONAL LEADERSHIP**

Dr Payne presented a report on the positive impact activities of the Instructional Leadership initiative have made on administrators and their schools.

**EDWIN PARR SCHOLARSHIP**

Vice Chair Zeniuk provided an update on the Edwin Parr Scholarship Committee. The deadline for submitting nominations for this scholarship is March 27, 2009. Ms Joannie Zimmer, Division Principal, will be completing a final interview with Ms Casey Johnson, a teacher at Charlie Killam, prior to submitting her name to the Board as the suggested nomination for the Battle River School Division.

**ADMINISTRATORS' MEETING**

Trustee Heiberg provided an update on the Administrators' Meeting held on March 10, 2009. Chair Smith, Vice Chair Zeniuk, Trustee Heiberg, and Trustee Offord attended the meeting.

**ALBERTA SCHOOL COUNCILS ASSOCIATION**

Trustee Heiberg will be attending the School Councils Connection 09 "Implications of the Information Age" on April 24 to 26, 2009 at the Mayfield Inn in Edmonton.

**ALBERTA TEACHERS' ASSOCIATION**

Dr. Payne attended a presentation by Dr. Pasi Shalberg on "Putting Real learning First" hosted by the Alberta Teachers' Association and the Council on School Administration on March 3, 2009 at the University of Alberta.

**ANNUAL EDUCATION RESULTS REPORT**

Dr. Payne reported that the Annual Education Results Report for Battle River School Division was reviewed by Alberta Education. Mr Bob Holt, Manager of Zone 4 Services Branch commended the Board and the Division on the support provided to the students evidenced by the positive results reported in the AERR.

**ADJOURNMENT**

All items of business being complete and there being no dissent, Chair Smith adjourned the meeting at 3:29 p.m.

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CHERYL SMITH, CHAIR

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WILLIAM SCHULTE, ASSISTANT SUPERINTENDENT (BUSINESS)

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