

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
BATTLE RIVER REGIONAL DIVISION #31, HELD ON MAY 8, 2008, COMMENCING
AT 9:40 A.M.**

PRESENT

REBECCA HEIBERG
PETER MILLER
KEN OFFORD
VICTOR PETRUK
KENDALL SEVERSON
CHERYL SMITH
HAMEED SYED
PATRICIA ZENIUK

ABSENT

RAY BOSH, Deputy Superintendent
BILL SCHULTE, Assistant Superintendent (Business)
DIANE HUTCHINSON, Communications Officer

ALSO PRESENT

LARRY PAYNE, Superintendent of Schools
SYLVIA LAUBER, Recording Secretary

C. SMITH IN THE CHAIR

CALL TO ORDER

Chair Smith called the meeting to order at 9:40 a.m.

APPROVAL OF THE AGENDA

#48/08 H. SYED – That the agenda be approved with the additions on the distributed copies of the add-on sheet and the following:

7.23 School Tours Date Change
7.24 Budget Meeting Date Change

CARRIED

APPROVAL OF THE MINUTES

#49/08 R. HEIBERG – That the minutes of the regular meeting held on April 3, 2008 be approved as presented.

CARRIED

Handwritten initials/signature

SCHOOL TOURS DATE CHANGE

Trustees were scheduled to attend school tours on May 20, 2008, however this is an early dismissal day and thus won't work for the afternoon tour. Trustees will do the morning tours scheduled for May 20th, followed by lunch and a tour of the Tofield Colony. The schools originally scheduled for the afternoon on May 20th will be done on May 14, 2008 in the morning.

BUDGET MEETING DATE CHANGE

It is necessary for the date of May 14, 2008 originally scheduled for a budget meeting to be changed. The budget meeting is rescheduled to June 16, 2008 at 2:00 p.m.

IN-CAMERA SESSION (9:49 a.m.)

#50/08 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 and Recording Secretary Lauber be excluded.

CARRIED

Imogene Walsh, Treasurer, joined the meeting at 9:51 a.m. and left at 10:40 a.m.

The in-camera session recessed at 11:43 a.m. and the regular meeting reconvened at 11:43 a.m.

ADMINISTRATIVE PROCEDURE 219 'LOCALLY DEVELOPED/ACQUIRED JUNIOR AND SENIOR HIGH SCHOOL COMPLEMENTARY COURSES'

Trustees were informed that a change to the timelines within Administrative Procedure 219 'Locally Developed/Acquired Junior and Senior High School Complementary Courses' was made to closer align this with Alberta Education timelines.

ADMINISTRATIVE PROCEDURE 406 'STAFF PARTICIPATION IN COMMUNITY/POLITICAL ACTIVITIES'

Administrative Procedure 406 'Staff Participation in Community/Political Activities' was changed to more closely align with the Collective Agreement and the legal decision made recently with respect to the appeal process.

CHANGE IN LOGO

#51/08 H. SYED – That the Board approves the change in the logo for Battle River School Division #31, and further that this revision of the logo be added to, and becomes a part of, these minutes.

CARRIED

CORPORATE MASTER CARDS

#52/08 V. PETRUK – That the Board of Trustees grants approval to increasing the Division’s MasterCard limit to \$45,000, and further that, in addition to the Superintendent of Schools, the Deputy Superintendent, and the Assistant Superintendent (Business), cards be issued to the Assistant Superintendent (Planning and System Improvement), the Assistant Superintendent (Personnel), and the Treasurer.
CARRIED

LEAVE OF ABSENCE

Declaring a possible conflict of interest, Trustee Miller left the room during discussion of this item.

#53/08 H. SYED – That the Board approves a leave of absence, without pay, for Trustee Peter Miller for the time period of June 27 – July 31, 2008.
CARRIED

Trustee Miller rejoined the meeting at 11:57 a.m. following the vote on his leave of absence.

LAST DAY OF SCHOOL FOR ALLIANCE AND EDBERG SCHOOLS

#54/08 P. MILLER – That the last instructional day for students at the Alliance and Edberg Schools be June 26, 2008.
CARRIED

ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ISSUES, BUDGET AND BYLAWS

Trustees were directed to read and review the ASBA Issues, Budget and Bylaws and to bring this back for discussion at the May 22, 2008 meeting in preparation for the ASBA Spring General Meeting.

MEETING RECESS

The regular meeting recessed at 12:02 p.m. and reconvened at 1:18 p.m.

Imogene Walsh, Treasurer, joined the meeting at 1:18 p.m.

AUDIT COMMITTEE

Ms Walsh reviewed recommendations from the management letter from the auditor and sought input from the Board on possible implementation of some of the recommendations.

Chair Smith requested Board input on priorities for the audit for next year.

Ms Walsh left the meeting at 1:51 p.m.

ALLAN JOHNSTONE AND LOUGHEED SCHOOLS FOUR-DAY WEEK PROPOSAL

The Allan Johnstone and Lougheed Schools piloted a four-day school week during the 2007-08 school year.

#55/08 K. SEVERSON – That the Lougheed and Allan Johnstone Schools continue with the four-day school week.

CARRIED

LETTER FROM THE VILLAGE OF ALLIANCE

Trustees reviewed a letter received from the Village of Alliance wherein the Village served notification that the Village intends to seek designation of the 1925 section of the Alliance School as a Municipal Historic Resource.

Brenda Johnson, Director of Transportation, joined the meeting at 1:57 p.m.

REPORT FROM THE DIRECTOR OF TRANSPORTATION

Purchase of School Buses

#56/08 P. ZENIUK – That the Board authorizes administration to tender for the purchase of eleven new school buses.

CARRIED

#57/08 K. OFFORD – That the Board authorizes the transfer of money from reserves, if required, in order to purchase the school buses owned by retiring contractors, G & H Buses.

CARRIED

Building Replacement Required – Hay Lakes Bus Storage

Ms Johnson informed Trustees that the bus garage in Hay Lakes needs to be replaced. Prices will be obtained during the summer and a recommendation may come forward to the August 2008 meeting to consider embarking on this project.

Attendance Areas Boundary Review

#58/08 H. SYED – That the southern boundary of the Viking School attendance area be altered to include the following lands: E1/2 of Section 31-45-11-W4M and W1/2 of Section 32-45-11-W4M.

CARRIED

- #59/08 P. ZENIUK – That the eastern boundary of École Sifton School attendance area be altered to include the following lands: SE 31-46-18-W4M.
CARRIED

Early Childhood Services Transportation Agreements

- #60/08 V. PETRUK – That, in accordance with Clause 8 of the Early Childhood Services Transportation Agreement between Battle River Regional Division #31 and the Edberg/Meeting Creek Early Childhood Services Society, notice be given that the Board of Trustees of the Battle River School Division #31 terminates the agreement as provided therein.
CARRIED

- #61/08 H. SYED – That, in accordance with Clause 8 of the Early Childhood Services Transportation Agreement between Battle River Regional Division #31 and the Alliance Early Childhood Services society, notice given that the Board of Trustees of the Battle River School Division #31 terminates the agreement as provided therein.
CARRIED

Donation/Sponsorship of School Buses

Battle River School Division #31 received a request from the World Junior A Challenge Co-Chairman for the Board to consider the provision of bus service for their event planned for October 28 – November 9, 2008. In return for the sponsorship of bus service, the organizers would orchestrate visits to schools by Team Canada West and possibly Team Canada East with the Stanley Cup, for students and teachers to meet the players and have their picture taken with the Stanley Cup, with the possibility of using this as a fundraiser for the schools. Travel would be within the City of Camrose thereby involving minimal buses, drivers and mileage.

- #62/08 R. HEIBERG – That the Board authorizes the donation/sponsorship of school bus service to the 2008 World Junior A Challenge hosted by the Camrose Sport Development Society.
CARRIED

CROSS-BOUNDARY TRANSPORTATION FEE

Trustees received a request for a refund from Lyndon and Cindy Skjaveland who have been paying for bus transportation since 2006 for one of their children to ride the high school bus with their two older children to attend New Norway School.

- #63/08 P. MILLER – That the Board denies the request from Lyndon and Cindy Skjaveland for a refund for transportation fees for their youngest child to attend New Norway School for the past three years.
CARRIED

TRANSPORTATION REQUEST FROM DEREK AND SHAWNA JAMES

Trustees reviewed a letter from Derek and Shawna James who requested permission for a bus from Clearview School Division to cross Battle River



School Division #31 boundaries to pick up their child in the Alliance area to attend school in Castor.

- #64/08 V. PETRUK – That the Board adheres to the agreement in place with Clearview School Division to not cross jurisdiction boundaries to pick up students, and further that the request from Derek and Shawna James to allow a bus from the Clearview School Division to pick up their child in the Alliance area to attend school in Castor be denied.

CARRIED

Ms Johnson left the meeting at 2:53 p.m.

MEETING RECESS

The regular meeting recessed at 2:53 p.m. and reconvened at 3:11 p.m.

INTERNATIONAL TRAVEL TRIP – TOFIELD SCHOOL SENIOR CONCERT BAND

- #65/08 K. OFFORD – That the Board approves, in principle and subject to Administrative Procedure 261 'Travel Study', the international travel concert trip by the senior high concert band students at the Tofield School from January 28-31, 2009.

CARRIED

POLICY DEVELOPMENT/REVIEW COMMITTEE REPORT

Policy 8 'Committees of the Board'

- #66/08 R. HEIBERG – That the Board approves Policy 8 'Committees of the Board' as amended.

CARRIED

Policy 2 'Role of the Board'

- #67/08 R. HEIBERG – That the Board approves Policy 2 'Role of the Board' as amended.

CARRIED

Rick Jarrett, Assistant Superintendent (Planning and System Improvement) joined the meeting at 3:17 p.m.

THREE-YEAR PLAN PRIORITIES

Mr. Jarrett presented priorities of the Three-Year Plan as representative of the work of the Division Office Leadership Team in August 2007 and April 2008, the Board Planning Session in October 2007, and the Board/

Administrators Planning Session in February 2008. These are also connected to priorities from previous years.

#68/08 K. OFFORD – That the Board approves, in principle, the priorities for 2008-09 that will be embedded in the Three-Year Plan, and further that these priorities be distributed to school principals in order to have the schools' Three-Year Plans align with the Division's Three-Year Plan.

CARRIED

INFORMATION ITEMS

Report on Speech Competition

Maureen Parker, Curriculum Director, joined the meeting at 3:45 p.m. to provide a report on the results of the ASBA Zone 4 speech competitions.

Chair Smith also invited Rick Jarrett; Joannie Zimmer and Todd Sieben, Division Principals; Faye Garstad, Executive Secretary-Personnel; and Michele Tibbo, Secretary-Instruction, to the meeting and thanked each for the work he/she did in preparing and implementing the ASBA Zone 4 speech competition.

This group left the meeting at 3:59 p.m.

REPORT FROM THE ASBA FISCAL ACCOUNTABILITY TRAINING SESSION

Five Trustees and two administrative staff attended the ASBA Fiscal Accountability Training Session held in Red Deer on May 6, 2008.

The information gained at this meeting was good. Trustees also received a binder of information for further review.

FLAGSTAFF YOUTH INITIATIVE

At 4:09 p.m., Chair Smith welcomed Trish Topping, Health Promotion Facilitator with East Central Health, to the meeting and invited her report on the Flagstaff Youth Initiative.

Ms Topping noted that the Cool 2 Bee You Conference, held on May 7, 2008, was based on suggestions contained in a survey that was done by youth in Flagstaff County. About 130 students from grade eight in the Flagstaff County schools attended the conference. East Central Health has received a grant which enables it to give \$320 to each school for an agreed-upon project based on an activity that would improve activities at each school. Students and teachers provided suggested ideas.

Ms Smith thanked Ms Topping for the work she has done in Flagstaff County schools and wished her well as she leaves this position for another.

Ms Smith also thanked Trustee Offord for the work and time he put into serving on the Flagstaff Youth Initiative Committee.

M.
C.B.

PRESENTATION TO ASBA SPRING GENERAL MEETING

Dr. Payne noted that he and Mr. Jarrett have been asked to present on 'School Improvement Through School-Based Leadership Teams' at the ASBA Spring General Meeting on June 3, 2008.

SOCIAL PLANNING ACTION COMMITTEE SYMPOSIUM

Chair Smith reported on her attendance at the City of Camrose Social Planning Action Committee Symposium on May 2, 2008.

ASBA ZONE 4

Trustee Offord reported on his attendance at the ASBA Zone 4 meeting in Stettler on April 8, 2008.

MEETING RECESS

The regular meeting recessed at 4:36 p.m. until May 22, 2008 at 9:30 a.m.

Handwritten initials: V.A. and C.A.B.

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M.
C.D.

DIVISION LOGO TEMPLATE



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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
BATTLE RIVER REGIONAL DIVISION #31, HELD ON MAY 22, 2008, COMMENCING
AT 9:41 A.M.**

PRESENT

REBECCA HEIBERG
PETER MILLER
KEN OFFORD (joined the meeting at 9:54 a.m.)
VICTOR PETRUK
KENDALL SEVERSON
CHERYL SMITH
HAMEED SYED
PATRICIA ZENIUK

ABSENT

ALSO PRESENT

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

C. SMITH IN THE CHAIR

CALL TO ORDER

Chair Smith reconvened the meeting at 9:41 a.m.

ADDITIONS TO THE AGENDA

- #69/08 K. SEVERSON – That the following items be added to the agenda:
- 5.4 CCHS Bus Debt
 - 7.22 Meeting with Elk Island Catholic School Division
 - 7.23 Possible Land Purchase at Hay Lakes, Transportation Department
 - 9.2 Report from Administrators' Meeting
 - 9.3 Update on BRSD Learning Institute Committee

CARRIED

Cal.
CA

IN-CAMERA SESSION (9:43 a.m.)

#70/08 P. ZENIUK – 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 and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 10:07 a.m. and the regular meeting reconvened at 10:07 a.m.

LITERACY/NUMERACY INITIATIVE

At 10:08 a.m., Chair Smith welcomed Joannie Zimmer, Division Principal, to the meeting and invited her presentation. Ms Zimmer reviewed what has taken place this year with respect to the early literacy/numeracy initiative, and outlined suggested next steps within this initiative.

Dr. Payne expressed his thanks and appreciation to Ms Zimmer for the work she has done this year with respect to the literacy/numeracy initiative.

Ms Smith thanked Ms Zimmer for all the work she has done in building this program.

Ms Zimmer left the meeting at 10:54 a.m.

MEETING RECESS

The regular meeting recessed at 10:54 a.m. and reconvened at 11:12 a.m.

IN-CAMERA SESSION (11:12 a.m.)

#71/08 R. HEIBERG – That the regular meeting recess to permit 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, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 12:05 p.m. and the regular meeting reconvened at 12:05 p.m.

MEETING RECESS

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

Deputy Superintendent Bosh and Trustee Petruk were absent at the time of convening.

Maureen Parker, Director of Curriculum, joined the meeting at 1:30 p.m.

FORESTBURG SCHOOL AISI PROJECT

At 1:30 p.m., Chair Smith welcomed Ken Riise, Principal at the Forestburg School, and Brock Bartlett, Vice-Principal at the Forestburg School, to the meeting and invited their presentation. Mr. Riise and Mr. Bartlett provided a PowerPoint presentation on the AISI (Alberta Initiative for School Improvement) project at the Forestburg School. A longer version of this presentation has been presented to the Division administrators at one of their monthly meetings as well as at the provincial AISI Conference.

Trustee Petruk rejoined the meeting at 1:37 p.m. and Deputy Superintendent Bosh rejoined the meeting at 1:45 p.m.

Mr. Riise and Mr. Bartlett left the meeting at 2:03 p.m.

CAMROSE COMPOSITE HIGH SCHOOL (CCHS) BUS DEBT

#72/08 H. SYED – That Camrose Composite High School be permitted to use the funds from the school mini-budget to pay off the bus debt. CARRIED

LOCALLY DEVELOPED/ACQUIRED COURSES

Ms Parker provided a list of locally developed/acquired courses for which she sought Board approval.

#73/08 H. SYED – That, subject to approval by Alberta Education, Advanced Acting/Touring Theatre 15, 25, 35, as developed by the Calgary Board of Education, be offered as a locally authorized course in Battle River School Division #31 until August 31, 2010, subject to the conditions of use outlined by the Superintendent of Educational Support Services in her letter dated April 2, 2008. CARRIED

#74/08 K. OFFORD – That, subject to approval by Alberta Education, Advanced Acting 15, 25, 35, as developed by the Calgary Catholic School District, be offered as a locally authorized course in Battle River School Division #31 until August 31, 2009, subject to the conditions of use outlined by the Director of Instructional Services in her letters dated April 2 and 30, 2008. CARRIED

#75/08 P. MILLER – That, subject to approval by Alberta Education, Forensic Science 25 and 35, as developed by the Greater St. Albert Catholic Schools, be offered as a locally authorized course in Battle River School



Division #31 until August 31, 2010, subject to the conditions as outlined by the Curriculum AISI Consultant in her letter dated March 28, 2008.

CARRIED

#76/08 P. ZENIUK – That, subject to approval by Alberta Education, History of Cinema 35, as developed by Edmonton Public Schools, be offered as a locally authorized course in Battle River School Division #31 until August 31, 2010, subject to the conditions as outlined by the Supervisor in his letter dated April 8, 2008.

CARRIED

#77/08 R. HEIBERG – That, subject to approval by Alberta Education, Learning Strategies 15, 25, 35, as developed by Calgary Catholic School District, be offered as a locally authorized course in Battle River School Division #31 until August 31, 2011, subject to the conditions as outlined by the Director of Instructional Services in her letters dated April 2 and 30, 2008.

CARRIED

#78/08 K. OFFORD – That, subject to approval by Alberta Education, Pop Culture 25, as developed by Parkland School Division, be offered as a locally authorized course in Battle River School Division #31 until August 31, 2010, subject to the conditions as outlined by the Superintendent of Schools in her letter dated April 2, 2008.

CARRIED

#79/08 K. SEVERSON – That, subject to approval by Alberta Education, Sports Performance 15, 25, 35, as developed by Edmonton Public Schools, be offered as a locally authorized course in Battle River School Division #31 until August 31, 2011, subject to the conditions as outlined by the Supervisor in his letter dated April 8, 2008.

CARRIED

Ms Parker left the meeting at 2:14 p.m.

IN-CAMERA SESSION (2:14 p.m.)

#80/08 R. HEIBERG – That the regular meeting recess to permit Trustees to meet in-camera and that all persons except Trustees, Superintendent of Schools Payne, Deputy Superintendent Bosh, Assistant Superintendent (Business) Schulte, Communications Coordinator Hutchinson, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 2:33 p.m. and the regular meeting reconvened at 2:33 p.m.

REQUEST FROM GINA RUPERT, STUDENT AT SPARLING SCHOOL

Trustees reviewed a letter received from Gina Rupert, a student at Sparling School, in which she expressed her strong desire for an enriched/accelerated school program.

Trustees noted that this request falls under the jurisdiction of school and teacher-based decisions. Trustees also expressed appreciation for Gina's letter and that she took time to write to the Board.

ASBA (ALBERTA SCHOOL BOARDS ASSOCIATION) ISSUES, BUDGET AND BYLAWS

Chair Smith noted that Trustees will be required to make a decision with respect to the budget at the upcoming ASBA Spring General Meeting in Red Deer on June 1-3, 2008. This will be reviewed by Trustees before the meeting.

FRENCH IMMERSION AT THE JUNIOR HIGH LEVEL

#81/08 H. SYED – That, effective with the 2010-2011 school year, the Board of Trustees expands the French Immersion program to the junior high level at the Charlie Killam School.

CARRIED

MEETING RECESS

The regular meeting recessed at 2:48 p.m. and reconvened at 3:03 p.m.

ALTERNATE CALENDAR PROPOSAL

At 3:03 p.m., Chair Smith welcomed James Maher, Principal at the Tofield School; Rick Tews, Principal at the C W Sears School; and the School Council Chairs from each school, to the meeting and invited their presentation.

Mr. Maher outlined an alternate calendar for the Tofield and C W Sears Schools for the 2008-09 school year.

As these two schools share busing service, Mr. Tews spoke in favor of the proposal. Each School Council chair also spoke on behalf of the parents in favor of piloting the proposal.

The delegation left the meeting at 3:28 p.m.

#82/08 K. OFFORD – That the Board approves, in principle and as a pilot for the 2008-09 school year, the alternate school year calendar for the Tofield and C W Sears Schools as presented, and further that the principals at each school report to the Board at its May 2009 meeting of the success of the alternate school year.

CARRIED

MEETING WITH ELK ISLAND CATHOLIC SCHOOL DIVISION

The dinner meeting as requested by the Board from the Elk Island Catholic School Division is scheduled for Tuesday, May 27, 2008 at 5:00 p.m.

C.M.
CBS

POSSIBLE LAND PURCHASE AT HAY LAKES – TRANSPORTATION DEPARTMENT

Karen Howard, Assistant Director of Transportation, joined the meeting at 3:43 p.m.

Ms Howard presented background and a recommendation from the Transportation Department with respect to the possible purchase of land in the Village of Hay Lakes for the purpose of building a bus garage.

#83/08 H. SYED – That, if administration recommends and subject to environmental studies, the Board approves the purchase of Lot 3, Plan 0124415 on Railway Avenue in Hay Lakes for the placement of a new bus storage facility.

CARRIED

Ms Howard left the meeting at 3:52 p.m.

REPORT FROM THE ADMINISTRATORS' MEETING

Chair Smith reported on her attendance at the Administrators' Meeting held on May 13, 2008.

UPDATE FROM THE BRSD LEARNING INSTITUTE COMMITTEE

Trustees received an update on the upcoming Learning Institute in August 2008 for all Division employees. The theme will be 'Pathways to Student Success'.

The first day of the institute will be held in Viking at the Carena, the second day will be at various schools within the City of Camrose, and the third day of the institute will be in each individual school in the Division.

ADJOURNMENT

All items of business being complete and there being no dissent, Chair Smith declared the meeting adjourned at 4:04 p.m.



CHERYL SMITH, BOARD CHAIR



WILLIAM SCHULTE, ASSISTANT SUPERINTENDENT (BUSINESS)

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