

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
BATTLE RIVER REGIONAL DIVISION #31, HELD ON MARCH 13, 2008,  
COMMENCING AT 9:35 A.M.**

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**PRESENT**

REBECCA HEIBERG  
PETER MILLER  
KEN OFFORD  
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**

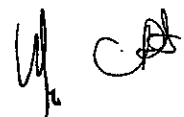
Chair Smith called the meeting to order at 9:35 a.m.

**APPROVAL OF THE AGENDA**

#27/08 H. SYED – That the agenda be approved with the additions noted on the distributed add-on sheet and the following items:

- 7.13 Flagstaff Learning Together Program
- 7.14 Alberta Education Profile
- 7.15 Professional Improvement Leave
- 7.16 Rural Development Plan
  
- 10.13 Flagstaff Initiative

CARRIED



**APPROVAL OF THE MINUTES**

#28/08 K. SEVERSON – That the minutes of the regular meeting of the Board held on February 14 and 28, 2008 be approved as presented.

CARRIED

**IN-CAMERA SESSION (9:38 a.m.)**

#29/08 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 10:00 a.m. and the regular meeting reconvened at 10:00 a.m.

**PROFESSIONAL IMPROVEMENT LEAVE**

#30/08 P. ZENIUK – That the Board approves a 0.4 fte professional improvement leave for employee #2285-11 for the 2008-09 school year.

CARRIED

**CLOSURE OF ALLIANCE SCHOOL**

#31/08 H. SYED – That, according to criteria noted in Policy 15 'School/Program Closure', the Alliance School be closed as of June 30, 2008.

Trustee Severson requested a recorded vote.

In favor of the motion

Opposed to motion

H. Syed  
P. Miller  
C. Smith  
P. Zeniuk  
V. Petruk  
K. Severson

R. Heiberg  
K. Offord

CARRIED

**MEETING RECESS**

The regular meeting recessed at 10:20 a.m. and reconvened at 10:35 a.m.

At 10:35 a.m., Assistant Superintendent (Personnel) Gillies joined the meeting.

**2008 EDWIN PARR NOMINATION**

Mr. Gillies informed Trustees that Battle River School Division #31 can nominate a teacher to the ASBA Edwin Parr Award. This teacher must be in his/her first year of teaching.

#32/08 V. PETRUK – That the Board nominates Ashley Hisset, teacher at Tofield School, for the 2008 ASBA Edwin Parr Award.

CARRIED

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Mr. Gillies left the meeting at 10:50 a.m.

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**REPORTS FROM CONSULTATIVE MEETINGS WITH COUNTIES AND MUNICIPALITIES**

Trustees Miller and Offord and Chair Smith, along with Dr. Payne and Ms Hutchinson, met with members of the Flagstaff Inter-Municipal Partnership and updated them with respect to what is happening in Battle River School Division #31.

The next meeting is with Beaver County on March 31, 2008.

**CAMROSE PARENTS FOR CHRISTIAN EDUCATION**

At 11:00 a.m., Chair Smith welcomed Mr. Lowell Befus and Brian Stevenson to the meeting and invited their presentation. Mr. Befus served as spokesperson.

Mr. Befus attended a Board meeting last year and since there are several new Trustees elected since that time, he noted that he is present at this meeting to comply with the policy on Alternative Programming.

Mr. Befus noted that he represents a group of parents who are asking that Battle River School Division #31 develop a K-6 Christian alternative program for September 2008 and to add additional grades as students proceed through the system. The request is for this school to be located in the City of Camrose, particularly for the K-6 students.

The notes from this presentation are attached to these minutes.

The delegation left the meeting at 11:28 a.m.

**SYMPATHY EXTENDED TO MARIA KUJALA**

Trustees extended their sympathy to Maria Kujala whose husband, Gerald Kujala, died suddenly. Mr. Kujala was a long-time Trustee for the Wild Rose School Division and was very active in ASBA Zone 4.

**ADMINISTRATIVE PROCEDURE 133 'BUSES IDLING'**

Dr. Payne provided to the Board, for information, administrative procedure 133 'Buses Idling'. This will be added to the Administrative Procedures Manual on the website.

**ADMINISTRATIVE PROCEDURE 261 'TRAVEL STUDY'**

Dr. Payne provided to the Board, for information, revisions to administrative procedure 261 'Travel Study'. This will be added to the Administrative Procedures Manual on the website.

**INSTRUCTIONAL MATERIALS FEES 2008-09**

#33/08 H. SYED - That, for the 2008-09 school year, the Board maintains the instructional materials fees at the same rate as for the 2007-08 school year, which are:

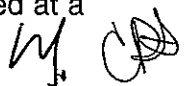
That, for the 2008-09 school year, the instructional materials fees be as follows:

- 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 2008-09 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, 2009;



That, for the 2008-09 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 2008-09 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:

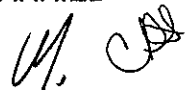
September	\$100.00
October	\$ 90.00
November	\$ 80.00
December	\$ 70.00
January	\$ 60.00
February	\$ 50.00
March	\$ 40.00
April	\$ 30.00
May	\$ 20.00
June	\$ 10.00

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 2008-09 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



**ANNUAL EDUCATION RESULTS REPORT REVIEW**

Dr. Payne reported that the Annual Education Results Report for the Division was reviewed by Alberta Education who noted that Battle River School Division #31 met or exceeded all criteria required by Alberta Education. A representative from Alberta Education commended the Division for its willingness to comply with the criteria.

**MEETING RECESS**

The regular meeting recessed at 11:56 a.m. and reconvened at 1:20 p.m.

**SCHOOL TOURS**

School tour dates for Trustees were set for April 23, May 1, 9 and 21, 2008.

**STUDENT ACCIDENT INSURANCE 2008-09**

#34/08 P. MILLER - That the Board provides the basic fee 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 amount per insured student for the IAP Kids Plus Enhanced Option Package.

CARRIED

**SUBSTITUTE TEACHER ACCIDENT INSURANCE 2008-09**

#35/08 R. HEIBERG - That the Board provides the basic fee 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 amount per insured substitute teacher for the Enhanced Option Package.

CARRIED

**ADMINISTRATORS' MEETING REPORT**

Chair Smith noted that Trustees Offord and Severson attended the Administrators' Meeting in addition to herself, and reported on her attendance at the meeting held on March 11, 2008.

**CAPITAL PLANNING COMMITTEE REPORT**

Trustee Petruk reported on a meeting with the Administrator, the Mayor and the Deputy Mayor for the Town of Tofield with respect to future school land requirements in Tofield to better enable future planning for the Town of Tofield.

*Handwritten initials: "M." and "CPD"*

Boys and Girls Club

Mr. Schulte reported on a meeting with the Executive Director and several Board members of the Boys and Girls Club.

- #36/08 V. PETRUK – That, due to the reduction in space used at the Camrose Community Center by the Camrose Boys and Girls Club, the Board reduces the rent, including janitorial service, charged to the Club as of July 2007; that the new monthly rent be \$471.45 plus GST; and further that a new sublease be drafted with a clause that rent is due on the first of each month.

CARRIED

**ASBA (ALBERTA SCHOOL BOARDS ASSOCIATION) CALL FOR BYLAW AMENDMENTS 2008**

The Board did not put forth any bylaw amendments for the upcoming ASBA Spring General Meeting.

**FISCAL ACCOUNTABILITY TRAINING SESSION – ASBA**

All Trustees were encouraged to attend one of the upcoming Fiscal Accountability Training Sessions sponsored by the ASBA.

**FLAGSTAFF LEARNING TOGETHER PROGRAM**

- #37/08 H. SYED – That the Board approves, in principle, the proposal for the Flagstaff Learning Together program, effective September 1, 2008.

CARRIED

- #38/08 H. SYED – That the Board approves the Flagstaff Learning Together program be designated as an outreach program.

CARRIED

**ALBERTA EDUCATION PROFILE**

Dr. Payne commented on the profile Battle River School Division #31 has with Alberta Education, noting that he and Don Gillies, Assistant Superintendent (Personnel), were invited to make a presentation to Alberta Education's Workforce Planning Group at which time they shared information on how the school division addresses issues of declining enrolment through multi-age programs, video conferencing, etc. and how the school division continues to have a high level of teacher retention.

Alberta Education Zone 4 Manager, Loraine Steele, informed Dr. Payne that Alberta Education is looking at placing a 'promising practices' section on its website. Dr. Payne subsequently received a phone call inviting Battle River School Division #31 to be the pilot on this section of the Alberta Education website to profile the promising practices in the Division.

*MS. [Signature]*

Dr. Payne noted that he invited Rick Morrow, retired deputy minister who now works with the College of Alberta School Superintendents, to observe at the Leadership Academy on March 10, 2008. Donna Millard from Alberta Education (AISI projects) also observed on that date. Dr. Payne received an email from Mr. Morrow and one from Ms Millard complimenting the Division on what is happening in the Leadership Academy.

**RURAL DEVELOPMENT PROGRAM**

Dr. Payne informed Trustees that he has a committee selected to work with the Coordinator of the Rural Development Program and requested one or two board members to sit on this committee.

Trustee Petruk and Chair Smith volunteered to serve on this committee.

**MEETING RECESS**

The regular meeting recessed at 2:14 p.m. and reconvened at 2:30 p.m.

**CLOSURE OF EDBERG SCHOOL**

#39/08 V. PETRUK – That, according to criteria noted in Policy 15 'School/ Program Closure', the Edberg School be closed as of June 30, 2008.

Trustee Severson requested a recorded vote.

In favor of the motion

Opposed to the motion

P. Miller  
H. Syed  
C. Smith  
P. Zeniuk  
V. Petruk  
R. Heiberg

K. Severson  
K. Offord

CARRIED

**MEETING RECESS**

The regular meeting recessed at 2:50 p.m. and reconvened at 3:10 p.m.

**IN-CAMERA SESSION (3:11 p.m.)**

#40/08 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, Deputy Superintendent Bosh, Assistant Superintendent (Business) Schulte, Communications Officer, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 3:27 p.m. and the regular meeting reconvened at 3:27 p.m.



**PUBLIC SPEAKING COMPETITION**

At 3:28 p.m., Chair Smith welcomed Rick Jarrett, Assistant Superintendent, and Maureen Parker, Director of Curriculum, to the meeting and invited their update with respect to the upcoming ASBA Zone 4 public speaking competition, which Battle River School Division #31 is hosting this year.

#41/08 H. SYED – That the Board provides gift certificate prizes, to a total of \$300.00, for the winners of the Division speech competitions.

CARRIED

Mr. Jarrett and Ms Parker requested Trustee volunteers to serve as judges at the speech competition and to notify Faye Garstad, Executive Secretary-Instruction, of the date(s) that he/she can serve as a judge.

Mr. Jarrett and Ms Parker left the meeting at 3:48 p.m.

**TRANSPORTATION PURCHASE**

At 3:51 p.m., Chair Smith welcomed Brenda Johnson, Director of Transportation, and Larry Campbell, Fleet Supervisor, to the meeting.

Trustees were informed that, in light of administrative procedure 133 'Buses Idling', Webasto heaters will be installed on six buses, which heats the engine of the bus within 20 minutes. This will eliminate the need for buses to idle for long periods of time. The heaters consume less fuel than idling the engines on the buses. The Board was advised of an expenditure of approximately \$12,000 to retrofit six school buses with Webasto heaters.

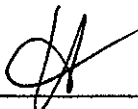
Ms Johnson and Mr. Campbell left the meeting at 4:08 p.m.

**ADJOURNMENT**

All items of business being complete and there being no dissent, Chair Smith adjourned the meeting at 4:09 p.m.



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CHERYL SMITH, CHAIR



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WILLIAM SCHULTE, ASSISTANT SUPERINTENDENT (BUSINESS)

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M. CSA

# **Proposal**

Christian School (Alternative Program)

Battle River School Division #31

**Presented by**

Parents for Christian Education in Camrose

## **Transportation**

Transportation will be the responsibility of the parents as per alternative learning guidelines. This may be in the form of charging a fee for school bus transportation or parents using their own resources to get the child to school.

## **Curriculum**

- Camrose Christian School will offer a program like Edmonton Christian Schools.
  - It will offer a program that equips students with relevant skills and the discernment required to practise a Christian life
  - It will offer a program that acknowledges student differences
  - It will promote a program that characterizes normal human relationships in the terms of righteousness, respect, justice, and peace.
- Will offer an academic program in grades Kindergarten through six.
- Alberta Education Curriculum is used, with expansion to include regular Bible study, incidental but purposeful discussion of Christian morals and beliefs as they are involved in the different subjects, and the inclusion of Divine Creation as an alternative to the theory of evolution in the study of origins.
- The school uses discretion in the selection of materials used in the program.

## **Potential facilities**

The parental group asks the board to not make any decisions until a projected enrolment survey is completed by the BRSD. We believe that you will see a large number of parents from all areas choose this program for their children.

If the school board is serious about the success of this program we believe that it needs to be in Camrose and not in a rural setting. Yes we understand this is a choice for parents but so is living in Camrose with all the amenities that come with it. Camrose can support this program and it should not be used as a quick fix for dwindling rural enrolment.

If necessary a place in town could be rented for a year to help determine the exact requirements of the program. Listed below are possible solutions

- Share facilities with an existing public school
- Add portables to increase class room space until space is found
- Rent the Drill Hall, Church, or another building in Camrose
- CCHS has a lot of extra room and maybe a section of the school can be adapted for this program.

## **Parental Society**

- Upon school approval from the board and before the 08\09 School year a parental society to be establish

**Battle River Regional Division #31  
Budget Allocation Form**

		<b>GENERAL INSTRUCTION</b>	
Classroom Supplies		6,000	1-311-341-00-00-
Library/Reference		1,000	1-312-341-00-00-
Library Books (former Parkland)		2,317	1-312-341-00-01-
Athletic		1,000	1-314-341-00-00-
Outdoor Ed			1-314-341-00-01-
Science		1,000	1-316-341-00-00-
Math		1,000	1-318-341-00-00-
Drama			1-319-341-00-00-
Fine Arts			1-320-341-00-00-
Art		1,000	1-321-341-00-00-
Language Arts/English		1,000	1-322-341-00-00-
Band		-	1-323-341-00-00-
French		500	1-324-341-00-00-
Health & Persona Life Skills		500	1-325-341-00-00-
Social Studies		1,000	1-326-341-00-00-
K&E			1-328-351-00-00-
Resource Room		500	1-328-351-00-01-
Counseling Resources			1-329-341-00-00-
Textbooks		1,000	1-340-341-00-00-
Computer supplies		1,000	1-341-341-00-00-
CTS			1-345-341-00-00-
Home Economics			1-346-341-00-00-
Industrial Arts			1-347-341-00-00-
Distance Ed. supplies			1-352-341-00-00-
Work Experience			1-355-341-00-00-
Special Ed classroom supplies			1-356-351-00-00-
Field Trips		4,000	1-360-341-00-00-
Facility Rentals			1-361-341-00-00-
Athletic Trips			1-362-341-00-00-
ELI Classroom Supplies			1-365-341-00-00-
Allotment transfers - ECS grant / Grade 1			1-366-341-00-00-
Transfer to other schools		-	1-375-341-00-00-
<b>TOTAL INSTRUCTION/CLASSROOM EXPENSES</b>	<b>2.88%</b>	<b>22,817</b>	
General Office supplies		11,000	1-310-300-00-00-
Copier		7,000	1-313-300-00-00-
PD - Support staff		400	1-380-300-00-00-
PD - Teachers		2,100	1-381-300-00-00-
PD - Administrators		1,000	1-382-300-00-00-
Telephone		4,000	1-390-300-00-00-
Equipment repairs		1,000	1-395-300-00-00-
Small Equipment ***		1,000	1-397-300-00-00-
Capital Equipment ****		5,000	1-510-300-00-00-
<b>TOTAL ADMIN. &amp; INSTRUCTION SUPPORT EXPENSES</b>	<b>4.10%</b>	<b>32,500</b>	
<b>TOTAL SUPPLIES &amp; EQUIPMENT</b>		<b>55,317</b>	<b>2</b>
<b>TOTAL EXPENSES</b>		<b>793,478</b>	<b>=1+2</b>
<b>Current surplus / (deficit)</b>		<b>7,964</b>	<b>1-092-000-05-06-</b>

**THE FOLLOWING AREAS MUST MATCH THE BUDGET ALLOCATION AMOUNTS**

Early Literacy Initiative	\$ 12,216.00	\$ 12,204.00
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**Battle River Regional Division #31  
Budget Allocation Form**

**Notes:**

1. Average salary for teachers	83,840.00
2. Substitute costs per day	180.00
3. Average salary for Educational Assistants	22.46
4. Average salary for distance ed. aides	22.46
5. Average salary for librarians	24.56
6. Average salary for secretaries	25.58

\* Admin. time only

\*\* Temp. refers to non-permanent staff

\*\*\* Small equipment is equipment under \$5,000

\*\*\*\* Capital equipment is equipment over \$5,000

**NOTES**

This area is for notes: