

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON JUNE 28, 2007, COMMENCING AT 9:34 A.M.**

---

**PRESENT**

REBECCA HEIBERG  
GERRY OBERG (left the meeting at 11:58 a.m.)  
KEN OFFORD (joined the meeting at 9:37 a.m.)  
VICTOR PETRUK  
CHERYL SMITH  
HAMEED SYED  
PATRICIA ZENIUK

**ABSENT**

**ALSO PRESENT**

WARREN PHILLIPS, Superintendent of Schools  
RAY BOSH, Deputy Superintendent (joined the meeting at 9:46 a.m.)  
LARRY PAYNE, Assistant Superintendent and Superintendent-Elect  
BILL SCHULTE, Secretary-Treasurer  
SYLVIA LAUBER, Recording Secretary

C. SMITH IN THE CHAIR

**CALL TO ORDER**

Vice-chair Smith called the meeting to order at 9:34 a.m.

**ADDITIONS TO THE AGENDA**

#104/07 H. SYED – That the additional items noted on the distributed sheets be added to the agenda and the following items:

Report – Performing Arts Committee  
Report – Anti-Violence Task Force

CARRIED

-----

It was noted that, due to the resignation of Brenda Herder, Board Chair and Trustee for Camrose County South ward, it is necessary to elect a new Board Chair.

-----

**METHOD OF VOTING**

#105/07 H. SYED – That, in the event an election is required to fill the position of Chair and Vice-chair, voting be conducted by secret ballot until a simple majority is reached.

CARRIED

**TERMS OF OFFICE – CHAIR AND VICE-CHAIR**

#106/07 H. SYED – That the term of office for Chair and Vice-chair be effective until school trustees elections in October 2007.

CARRIED

**ELECTION OF CHAIR**

Vice-chair Smith called for nominations for the position of Chair.

Trustee Syed nominated Cheryl Smith.

Vice-chair Smith called for further nominations three times. There were no further nominations.

**Cheryl Smith was declared elected Board Chair by acclamation.**

**OATH OF OFFICE**

Secretary-Treasurer Schulte administered the oath of office to Cheryl Smith.

**ELECTION OF VICE-CHAIR**

Chair Smith called for nominations for the position of Vice-chair.

Trustee Syed nominated Patricia Zeniuk.

Chair Smith called for further nominations three times. There were no further nominations.

**Patricia Zeniuk was declared elected Board Vice-chair by acclamation.**

**OATH OF OFFICE**

Secretary-Treasurer Schulte administered the oath of office to Patricia Zeniuk.

**SIGNING AUTHORITY**

#107/07 V. PETRUK – That, in addition to the Chair or Vice-chair, the Superintendent of Schools, Dr. Warren Phillips; Superintendent of Schools Elect, Dr. Larry Payne; the Deputy Superintendent of Schools, Mr. Ray Bosh; the Secretary-Treasurer, Mr. Bill Schulte; and Trustee Syed be granted signing authority for all Division bank accounts.

CARRIED

**IN-CAMERA SESSION (9:45 a.m.)**

#108/07 P. ZENIUK – That the regular meeting recess to permit Trustees to meet in-camera, and that all persons except Trustees, Superintendent of Schools Phillips, Superintendent Elect Payne, Deputy Superintendent Bosh, Secretary-Treasurer Schulte, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 11:29 a.m. and the regular meeting reconvened at 11:29 a.m.

**PARENTAL LETTER OF CONCERN**

#109/07 P. ZENIUK – That the Board acknowledges receipt of a letter from a parent with respect to concerns at a school.

CARRIED

**NEGOTIATIONS WITH SENIOR ADMINISTRATION**

#110/07 K. OFFORD – That the Board ratifies the increases to senior management with respect to negotiations with the Board.

CARRIED

**ALTERNATIVE EDUCATION PROGRAMS**

Assistant Superintendent Payne provided an update with respect to the request by two separate groups with regard to the possibility of providing Christian programming under the Battle River School Division #31 umbrella.

The Committee set up to explore this possibility visited three Christian programs in three different school divisions, meeting with trustees, administrators, central office staff, teachers, and students.

#111/07 P. ZENIUK – That the Board accepts the recommendations with respect to the requests for alternative programming, which state:

- 1) Using the attached Foundational Purpose document as a starting point, the Board of Trustees should explore and debate the issue with the goal of creating a similar document which reflects the unique nature of Battle River School Division #31;

- 2) The Board sub-committee continues to investigate this topic with the goal of understanding and consensus about alternative programs being reached by the spring of 2008;
- 3) All Board members have an opportunity to visit alternative programs in neighboring school divisions;
- 4) That this decision not be rushed for the 2007-08 school year but that, if approved, we would anticipate opening an alternative Christian program for the 2008-09 school year; and
- 5) A response is provided to both Cornerstone Christian Academy and Lowell Befus indicating the Board's intent to continue investigating the feasibility of an alternative Christian School for the 2008-09 school year.

**DATE FOR NEXT BOARD MEETING**

The next Board meeting was scheduled for Friday, August 24, 2007.

**MEETING RECESS**

The regular meeting recessed at 11:58 a.m. and reconvened at 1:18 p.m.

-----

Trustee Oberg left the meeting at 11:58 a.m.

-----

**SATISFACTION SURVEY RESULTS**

Dr. Payne distributed final copies of the Three-Year Education Plan, and noted that it is posted on the web page.

Dr. Payne also distributed copies of the Satisfaction Survey results for this year, and spoke to these results.

**SALARY/CONTRACTS 2007-08**

- |         |  |         |
|---------|--|---------|
| #112/07 | H. SYED – That the Board ratifies the contract with the Beaver Ward Bus Drivers, which provides a 3.25% increase to the contract, effective September 1, 2007. | CARRIED |
| #113/07 | R. HEIBERG – That, effective September 1, 2007, the Board provides a 3.25% increase to the contracts of contract bus drivers.                                  | CARRIED |
| #114/07 | V. PETRUK – That, effective September 1, 2007, the Board provides a 3.25% increase to the contracts of contract caretakers.                                    | CARRIED |

#115/07 P. ZENIUK – That, effective September 1, 2007, the Board provides an increase to the contracts of the caretakers at Jack Stuart School, Charlie Killam School, Sparling School and Chester Ronning School.

CARRIED

#116/07 K. OFFORD – That, effective September 1, 2007, the Board provides the market rate adjustment to the salary grids of the maintenance staff.

CARRIED

#117/07 P. ZENIUK – That, effective September 1, 2007, the Board provides a 3.25% salary increase to the following staff: non-union bus drivers, Division Office staff, maintenance staff, mechanics, school secretaries, educational assistants, and librarians.

CARRIED

#118/07 V. PETRUK – That, effective September 1, 2007, the Board provides the market rate adjustment to the salary grids of the mechanics.

CARRIED

**FOREIGN STUDENT FEES**

#119/07 H. SYED – That, for the 2007-08 school year, the Board of Trustees sets the tuition fee for foreign students to be \$6916, and further that this fee not include the instructional materials fee or the transportation fee.

CARRIED

**ADULT STUDENT FEES**

#120/07 R. HEIBERG – That, for the 2007-08 school year, the Board of Trustees sets the tuition fees at CEU costs for an adult student, and further that this fee not include the instructional materials fee or the transportation fee.

CARRIED

**STUDENT ACCIDENT INSURANCE**

#121/07 V. PETRUK - That the Board provides a basic fee of \$1.20/student 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 \$0.10 per insured student for the IAP Kids Plus Enhanced Option Package.

CARRIED

**SUBSTITUTE TEACHER ACCIDENT INSURANCE 2007-08**

#122/07 H. SYED - That the Board provides a basic fee of \$1.20/substitute teacher 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 \$0.10 per insured substitute teacher for the Enhanced Option Package.

CARRIED

**INTERNATIONAL TRAVEL REQUEST – CAMROSE COMPOSITE HIGH SCHOOL**

#123/07 H. SYED – That the Board approves, in principle and subject to the conditions outlined in Administrative Procedure 261 ‘Travel Study’, the request by the Camrose Composite High School for students to travel to Costa Rica during spring break, 2008, pending submission of the final itinerary to the Superintendent of Schools.

CARRIED

**LEARNING TOGETHER DAYCARE PROGRAM**

#124/07 V. PETRUK – That Battle River School Division #31 assumes full responsibility to operate the daycare associated with the *Learning Together Program*; and further that the Superintendent of Schools works with the Finance Manager and the *Learning Together Program* Coordinator to ensure the appropriate structures and approvals are in place.

CARRIED

**LEARNING TOGETHER PROGRAM CHANGE IN SCHEDULE**

#125/07 P. ZENIUK – That the Board approves, on a one-year pilot basis and effective with the 2007-08 school year, a modified schedule where the school day is lengthened by 22 minutes thereby allowing the *Learning Together Program* to operate on a schedule that would have a five-day school week followed by a four-day school week; and further, that the Board approves, in principle and for the 2007-08 school year, the staff investigates the possibility of providing a summer school option to the students in the *Learning Together Program*.

CARRIED

-----

Brenda Johnson, Director of Transportation, joined the meeting at 2:03 p.m.

-----

**PER KILOMETER RATE FOR FIELD TRIPS**

- #126/07 H. SYED – That, for the 2007-08 school year, the rate to be charged to schools for buses used for field trips remains at \$ .80/kilometer.  
CARRIED

**ADMINISTRATIVE PROCEDURES 559 'STUDENT TRANSPORTATION IN PRIVATE VEHICLES' AND 557 'BUSING PROCEDURES FOR FIELD TRIPS/ EXTRACURRICULAR ACTIVITIES'**

Ms Johnson reviewed changes to the above-noted administrative procedures and noted these will be posted on the web page.

**TRANSFER FROM TRANSPORTATION RESERVES**

- #127/07 P. ZENIUK – That the Board authorizes the transfer of \$26,010 from Bus Barn Replacement reserves for the purchase of a building from the County of Camrose to utilize as a bus garage.  
CARRIED

**TRANSFER FROM RESERVES FOR BUS PURCHASES**

- #128/07 K. OFFORD – That the Board authorizes the transfer of \$16,000 from Contracted Route reserves for the purchase of a bus from Mr. Gary Meyer.  
CARRIED
- #129/07 V. PETRUK – That the Board authorizes a transfer from Contract Route reserves an amount equal to the average of three appraisals, in order to purchase a school bus from K.C. Rempel Holdings.  
CARRIED

**HEALTH SPENDING ACCOUNT**

Ms Johnson noted that the health spending account for board-employee bus drivers has been approved in her budget, and updated Trustees with respect to this initiative.

**ASBA REPORTS AND INFORMATION**

Zone 4 Meeting

Trustee Offord reported on his attendance at the ASBA Zone 4 meeting and the Edwin Parr Banquet held on May 28, 2007 in Red Deer.

**INTERNATIONAL TRAVEL, TOFIELD SCHOOL**

- #130/07 H. SYED – That the Board approves, in principle and subject to the conditions outlined in Administrative Procedure 261 ‘Travel Study’, the request by the Tofield School for students to travel to Costa Rica during spring break 2008, pending submission of the final itinerary to the Superintendent of Schools.
- CARRIED

**SUPERINTENDENT’S EVALUATION PROCESS, CRITERIA AND TIMELINES**

- #131/07 H. SYED – That the Board approves the Superintendent/CEO Evaluation Process, Criteria and Timelines, and further that this Process, Criteria and Timelines document be added as Appendix A to Policy 12 ‘Role of the Superintendent’ in the Board Policy Handbook.
- CARRIED
- #132/07 H. SYED – That the Superintendent agrees in writing to the Superintendent/CEO Evaluation Process, Criteria and Timelines, and further that this letter of agreement be placed on file with the Board minutes in which the Board approved the Superintendent/CEO Evaluation Process, Criteria and Timelines document.
- CARRIED

**DATE OF SUPERINTENDENT’S EVALUATION**

- #133/07 P. ZENIUK – That the Superintendent’s evaluation be scheduled for September 18, 2008.
- CARRIED

**BY-LAW 01/2007 ‘BEING A BY-LAW TO ADOPT A MODIFIED VOTING PROCEDURE’**

- #134/07 R. HEIBERG – That the Board of Trustees approves the first reading of By-Law #01/2007.
- CARRIED
- #135/07 H. SYED – That the Board of Trustees approves the second reading of By-Law #01/2007.
- CARRIED
- #136/07 K. OFFORD – That the Board of Trustees considers the third reading of By-Law #01/2007 at this meeting.
- CARRIED UNANIMOUSLY
- #137/07 P. ZENIUK – That the Board of Trustees approves the third reading of By-Law #01/2007.
- CARRIED



**ADMINISTRATION COMPUTERS**

#138/07 H. SYED – That the Board approves the purchase of the administration computer equipment request with funds from the Computer/Copier Reserves.

CARRIED

**COMMITTEE REPORTS**

Performing Arts Committee

Chair Smith noted that she was invited to a planning meeting with the City of Camrose with respect to the Performing Arts Center. It is planned that this Center will be built on the Augustana Campus of the University of Alberta.

Anti-Violence Task Force

Trustee Heiberg noted that the next meeting of the Anti-Violence Task Force is scheduled for August 22, 2007.

**INTERNATIONAL TRAVEL – NEW NORWAY SCHOOL**

#139/07 P. ZENIUK – That the Board approves, in principle and subject to the conditions outlined in Administrative Procedure 261 'Travel Study', the request by the New Norway School for students to travel to London, Paris, Italy and Greece from July 1-15, 2009, pending submission of the final itinerary to the Superintendent of Schools.

CARRIED

**BATTLE RIVER SCHOOL DIVISION 2001-06 FINANCIAL REPORTING PROFILE**

Dr. Phillips reviewed the financial reporting profile from Alberta Education for Battle River School Division #31 for the past five years.

-----

Chair Smith thanked everyone for a great year of work, and expressed deep appreciation to Dr. Phillips for his contributions to Battle River School Division #31.

Dr. Phillips expressed his appreciation for the work the Board of Trustees has done and for the good working relationship displayed by this Board.

-----

**ADJOURNMENT**

All items of business being complete and there being no dissent, Chair Smith adjourned the meeting at 2:47 p.m.

---

CHERYL SMITH, CHAIR

---

WILLIAM SCHULTE, SECRETARY-TREASURER

**TABLE OF CONTENTS**

**ADDITIONS TO THE AGENDA ..... 72**

**METHOD OF VOTING ..... 73**

**TERMS OF OFFICE – CHAIR AND VICE-CHAIR ..... 73**

**ELECTION OF CHAIR ..... 73**

**OATH OF OFFICE..... 73**

**ELECTION OF VICE-CHAIR..... 73**

**OATH OF OFFICE..... 73**

**SIGNING AUTHORITY ..... 74**

**PARENTAL LETTER OF CONCERN ..... 74**

**NEGOTIATIONS WITH SENIOR ADMINISTRATION ..... 74**

**ALTERNATIVE EDUCATION PROGRAMS ..... 74**

**DATE FOR NEXT BOARD MEETING ..... 75**

**SATISFACTION SURVEY RESULTS..... 75**

**SALARY/CONTRACTS 2007-08 ..... 75**

**FOREIGN STUDENT FEES..... 76**

**ADULT STUDENT FEES ..... 76**

**STUDENT ACCIDENT INSURANCE ..... 76**

**SUBSTITUTE TEACHER ACCIDENT INSURANCE 2007-08 ..... 77**

**INTERNATIONAL TRAVEL REQUEST – CAMROSE COMPOSITE HIGH SCHOOL ..... 77**

**LEARNING TOGETHER DAYCARE PROGRAM..... 77**

**LEARNING TOGETHER PROGRAM CHANGE IN SCHEDULE ..... 77**

**PER KILOMETER RATE FOR FIELD TRIPS..... 78**

**ADMINISTRATIVE PROCEDURES 559 ‘STUDENT TRANSPORTATION IN PRIVATE VEHICLES’ AND 557 ‘BUSING PROCEDURES FOR FIELD TRIPS/ EXTRACURRICULAR ACTIVITIES’ ..... 78**

**TRANSFER FROM TRANSPORTATION RESERVES ..... 78**

**TRANSFER FROM RESERVES FOR BUS PURCHASES ..... 78**

**HEALTH SPENDING ACCOUNT ..... 78**

**ASBA REPORTS AND INFORMATION ..... 78**

**ZONE 4 MEETING ..... 78**

**INTERNATIONAL TRAVEL, TOFIELD SCHOOL..... 79**

**SUPERINTENDENT’S EVALUATION PROCESS, CRITERIA AND TIMELINES..... 79**

**DATE OF SUPERINTENDENT’S EVALUATION ..... 79**

**BY-LAW 01/2007 ‘BEING A BY-LAW TO ADOPT A MODIFIED VOTING PROCEDURE’ ..... 79**

**ADMINISTRATION COMPUTERS ..... 80**

**COMMITTEE REPORTS ..... 80**

**PERFORMING ARTS COMMITTEE ..... 80**

ANTI-VIOLENCE TASK FORCE ..... 80

**INTERNATIONAL TRAVEL – NEW NORWAY SCHOOL ..... 80**

**BATTLE RIVER SCHOOL DIVISION 2001-06 FINANCIAL REPORTING PROFILE ..... 80**