

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON APRIL 26, 2006, COMMENCING AT 9:34 A.M.**

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**PRESENT**

REBECCA HEIBERG  
BRENDA HERDER  
GERRY OBERG  
KEN OFFORD  
VICTOR PETRUK  
CHERYL SMITH  
HAMEED SYED  
PATRICIA ZENIUK

**ABSENT**

**ALSO PRESENT**

WARREN PHILLIPS, Superintendent of Schools  
RAY BOSH, Deputy Superintendent  
BILL SCHULTE, Secretary-Treasurer  
SYLVIA LAUBER, Recording Secretary

**B. HERDER IN THE CHAIR**

**ASBA DIRECTIVES FOR ACTION**

Trustees reported on the Directives for Action from Zone 4 of the Alberta School Boards Association.

Trustees were informed that, at the next Zone 4 meeting, these Directives for Action will be voted upon to determine which ones will be submitted from the Zone to the Provincial Association. Trustees determined that the three this Board would support are: front license plates, renewed funding framework, and core education.

**POLICY 'COUNSELING SERVICES AND CAREER DEVELOPMENT'**

#80/06 V. PETRUK – That the draft policy 'Counseling Services and Career Development' be referred to administration for consideration as an Administrative Procedure.

CARRIED

**SATISFACTION SURVEY RESULTS**

Dr. Larry Payne, Assistant Superintendent, joined the meeting at 10:10 a.m. to review the locally administered 2005-06 satisfaction results.

Dr. Payne reviewed the five-year trends with respect to the satisfaction survey results and, in response to questions from Trustees, will provide further data at a future meeting.

Dr. Payne left the meeting at 10:51 a.m.

### **MEETING RECESS**

The regular meeting recessed at 10:51 a.m. and reconvened at 11:04 a.m.

### **COMMITTEE REPORTS**

#### Capital Planning Committee

A tour of schools noted in the 2006-07 Capital Plan will be scheduled.

#### Zone 4 ASBA Reports and Information

Trustee Oberg provided Trustees with information from the ASBA Zone 4 meeting he attended on April 17, 2006.

### **PACE OUTREACH SCHOOL REVIEW**

At 11:19 a.m., Chairman Herder welcomed Don Hoffman, Vice-Principal at Ryley School and a member of the review team, and Kevin Martin, Principal at the PACE Outreach School, to the meeting.

Ray Bosh, Deputy Superintendent, presented the review report.

#### Commendations

PACE emphasizes three key principles

- Individualized programming
- Student centered focus
- Holistic approach

The relationship among staff, students, caseworkers, Boys and Girls Club, F.A.M.E. (Finding and Maintaining Employment), and psychologist is outstanding.

The hot lunch at noon is appreciated by all students.

The van transportation to and from school enables students to continue their education.

The PAG (PACE Advisory Group) supports all students.

Outstanding connections to outside agencies.

Agencies accessed:

- AADAC
- Alberta Mental Health
- Open Door

- Neighbourlink
- Food Bank
- Emergency Clothing Depot
- Child and Family Services
- Human Resources and Employment
- Camrose community Connections
- Brigantia Place
- Public health
- St. Mary's Hospital (Unit 3)
- Camrose Police Service
- Family Physicians
- TIPS
- Credit Counseling Services of Alberta
- CDSS

The support staff is outstanding. Their dedication and willingness to complete extra tasks is greatly appreciated.

#### Recommendations

Plan Professional Development opportunities as a staff.

Promote cooperation and collaboration within the professional staff.

Explore a variety of methods to deliver courses.

- Seminars
- Workshops
- Group projects
- CTS courses

Review expectations of students

- Attendance
- Completion rates
- Academic results
- Assessment

Review course offerings.

Chairman Herder, Dr. Phillips and Mr. Bosh expressed appreciation for the school's student-oriented and open atmosphere.

Mr. Hoffman and Mr. Martin left the meeting at 12:02 p.m.

#### **MEETING RECESS**

The regular meeting recessed at 12:03 p.m. and reconvened at 1:30 p.m.

#### **RYLEY SCHOOL REVIEW PRESENTATION**

At 1:32 p.m., Chairman Herder welcomed Tom Midbo, Vice-Principal at Charlie Killam School and member of the review team; James Maher,

Principal at Ryley School; and Don Hoffman, Vice-Principal at Ryley School.

Mr. Midbo presented the review report.

### Commendations

Commendations as outlined by staff:

- We make our school a place where both the academic and special needs student can succeed
- The needs of all students are met at Ryley School – all students are important at Ryley School!
- We respect each other as a staff – I feel appreciated by Mr. Maher and Mr. Hoffman
- Our staff works hard to help students become the best that they can be
- The staff is very accommodating for the students benefit – the staff act in a nurturing and caring manner towards all students
- Mr. Maher and Mr. Hoffman are excellent managers/leaders – they complement each other
- Excellence is honored at Ryley School
- I work in a great place – I love coming to work!
- I feel fortunate to work here!
- The education at our school is personalized for all students
- We have outstanding displays of student achievement at our school – honors board, trophy case for athletic accomplishments, and art projects created by students.

Commendations as outlined by students:

- I think we have terrific teachers!
- I think our school is a neat and clean place – Mr. and Mrs. Shaver work very hard to keep our school clean
- Our teachers make us work hard
- Our teachers know who we are by name – we are a small school where everyone knows each other
- Our teachers take the time to coach our teams
- We love the four-day week
- Our teachers care for us
- We appreciate the responsibility that the school gives us by providing us with our own area that we can post items on bulletin boards
- Staff tries to accommodate our ideas into the yearly activities at Ryley School
- The Student's Union collectively stated, "We would not go to another school if given the opportunity". Ryley School was where they wanted to be!

Commendations as outlined by parents:

- Relationships are important at our school – we as a school community respect each other
- We appreciate the amount of involvement we re allowed to have at our school

- Mr. Maher is always willing to meet and talk with us to discuss our concerns.

### Recommendations

#### Professional Development

1. Leadership Academy
  - Existing initiatives should be developed and nurtured
  - Additional professional staff should be encouraged and given the opportunity to participate in the District Leadership Academy to enhance the leadership capacity at Ryley School
2. Assessment For Learning
  - Continue to grow as professionals in the area of Assessment For Learning
  - Link teacher supervision and professional growth to Assessment For Learning criteria
3. Encourage, provide, and support professional development opportunities for staff to improve student achievement at Ryley School – Job Embedded Professional Development

#### Programming

1. Continue to explore opportunities to enhance the complimentary courses offered at Ryley School
2. Continue to develop programs and strategies to enhance literacy at Ryley School

#### Management

1. Continue to involve stakeholders in the budget process and enhance the ability of staff to take more responsibility, accountability and autonomy for developing their own specific budgets within the Battle River School Division #31 template where it is practical and there is a desire to do so.
2. Increase collaboration, sharing time, and resources among the Family of Schools.

Dr. Philips expressed his appreciation for the emphasis on exemplary learning and teaching at the Ryley School.

Chairman Herder expressed her appreciation for the good review, and indicated that the staff have reason to be very proud of their school.

Mr. Midbo, Mr. Maher, and Mr. Hoffman left the meeting at 2:13 p.m.

**NEW NORWAY SCHOOL REVIEW PRESENTATION**

At 2:14 p.m., Chairman Herder welcomed Rick Jarrett, Division Principal and review team member, and Pat McFeely, Principal at the New Norway School, to the meeting.

Mr. Jarrett presented the review report.

**Commendations**

- There is an extremely positive family atmosphere at New Norway School as reported by staff, parents, and students.
- Relationships are foundational to success in this school community both academically and in the extra curricular activities.
- There are clear expectations for student behavior and performance and progressive strategies to address students in need.
- There is consistent communication between parents, teachers and students in regard to the learning and behavior of their students.
- There is a clear direction for school improvement that is guided by strong leadership and driven by relevant data.
- Leadership is shared and there exists a clear understanding and focus on “team” amongst this staff.
- The mission of New Norway School is visible on the walls of the school, in the actions of teachers, and in the interactions between students, staff and parents.
- This is a student centered school where adults consistently go the extra mile to help students achieve success.
- Teachers are heavily involved in the extra-curricular life of this school.

**Recommendations**

1. Leadership Academy
  - a. Continue to develop this initiative at New Norway School and use it to drive school improvement efforts.
  - b. Expand leadership academy opportunities to more staff members in order to enhance shared leadership capacity in your school.
  - c. Use the leadership academy processes to involve the entire school community in school improvement.
2. Assessment For Learning
  - a. Continue to work collaboratively to enhance teacher capacity to use assessment to guide instruction by:
    - i. Sharing the learning outcomes regularly with students.
    - ii. Providing ongoing opportunities for students to be actively involved in their own assessment.
    - iii. Providing frequent descriptive feedback to students.
    - iv. Aligning formative and summative assessments to the learner outcomes.
    - v. Allowing students opportunities to actively communicate with others about their achievement status and improvement.

- b. Work collaboratively to share assessment growth with parents and promote sound assessment practices within the school community.
3. ICT Outcomes
    - a. Work collaboratively as a staff to create an ICT outcome general framework for grades 1 – 12 to ensure that ICT outcomes are covered.
  4. Student Pick-up and Drop-off
    - a. Work collaboratively with bus drivers to ensure safety of students in bus lanes.
      - i. Signage to designate bus parking.
      - ii. Information to parents and students regarding parking in bus lanes and pick-up and drop-off procedures (newsletter).

Dr. Phillips noted that the high expectations for students and staff are done exceptionally well at New Norway School.

Chairman Herder expressed her appreciation for the great work that is being done at the New Norway School, and asked Mr. McFeely to express to his staff Board thanks for its ongoing focus on students.

Mr. Jarrett and Mr. McFeely left the meeting at 2:43 p.m.

### **MEETING RECESS**

The regular meeting recessed at 2:44 p.m. and reconvened at 2:53 p.m.

### **CHARLIE KILLAM SCHOOL REVIEW PRESENTATION**

At 2:53 p.m., Chairman Herder welcomed Dr. Larry Payne, Assistant Superintendent and team review member, and Carol Brown, Principal at Charlie Killam School.

Dr. Payne presented the review report.

#### **Commendations**

- The emphasis on the student as an individual is to be commended.
- Relationships are foundational to success in this school community both academically and in the extra-curricular activities.
- The staff recognize the unique nature of junior high students and strive to offer programs that will ensure success.
- A team culture is being established which promotes a positive atmosphere amongst staff and students.
- Charlie Killam is a student-centered school where adults consistently go the extra mile to help student achieve success.
- Many teachers are heavily involved in the extra-curricular life of this school.

- Staff work hard to combat the challenging physical impacts of the structural environment.
- Students feel that Charlie Killam is a good place to be.
- Emphasis on Daily Physical Education is a model for other schools.
- There is a wide breadth of programs which students can access (Drama/Art/Band).
- There is an extremely high energy level on staff.
- The administration team is a great complement to each other.

#### Recommendations

- Revisit the vision/mission of Charlie Killam School to build a common understanding of philosophy and congruent practices. Continued participation in the Leadership Academy may assist with this.
- A strong public relations campaign which highlights the unique programs of Charlie Killam (Breakfast program, Circle of Courage, Fitness Centre, Physical Education Program, Optional Courses, Student Union, fine Arts) needs to be put in place to enhance the image of the school.
- Consideration should be given to the appointment of subject lead teachers or department heads.
- Two office support staff may not be adequate to meet the demands of the school.
- The Board of Trustees should continue to lobby Alberta Education to complete the 3<sup>rd</sup> phase of the modernization.

Trustees and Dr. Phillips commended the staff at Charlie Killam School for their over-and-above efforts to help each student.

Chairman Herder noted that many positive things have been happening throughout the school, especially in light of the many changes Charlie Killam has undergone in the past nine years or so.

Dr. Payne and Ms Brown left the meeting at 3:32 p.m.

### **COMMITTEE REPORTS**

#### ASEBP Report

Secretary-Treasurer Schulte updated Trustees with respect to ASEBP issues.

Trustees expressed concern that the discount position of school boards has been discontinued. Dr. Phillips will write a letter to ASEBP expressing the Board's concerns.

#### Drug Response Task Force

Vice-Chairman Smith updated Trustees with respect to the Drug Response Task Force and the possibility of accessing grant funds for several programs. Ms Smith also noted that the mentorship program has been very successful.



Battle River Alliance for Economic Development (BRAED)

Chairman Herder reported on her attendance at a meeting of BRAED held on April 21, 2006 and that David Samm has been hired by BRAED to follow up on education/business/industry partnerships.

Administrators' Meeting

Trustee Syed reported on his attendance at the Administrators' Meeting held on April 11, 2006.

Communication Liaison Committee

It was noted that successful meetings were held with the City of Camrose Council, the Flagstaff Municipal and County representatives, a Student Forum, and an open house at the County of Camrose.

Healthy Interactions Steering Committee

A meeting of the Healthy Interactions Steering Committee will be scheduled in May 2006.

Student Achievement committee

Dr. Payne joined the meeting at 4:04 p.m. to report on the work being done by the Student Achievement Committee.

Canadian Parents for French, Camrose Chapter

Dr. Payne reported on his attendance at a meeting of the Canadian Parents for French, Camrose Chapter, held at the École Sifton School on April 24, 2006.

Public School Boards Association of Alberta (PSBAA)

Trustee Zeniuk reported on her attendance at the PSBAA meeting held on April 20 and 21, 2006.

**ADJOURNMENT**

All items of business being complete and there being no dissent, Chairman Herder adjourned the meeting at 4:22 p.m.

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BRENDA HERDER, CHAIRMAN

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WILLIAM SCHULTE, SECRETARY-TREASURER

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