

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
BATTLE RIVER REGIONAL DIVISION #31, HELD ON FEBRUARY 12, 2004,
COMMENCING AT 9:32 A.M.**

PRESENT

BRENDA HERDER
MICHELE MULDER (left the meeting at 4:31 p.m.)
GERRY OBERG
GWENDA POYSER
BILL SEARS
CHERYL SMITH
PATRICIA ZENIUK (left the meeting at 5:13 p.m.)

ABSENT

WAYNE THRONDSO

ALSO PRESENT

WARREN PHILLIPS, Superintendent of Schools
STEPHEN SMITH, Chief Deputy Superintendent of Schools
BILL SCHULTE, Secretary-Treasurer
TIM CHAMBERLIN, Communications Officer
SYLVIA LAUBER, Recording Secretary

G. POYSER IN THE CHAIR

APPROVAL OF THE AGENDA

#14/04 M. MULDER – That the agenda be approved with the items noted on the distributed add-on sheet, and with the deletion of the 2:00 p.m. appointment.

CARRIED

APPROVAL OF THE MINUTES

#15/04 C. SMITH – That the minutes of the regular meeting held on January 8, 2004 be approved as presented.

CARRIED

DRAFT CALENDARS 2006-07

#16/04 M. MULDER – That the Board approves the calendar for the 2006-07 school year, which shows a start date for teachers of August 30, and a start date for students of August 31, 2006.

CARRIED

DATE FOR CHARLIE KILLAM SCHOOL OPENING

Trustees were informed that the date for the official opening of the Charlie Killam School is scheduled for March 26, 2004 at 10:00 a.m.

Imogene Walsh, Finance Manager, joined the meeting at 9:44 a.m.

ALLOCATION OF ADDITIONAL FUNDING

Ms Walsh spoke to a proposal for the allocation of additional funding from Alberta Learning.

#17/04 B. SEARS – That the Board accepts the recommendation for the allocation of additional funding as presented, and further that this be attached to, and forms a part of, these minutes.

CARRIED

Ms Walsh left the meeting at 10:05 a.m.

DATE FOR OFFICIAL OPENING OF MODERNIZATION OF ELEMENTARY WING – HAY LAKES SCHOOL

Trustees scheduled March 24, 2004 at 10:00 a.m. as the official opening of the modernization of the elementary wing at the Hay Lakes School.

Don Gillies, Assistant Superintendent (Personnel) joined the meeting at 10:10 a.m.

EMPLOYEE AND FAMILY ASSISTANCE PLAN

Mr. Gillies provided information, and a recommendation, to Trustees with respect to an employee and family assistance program.

#18/04 G. OBERG – That the Board makes available to its employees an Employee and Family Assistance Program; that the Board assumes the full cost of such a program; that this service be offered to all employees of Battle River School Division #31; and further that Division Office administrators enter into negotiations with Priority One to establish a fee for service based on all Battle River School Division #31 employees.

CARRIED

Mr. Gillies left the meeting at 10:25 a.m.

MEETING RECESS

The regular meeting recessed at 10:25 a.m. and reconvened at 10:42 a.m.

IN-CAMERA SESSION (10:42 a.m.)

#19/04 G. OBERG – That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except Trustees, Superintendent of Schools Phillips, Chief Deputy Superintendent of Schools Smith, Secretary-Treasurer Schulte and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 11:12 a.m.

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

TRANSPORTATION POLICY AMENDMENTS

Ms Johnson reviewed possible changes on a number of transportation policies.

Ms Johnson left the meeting at 11:57 a.m.

MEETING RECESS

The regular meeting recessed at 11:57 a.m. and reconvened at 1:18 p.m.

APPOINTMENT – VICK COLE AND TED GILLESPIE

At 1:18 p.m., Chairman Poyser welcomed Vicki Cole, School Resource Officer with the City of Camrose, and Ted Gillespie, City Engineer, to the meeting and invited their presentation.

Mr. Gillespie noted that the City of Camrose had a problem in communicating effectively to the public messages about the systems in

place in the engineering department. The engineering department wished to inform the public more effectively on the following items:

- Camrose has difficult water to treat and has the most sophisticated water treatment plant in Alberta. It is also interested in the conservation practices as anything done upstream affects the water quality.
- With respect to the landfill site, the City encourages recycling and has a concrete recycling facility and an active composting program.
- Traffic pedestrian messages and safety around construction areas was also a concern.

Mr. Gillespie noted that the problem was that there was insufficient staffing to get the above-noted programs into the schools, and in line with the curriculum have the students tour the water treatment plant, etc. Another barrier was the busing to get the students to the various sites as the cost for this would have to come from the teachers' budgets. Timing was also an issue as it was not the desire to increase teacher workload to coordinate the program with the curriculum.

Mr. Gillespie indicated that the solution to this was that, within the City of Camrose, the city pays the busing, and in partnership with the Board, hired a teacher, Vicki Cole at 0.25 fte to work primarily in school programs and other public education. The majority of her work is related to schools. The program publicizes municipal messages, is integrated with school curriculum and coordinated to meet teachers' timetables. It is available to all schools, however the City pays for busing within the City of Camrose only. The students receive valuable messages on the environment and safety.

Ms Cole noted that she has been involved in the following projects this year with the students:

- The Water Watchdog program in which students take part in an actual scientific study of the water quality of streams, ponds and lakes in and around Camrose to determine the health of the water system.
- The Yellow Fish Road project where students paint yellow fish symbols near storm drains in the City of Camrose as a reminder to citizens that storm drains empty directly into streams and lakes and are not to be used for disposing hazardous wastes, such as pesticides, herbicides, lawn fertilizers, oil, and pet wastes.
- Compositing Bins – 68 students got together to put together compost bins. Students take responsibility for the composting during their lunch break throughout the year.
- Tour of the recycling depot – students were asked to bring items from home and place these in the correct bin during their tour and found out what happens to the item that is recycled. As a follow-up from this one student became involved in civic action, requesting that recycling bins be placed at the arena and another indicated that her family now uses the recycling depot.
- Tour of the sanitary landfill – 222 students have visited the landfill site to observe how waste is managed. Four schools are now part of the

'green schools' program with the students involved in the projects and making posters to spread the word.

- "Cleo" came to Camrose. Cleo is a highly-visible statue that is placed in the middle of the street where crossing guards help students cross busy streets. The statue alerts drivers that a crosswalk is present.
- Assists teachers through the year in various curriculum-related projects, e.g. composting with worms.

Mr. Gillespie noted that the City of Camrose now has another problem, i.e. that the program has become very successful which has necessitated the increase of Ms Cole's position to that of .50 fte which the City of Camrose is funding. The request from the City of Camrose now is for the continued support and cooperation of the Board and the cost of providing an addition .25 fte financial support to enable the School Resource Officer to work .75 fte. Mr. Gillespie also requested Board consideration to provide schools outside the City of Camrose with the cost of busing.

Mr. Gillespie and Ms Cole left the meeting at 1:43 p.m.

TRANSPORTATION POLICIES (continued)

Policy EEA(1) 'Transportation of Goods on School Buses'

- #20/04 M. MULDER – That the Board approves the amendment to policy EEA(1) 'Transportation of Goods on School Buses' to reflect the change in name from *Motor Transport Act* to *Traffic Safety Act*.

CARRIED

Policy EEAD(1) 'Rental of School Buses to Contract Operators/Other Educational Authorities for Regular Routes'

- #21/04 B. HERDER – That the Board approves the amendment to policy EEAD(1) 'Rental of School Buses to Contract Operators/Other Educational Authorities for Regular Routes' to reflect the change in name from 'Sherwood Park Catholic Separate School District #105' to 'Elk Island Catholic Separate Regional Division #41'.

CARRIED

Policy EEACA(2) 'Route/Driver Evaluation'

- #22/04 B. SEARS – That the Board approves the amendment to policy EEACA(2) 'Route/Driver Evaluation' to reflect the change that once every three school years a route/evaluation shall be evaluated.

CARRIED

Policy EEACE 'Cell Phones on School Buses'

- #23/04 G. OBERG – That the Board approves the amendment to policy EEACE 'Cell Phones on School Buses' to reflect the deletion of procedure #2.

CARRIED

Policy EEAD(2) ‘Use of School Buses by Local Community User Groups’

- #24/04 P. ZENIUK – That the Board approves the amendment to policy EEAD(2) ‘Use of School Buses by Local Community User Groups’ to reflect the deletion of procedure #3.
- CARRIED

Policy EEAE(1) ‘Parent (Agent) Provided Transportation

- #25/04 C. SMITH – That the Board approves the amendment to policy EEAE(1) ‘Parent (Agent) Provided Transportation’ to reflect the additions pertaining to documentation and reimbursement, and further that the Letter of Understanding be added to the policy as an exhibit.
- CARRIED

Policy EEACA ‘Recruitment of School Bus Drivers’

- #26/04 P. ZENIUK – That the Board approves the amendment to policy EEACA ‘Recruitment of School Bus Drivers’ to reflect the provision of a Criminal Record and Child Welfare Checks and the mandating of an ‘S’ endorsement course.
- CARRIED

Policy EEACA(4) ‘Accumulation of Seniority for School Bus Drivers’

- #27/04 M. MULDER – That the Board approves the amendment to policy EEACA(4) ‘Accumulation of Seniority for School Bus Drivers’ to reflect the filling of vacant bus routes in accordance with policy EEACA(3).
- CARRIED

Policy EEACA(3) ‘Filling Driver Vacancies’

- #28/04 M. MULDER – That the Board approves the amendment to policy EEACA(3) ‘Filling Driver Vacancies’ to more clearly reflect, in policy, the procedures currently in practice.
- CARRIED

Policy EEACC ‘Conduct on Buses’

- #29/04 G. OBERG – That the Board approves the amendment to policy EEACC ‘Conduct on Buses’ to reflect appointed departure times and governance by Traffic Safety Act.
- #30/04 B. HERDER – That Motion #29/04 be deferred until the regular meeting of the Board of Trustees on February 26, 2004.
- CARRIED

Director of Transportation Johnson joined the meeting at 2:02 p.m.

FRENCH IMMERSION PROGRAM

Stephen Smith, Chief Deputy Superintendent of Schools, reviewed the background that lead to the formation of a French Immersion Program Committee which explored the possible implementation of this program for September 2004.

- #31/04 C. SMITH – That a French Immersion Program be offered at Sifton School beginning with the 2004-05 school year, that this program be offered at the kindergarten and grade one levels in 2004-05, and further that the program be phased in at subsequent levels in each successive year thereafter.

CARRIED

Ms Johnson left the meeting at 2:32 p.m.

IN-CAMERA SESSION (2:33 p.m.)

- #32/04 B. HERDER – That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except Superintendent of Schools Phillips, Chief Deputy Superintendent Smith, Secretary-Treasurer Schulte, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 3:29 p.m. and the regular meeting reconvened at 3:29 p.m.

APPOINTMENT – KELLY BELL AND LINDSIE BINDA

At 3:29 p.m. Chairman Poyser welcomed Kelly Bell, student at PACE Outreach School, and Lindsie Binda, teacher at PACE Outreach School, to the meeting. Ms Bell attended the meeting to present to the Trustees her piece of art work as it was the first received in the art work competition for the Board.

Ms Bell and Ms Binda left the meeting at 3:34 p.m.

RATIFICATION OF PAYMENT OF ACCOUNTS

- #33/04 B. HERDER – That the Board ratifies the payment of the accounts for the month of January 2004.

CARRIED

ASBA SUPPLEMENTARY PENSION PLAN

- #34/04 P. ZENIUK – That Division Office administration be directed to forward to the Alberta School Boards Association the Board's expression of interest in participating in a Supplemental Integrated Pension Plan (SiPP).

CARRIED

Director of Transportation Johnson joined the meeting at 3:40 p.m.

CURRENT PRACTICES RE INCLEMENT WEATHER

Superintendent of Schools Phillips noted that a little over a year ago the practice of closing schools due to inclement weather was changed. Schools now remain open even when buses are not running, and will provide services to those students who can make it to school. The only time schools will be closed is if extreme weather permitted no one to attend. The cold weather during the past week has given rise to several concerns with respect to this practice. The Collective Agreement with the ATA provides for salary payment if the teacher made a reasonable effort to attend school, but was unable to do so. Dr. Phillips made the decision to extend this practice to other employees as well.

Dr. Phillips requested feedback from the Trustees on the above-noted practice, and inquired if perhaps a certain temperature or wind chill factor should be included in the decision with respect to buses not running. Trustees supported the current practice, with further discussion on the temperature range with regard to busing decisions to be continued at the next Board meeting.

Ms Johnson left the meeting at 4:25 p.m.

AGENDA ITEMS FOR SCHOOL COUNCILS/BOARD LIAISON MEETING

The following items were suggested as possible agenda items for the School Councils/Board Liaison Meeting scheduled for February 18, 2004:

- Small Schools Committee Update
- Professional Development Day items of Interest to Parents
- Regional/Ward School Council Meetings
- Small Group Discussions – strategic priorities, belief statements review, consultation issues

Trustee Mulder left the meeting at 4:31 p.m.

BOARD/ADMINISTRATORS' WORKSHOP

Chief Deputy Superintendent Smith outlined a draft program for the Board/ Administrators' Workshop on February 26 and 27, 2004. Trustees approved, by consensus, the program as presented.

Mr. Smith asked for Trustee volunteers to serve on several panels at the work shop.

Trustee Oberg volunteered to serve on the first panel, and Trustee Smith volunteered to serve on the second panel.

SUPERVISION OF PROFESSIONAL STAFF

Assistant Superintendent Gillies joined the meeting at 4:42 p.m. and presented a proposal for the systematic monitoring of professional staff, noting that this proposal was presented to the administrators' at a meeting on February 10, 2004.

This proposal was accepted by the Trustees to be placed in the policy binder under 'Administrative Practices'.

Mr. Gillies left the meeting at 5:02 p.m.

MOTION TO CONTINUE THE MEETING BEYOND 5:00 P.M.

#35/04 P. ZENIUK – That the regular meeting continue beyond 5:00 p.m.

CARRIED

REVISED FUNDING FRAMEWORK

Finance Manager Walsh joined the meeting at 5:02 p.m. and reviewed the funding profile for Battle River School Division #31 for the 2003-04 school year.

#36/04 G. OBERG – That the Board requests that Division Office administration enter into discussions with Alberta Learning to present concerns with respect to the jurisdiction funding profile.

CARRIED

Ms Walsh left the meeting at 5:08 p.m.

EMERGENCY LIAISON MEETING

Chairman Poyser was contacted by the ATA Local with respect to convening an emergency liaison meeting to discuss the supervision of professional staff. Ms Poyser will contact the ATA Local Executive and inform them that the Executive Committee of the Board and administration will meet with them, if desired.

Trustee Zeniuk left the meeting at 5:13 p.m.

PROCESS FOR RECRUITMENT

Superintendent of Schools Phillips provided a process for the hiring for a Division office position created by the resignation of Chief Deputy Superintendent Smith.

- #37/04 B. SEARS – That the position be titled ‘Assistant Superintendent – Planning and System Improvement’; that the job description be similar to that of the former Chief Deputy Superintendent of Schools; that the position be advertised during the period of February 23 to March 5, 2005; that interviews occur early in April 2004; and that the Selection Committee consist of the Executive Committee of the Board and the Superintendency.

CARRIED

CAPITAL PLANNING COMMITTEE

Stage Opening at Hay Lakes School

- #38/04 B. SEARS – That \$8600 be allocated from BQRP funding to enlarge the stage opening at the Hay Lakes School and to install a motorized basketball backboard.

CARRIED

Portable Aluminum Bleachers

- #39/04 B. SEARS – That approximately \$3200 from the Operations and Maintenance budget be used to purchase portable aluminum bleachers for use in the Division, and further that these bleachers be housed at the New Norway School.

CARRIED

ALBERTA HOME AND SCHOOL COUNCILS CONFERENCE

- #40/04 G. OBERG – That the Board covers the expenses of two School Council volunteers to attend the Alberta Home and School Councils conference on April 30 – May 2, 2004 at the Coast Terrace Inn in Edmonton.

CARRIED

MEETING RECESS

At 5:22 p.m. the regular meeting recessed until 9:30 a.m. on February 26, 2004.