

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
BATTLE RIVER REGIONAL DIVISION #31, HELD ON MARCH 25, 2004,  
COMMENCING AT 9:34 A.M.**

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**PRESENT**

BRENDA HERDER  
GERRY OBERG  
GWENDA POYSER  
BILL SEARS  
CHERYL SMITH  
WAYNE THRONDSO  
PATRICIA ZENIUK

**ABSENT**

MICHELE MULDER

**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**

Imogene Walsh, Finance Manager, and Greg Wood, Auditor, joined the meeting at 9:34 a.m.

**ADDITIONS TO THE AGENDA**

#65/04 W. THRONDSO – That the additional items noted on the distributed sheet and the following item be added to the agenda:

**New Business**

20. Administrative Structure at Charlie Killam School and CCHS

CARRIED

**RATIFICATION OF PAYMENT OF ACCOUNTS**

Mr. Wood outlined the reasons for the current audit procedures with respect to the payment of accounts in Battle River School Division #31.

Ms Walsh outlined the process in place for the purchasing and payment of accounts.

Discussion followed with respect to the necessity of the Board ratifying the payment of accounts when there are good checks and balances in place for the purchasing and payment of accounts.

Ms Walsh and Mr. Wood left the meeting at 9:56 a.m.

The Board requested that Dr. Phillips and Mr. Schulte prepare draft terms of reference for the possible implementation of a Finance Committee of the Board.

- #66/04 G. OBERG – That the Board dispenses with the ratification of payment of accounts, as this was deemed not necessary by the auditor. CARRIED

### **DRAFT THREE-YEAR PLAN**

Chief Deputy Superintendent Smith reviewed the draft Three-Year Plan and sought input from the Trustees.

- #67/04 B. HERDER – That the Board accepts the draft Three-Year Plan as presented. CARRIED

### **MEETING RECESS**

The regular meeting recessed at 10:58 a.m. and reconvened at 11:12 a.m.

### **DRAFT POLICY GBEB/IFCFA 'HARASSMENT-FREE WORK ENVIRONMENT'**

Draft policy GBEB/IFCFA 'Harassment-Free Work Environment' was reviewed. Trustees requested further research on the guidelines from Occupational Health and Safety with respect to a harassment-free work environment before further reviewing this policy.

### **INSTRUCTIONAL MATERIALS FEES**

Trustees will consider the instructional materials fees during the budget discussions.

### **OUT-OF-SCHOOL-CARE PROGRAM – KILLAM SCHOOL**

- #68/04 W. THRONDSOEN – That the Board approves the Out-Of-School-Care Program at the Killam School to be operated by the Flagstaff Satellite Family Day Home Society, and further that Division Office administration negotiates a reasonable fee for compensation of extra work that the caretakers might incur as a result of permitting this program in the school.

CARRIED

### **MEETING RECESS**

The regular meeting recessed at 11:55 a.m. and reconvened at 1:24 p.m.

**ASBA BOARD CHAIRS PROVINCIAL MEETING**

The Alberta School Boards Association is hosting a provincial board chairs meeting on April 2, 2004. Chairman Poyser sought a Board position with respect to the ATA Proposal Framework.

**BUSING REQUESTS TO FRENCH IMMERSION PROGRAM**

#69/04 W. THRONDSO – That the request from Dianna Kroetch for bus transportation of her daughter from Strome or Daysland to the French Immersion Program in Camrose be denied.

CARRIED

#70/04 P. ZENIUK – That the request from Susan Jones-Kupka for bus transportation of her sons from Hay Lakes to the French Immersion Program in Camrose be denied.

CARRIED

**ATTENDANCE AREA – FRENCH IMMERSION PROGRAM**

#71/04 W. THRONDSO – That the attendance areas for École Sifton School be co-terminous with the Sifton School and City of Camrose schools attendance areas.

CARRIED

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

#72/04 W. THRONDSO – That the regular meeting recess to allow the Trustees to meet in-camera, and that all persons except Trustees, Superintendent of Schools Phillips, Chief Deputy Superintendent Smith, Secretary-Treasurer Schulte, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 2:59 p.m. and the regular meeting reconvened at 2:59 p.m.

**MEETING RECESS**

The regular meeting recessed at 2:59 p.m. and reconvened at 3:11 p.m.

**PROFESSIONAL DEVELOPMENT LEAVE**

#73/04 B. SEARS – That, for the 2004-05 school year, the Board grants a professional development leave for employee #3508-03.

CARRIED

**LOCALLY APPROVED COURSES**

#74/04 W. THRONDSO – That Sports Performance 15-25-35 and Sports Medicine 15-25-35, as developed by Edmonton Public Schools, be offered as locally authorized courses in Battle River School Division #31, subject to the conditions of use outlined by the Program Coordinator of Edmonton Public Schools in his letter of March 8, 2004.

CARRIED

**REQUEST FROM ROUND HILL SCHOOL COUNCIL**

#75/04 G. OBERG – That the Board establishes a Committee consisting of the Executive committee of the Board, the Trustee for the Round Hill School area, the Superintendent of Schools, the Secretary-Treasurer, the Principal of Round Hill School and the School Council Chair to investigate the potential benefits and drawbacks of the proposal submitted by the Round Hill School Council to combine the programs of the Round Hill School and the Cornerstone Christian Academy, and further that this Committee report back to the Board no later than May 13, 2004.

CARRIED

**BREAKFAST CLUB AT CHESTER RONNING SCHOOL**

#76/04 W. THRONDSO – That the Board supports the concept of a Breakfast Club at Chester Ronning School, and further that the request for funding for this program be referred to the 2004-05 budget deliberations.

CARRIED

**BUDGET DATES**

A preliminary budget will be presented to the Trustees at the regular meeting on April 22, 2004 to be finalized at the Board meeting on May 20, 2004.

**FINANCIAL STATEMENTS**

Secretary-Treasurer Schulte reviewed the Treasury (General) Bank Account Report as of March 25, 2004, and the Financial Statement for the six months ending February 29, 2004.

**ADMINISTRATIVE STRUCTURE AT CHARLIE KILLAM SCHOOL**

#77/04 W. THRONDSO – That, effective September 2004, the Board approves the administrative structure at Charlie Killam School to be that of one principal and two vice-principals.

CARRIED

**ADMINISTRATIVE STRUCTURE AT CAMROSE COMPOSITE HIGH SCHOOL**

#78/04 W. THRONDSO – That, for the 2004-05 school year, the Board approves the administrative structure at Camrose Composite High School remain the same as the existing structure, i.e. one principal, two vice-principals and five department heads, and further that, effective with the 2005-06 school year, the administrative structure be one principal, two vice-principals and three department heads.

CARRIED

**INFORMATION ITEMS**City of Camrose Census Data

Superintendent Phillips reported on a meeting at which he, Chief Deputy Superintendent Smith, and three officials from the City of Camrose discussed a detailed report on the growth of the City of Camrose. This report showed a projected growth in total population of 3% over the next five years. Dr. Phillips noted that personnel from the City of Camrose are willing to present this information at a consultative meeting in Camrose.

Letter from the Provincial ATA President

Trustees received a letter from the President of the Provincial ATA that provided clarification of the Association's position on collective bargaining as it relates to recommendation #81 of the Learning Commission Report.

**COMMITTEE REPORTS**Student Affairs Committee

Trustee Sears, Chair of the Student Affairs Committee, reported on three meetings of the Committee resulting in expulsions from two schools.

#79/04 W. THRONDSO – That a letter, over the signature of the Chairman of the Board, be sent to MLAs LeRoy Johnson and Ed Stelmach, copied to Minister Iris Evans, expressing concerns with respect to the lack of coordination between social service regions regarding the lack of information provided to schools and the lack of supports in place when students are placed in these schools; and further that a letter be written to the Chief Executive Officer of East Central Child and Family Services Authority, copied to Minister Iris Evans, with respect to providing information to schools to properly equip the schools in providing services to children under the care of the Child and Family Services Authority.

CARRIED

Negotiating Committee

The Negotiating Committee met with the ATA Negotiating Committee on March 18, 2004. Information from this meeting is posted on the Battle River School Division #31 web site.

Support Staff Liaison Meeting

A support staff liaison meeting is scheduled for April 26, 2004.

Executive Committee

The Executive committee met with the Superintendent to discuss contracts.

Small Schools Committee

#80/04 B. HERDER – That Division Office administration be directed to provide plaques for the Daysland and Forestburg Schools in recognition of the attendance of the Heisler School students at these schools when the Heisler School was closed.

CARRIED

Vice-Chairman Herder reported on the sharing session that was held on March 17, 2004 with school administrators, school councils, trustees, parents and Division Office administrators.

Ms Herder also noted that she and Division Principal, Joannie Zimmer, will be attending the Rural Congress in Saskatoon on March 29 and 30, 2004 and, on March 31, 2004, will be joining other members of the Small School Committee and several school administrators on a tour of the Granum School.

Capital Planning Committee

Trustee Sears reported on the following: the tour of a number of schools with Alberta Infrastructure; the official opening of the Hay Lakes School on March 24, 2004; the meeting with the City Engineer for the City of Camrose re the Traffic Study at Charlie Killam School; the awarding of playground funding to Daysland, Forestburg, Sparling, Strome, and Viking Schools; and the grand opening of the Charlie Killam School on March 26, 2004.

Trustees were invited to Augustana University College for an announcement by the Minister of Learning and the Minister of Infrastructure on March 26, 2004

ASBA Zone 4

Trustee Oberg reported on his attendance at the ASBA Zone 4 meeting in Red Deer on March 22, 2004.

ASEBP Report

Secretary-Treasurer Schulte reported that ASEBP anticipated low rate increases for the coming school year.

Drug Response Task Force

Trustee Zeniuk reported on her attendance at a Drug Response Task Force meeting on March 23, 2004.

Administrators' Meeting

Trustee Zeniuk reported on her attendance at the Administrators' Meeting on March 9, 2004 at which time she did a presentation on dyslexia.

French Immersion Committee

Chief Deputy Superintendent Smith reported that interviews will be held soon for teachers in the French Immersion Program.

**ADJOURNMENT**

All items of business being complete, and there being no dissent, Chairman Poyser adjourned the meeting at 4:55 p.m.

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GWENDA POYSER, CHAIRMAN

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WILLIAM SCHULTE, SECRETARY-TREASURER