

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON MAY 22, 2003, COMMENCING AT 9:02 A.M.

PRESENT

JUDY FITZMAURICE-JOHNSON
BRENDA HERDER
MICHELE MULDER (joined the meeting at 9:21 a.m.)
GWENDA POYSER
BILL SEARS (left the meeting at 1:13 p.m.)
WAYNE THRONDSO
PATRICIA ZENIUK

ABSENT

GERRY OBERG

ALSO PRESENT

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

G. POYSER IN THE CHAIR

ADDITIONS TO THE AGENDA

#119/03 P. ZENIUK – That the following items be added to the agenda:

New Business

16. Capital Plan – B. Schulte
17. Re-Authorization of Locally Approved Courses

Information Items

8. Letter from Pembina Hills – Re-election of Maureen Kubinec
9. Letter from ATCO

CARRIED

DRAFT POLICY IC ‘ATTENDANCE AREAS / TRANSPORTATION’

It was noted that draft policy IC ‘Attendance Areas / Transportation’ was sent out to school staffs and school councils as a recommendation from the Policy Review / Development Committee.

LETTER FROM THE LOCAL OF THE ALBERTA TEACHERS' ASSOCIATION

Trustees reviewed a letter from the Local of the Alberta Teachers' Association with respect to the practice of keeping schools open during inclement weather. Chairman Poyser will respond on behalf of the Board.

LETTER FROM THE ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA)

Trustees were requested by ASBA to respond to a survey questionnaire with respect to Regional Professional Development Consortia. Chief Deputy Superintendent Smith will respond.

COMMITTEE REPORTS

Student Affairs

Members of the Student Affairs Committee met on April 28, May 1, and May 20, 2003 resulting in the expulsion of two students from attendance at any school in Battle River Regional Division #31 for the balance of the school year, and one student being expelled from riding a school bus for the balance of the school year.

Small Schools Committee

Vice-chairman Herder reported on her attendance at the Small Schools Conference in Red Deer in April, 2003, noting that several personnel from Battle River Regional Division #31 participated in the conference as speakers and panel members.

Don Gillies, Assistant Superintendent, joined the meeting at 9:29 a.m.
Ray Bosh, Deputy Superintendent, joined the meeting at 9:30 a.m.
Imogene Walsh, Finance Manager, joined the meeting at 9:31 a.m.

IN-CAMERA SESSION (9:36 a.m.)

#120/03 B. SEARS – That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except the Trustees, Superintendent of Schools Phillips, Chief Deputy Superintendent Smith, Deputy Superintendent Bosh, Assistant Superintendent Gillies, Secretary-Treasurer Schulte, Finance Manager Walsh, Communications Officer Chamberlin, and Recording Secretary Lauber be excluded.

CARRIED

Mr. Bosh and Mr. Gillies left the meeting at 10:56 a.m.

Brenda Johnson, Director of Transportation, joined the meeting at 11:05 a.m. and left the meeting at 11:32 a.m.

Pat Spelliscy, Director of Operations and Maintenance, joined the meeting at 11:33 a.m. and left the meeting at 12:03 p.m.

The in-camera session recessed at 1:10 p.m. and the regular meeting reconvened at 1:10 p.m.

2003-04 BUDGET

#121/03 W. THRONDSO – That the Board approves the 2003-04 budget, as amended.
CARRIED

Ms Walsh left the meeting at 1:13 p.m.
Trustee Sears left the meeting at 1:13 p.m.

RATIFICATION OF PAYMENT OF THE ACCOUNTS, APRIL 2003

#122/03 W. THRONDSO – That the Board ratifies the payment of the accounts for April, 2003.
CARRIED

RE-AUTHORIZATION OF LOCALLY DEVELOPED COURSES

#123/03 M. MULDER – That the Board re-authorizes the offering of Band 15-25-35, Chamber Ensemble 15-25-35; Choir 15-25-35; Instrumental Jazz 15-25-35; and Vocal Jazz 15-25-35 for the period of September 1, 2003 to August 31, 2006.
CARRIED

COMMITTEE REPORTS

Administrators' Meeting

Chairman Poyser reported on her attendance at the Administrators' Meeting held on May 13, 2003. Ms Poyser noted that Trustee Mulder gave a presentation on her trip to Asia with Alberta Learning.

ATA Liaison Committee

Chairman Poyser will extend an invitation to the ATA Local to meet with the Board.

DIRECTOR OF CURRICULUM

Chief Deputy Superintendent Smith informed Trustees that Mr. Jim Rubuliak was appointed as the Director of Curriculum.

TRUSTEE REPORTS

Trustee Zeniuk noted that she received a phone call from the office of Mr. Albert Klapstein, MLA, with respect to students at Hay Lakes School doing a town clean-up thereby exposing students to risk.

Trustee Fitzmaurice-Johnson reported on her attendance at the 'Facing the Future – Symposium on Public Education in Alberta' in Calgary.

Chairman Poyser noted that she and Dr. Phillips attended a meeting in Loughheed with the representatives that came as a delegation to the Board to express their concerns about future programming at Loughheed School. The purpose of this meeting was to prepare an agenda for a public meeting in Loughheed. The date for the public meeting was scheduled for June 4, 2003.

Vice-Chairman Herder noted that she attended the unveiling of the mural project at the Heisler School.

REPORT ON GIFTED AND TALENTED PROGRAM

At 1:28 p.m., Chairman Poyser welcomed Mr. Darryl Nielsen to the meeting and invited his presentation. Mr. Nielsen has been working half-time this school year as the lead teacher for the Gifted and Talented Program. Mr. Nielsen spoke about the work he has done in facilitating this program during his secondment during the 2002-03 school year and was commended by the Board for this work.

Mr. Nielsen left the meeting at 2:04 p.m.

BASHAW SCHOOL REVIEW

At 2:04 p.m., Chairman Poyser welcomed Ray Bosh, Deputy Superintendent; Rick Jarrett, Principal at Hay Lakes School; Lane Moore, Principal at Loughheed School; and Dennis Dunlop, Principal at Bashaw School, to the meeting for the presentation of the Bashaw School review. Mr. Bosh served as spokesperson.

Commendations

- The staff at the Bashaw School are to be commended for their cohesiveness and positive manner in which they approach all students. There is a real sense of community among staff members.
- The support staff is outstanding. They display a distinctly positive and caring attitude to all students. The TA's enhance the feeling that school is a safe and caring place for all.
- The administration and teachers are to be commended for their work on analyzing diploma and achievement test results. The desire of staff to enhance achievement is appreciated.

- the Cooperative Project Oriented Learning Program (Cpl) is outstanding. The students are excited to have a program that provides practical experiences they are able to use in everyday life.
- The Family Wellness Worker Program has been a huge success. Parents, teachers and students appreciate the success of the program.
- the school has a very high degree of “on task” behavior in classrooms as well as hallways. Students are very respectful and well-mannered.
- The special education program is excellent, ensuring no students slip through the cracks.
- There is a feeling of pride within the school. Students are eager to share their work by proudly displaying it in the hallways as well as classrooms.
- The staff work very closely and communicate frequently with parents. This communication includes annual reports, three-year plan, extra curricular handbook, student handbook, daily student agendas, newsletters, regular phone calls and close ties to the School Council.
- The staff and community have respect and confidence in the abilities of the administrators.

Recommendations

1. Enhancement and continuation of the Cpl program. The Corporal Class (Cpl), Cooperative Project Oriented Learning, began at the beginning of the 2002-2003 school year. The objective of the course was to provide instruction at beginning level skills in areas such as building construction and automotives using the introductory C.T.S. modules. The course is currently offered as one class to 30 students in grades 7 to 10. The students consider this course an outstanding addition to the course offerings at the school.
2. Enhancement and continuation of the Family Wellness Worker Program.
3. A constraining factor in enhancing and developing a welcoming atmosphere and improving the safe and caring atmosphere of the school is the location of the general office. Visitors entering the building have difficulty locating the general office and thereby reporting in. Not having a visual of the main entrance of the school is a concern when it comes to the safety and well-being of the students. Persons may enter the building and wander “at large” throughout the building without being noticed, as there is no direct visual of the main entrance.
4. Review the structure and offerings of the athletic/extra-curricular program.

5. The staff should develop a technology plan reflecting the information and communication technology outcomes from grades 1 – 12. All teachers in each division should ensure all student outcomes are part of their long range plans.

6. The continuation and enhancement of collaborative Professional Development. Collaboration amongst staff members in terms of sharing “best practices” will enable staff to further enhance student development in areas such as comprehension, synthesis, problem solving and related higher level thinking skills.

7. Promote more effective use of the second computer lab by moving the lab to the library. The library should be promoted as an area for students to do research.

Mr. Bosh, Mr. Dunlop, and Mr. Moore left the meeting at 2:36 p.m.

HAY LAKES SCHOOL REVIEW

At 2:38 p.m., Stephen Smith, Chief Deputy Superintendent, and Warren Phillips, Superintendent of Schools, presented the review of the Hay Lakes School. Principal, Rick Jarrett was also present. It was noted that in addition to Mr. Smith and Dr. Phillips, Gerry Miller, Vice-Principal at Bashaw School, served on the review team. Mr. Smith served as spokesperson.

Commendations

Hay Lakes School is to be commended for

- its commitment, reflected in its vision statement, to collaboration between all members of the school community in an effort to support student success;
- its clear commitment to continual growth;
- the “team atmosphere” that exists in the school;
- the strong work ethic of the staff;
- the excellent relationship that exists between staff and students;
- the staff’s commitment to professional growth;
- its excellent special education program;
- its strong extra-curricular programs, especially sports;
- the high regard in which its administration is held by staff and community;
- its pride in student work (evident in hallway displays etc.);
- its efforts to ensure that student “time on task” is high;
- flexibility in programming to best meet student needs;
- the variety of teaching strategies used by staff, including those which accommodate different student needs and which facilitate maximum student involvement;

- its use of test results to improve program planning and delivery;
- the warmth and friendliness of everyone in the school community, and the positive manner in which the review team was received.

Recommendations

To assist in the process of providing direction for continuous improvement, the review team recommends the following:

School Vision and Culture

1. Renew the sense of shared vision and direction at the school by
 - Involving staff and School Council in a review of the school's mission and vision; and
 - Setting goals for the next three years, on the basis of
 - the latest satisfaction survey results;
 - the priorities and goals of BRRD;
 - School Review recommendations.
2. Renew the school's "Comprehensive Counselling Plan," with a focus on "safe and caring schools" initiatives, and the development of proactive measures to eliminate bullying etc. As part of this, clarify roles and responsibilities, and consider increasing personal counseling time at all levels.
3. Continue to promote the school's "family atmosphere" by providing even more opportunities for interaction between students at different levels.
4. Foster further sharing and collaboration among staff by encouraging and facilitating inter-class visitations (inter- and intra-divisions).
5. Continue to enhance positive collaborative relationships with homes and the community.
6. Monitor professional growth plans early in the school year to assist staff with focus and direction. Staff may wish to develop growth plans collaboratively, and to work together in groups toward the achievement of professional goals.

Programs

1. Explore other models to increase the "exposure" of junior high students to increased options. (Example: Calmar School – principal Stephen Lindop).
2. Continue to explore the possibility of modified programming for junior and senior high school students who are struggling.
3. Increase the use of the library for research and the exposure of students to necessary and appropriate library skills.

4. Consider being “proactive” with the introduction of French at the Grade 4 level.
5. Develop a comprehensive school development plan for ICT outcomes.
6. In some cases, long-range plans of teachers could be improved with greater elaboration.
7. In some cases, more attention should be paid to the incorporation of process skill objectives into lesson plans.

Renovations/Facilities

1. Review program needs prior to the modernization of the elementary wing, with consideration being given to
 - a) enhancing computer facilities for elementary students;
 - b) providing more space and opportunity for hands-on science activities by elementary and junior high school students.
2. Facilitate collaboration between professional and custodial staff to ensure that cleaning routines are communicated and understood, and “problem areas” are addressed.

Mr. Jarrett left the meeting at 2:58 p.m.

MEETING RECESS

The regular meeting recessed at 2:58 p.m. and reconvened at 3:09 p.m.

CAPITAL PLAN

Secretary-Treasurer Schulte noted that a Three-Year Capital Plan must be submitted to Alberta Infrastructure by the end of June. This will be placed on the agenda for the regular meeting of the Trustees on June 12th for the purpose of determining priorities.

LETTER FROM ATCO ELECTRIC

Several Trustees received an invitation from ATCO Electric and the Village of Heisler to a symposium to be held on May 29, 2003 at the Heisler Community Hall. The symposium is entitled ‘Creating Vibrant Communities II’. Vice-Chairman Herder will attend.

IN-CAMERA SESSION (3:15 p.m.)

#124/03 J. FITZMAURICE-JOHNSON – 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 Smith, Secretary-Treasurer Schulte, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 3:38 p.m. and the regular meeting reconvened at 3:38 p.m.

BANKING AGREEMENT

#125/03 W. THRONDSOON – That the Board approves the treasury account and agreement as presented.

CARRIED

ALBERTA SCHOOL EMPLOYEES BENEFIT PLAN (ASEBP)

Mr. Schulte noted that an ASEBP Board of Directors meeting is scheduled for May 23, 2003.

CAPITAL PLAN COMMITTEE

The Capital Plan Committee members passed along thanks to the Board from the Round Hill School Council for the money it received for playground improvement.

ADJOURNMENT

All items of business being complete, and there being no dissent, Chairman Poyser declared the meeting adjourned at 3:43 p.m.

GWENDA POYSER, CHAIRMAN

WILLIAM SCHULTE, SECRETARY-TREASURER