

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE
BATTLE RIVER REGIONAL DIVISION #31, HELD ON DECEMBER 12, 2002,
COMMENCING AT 9:07 A.M.**

PRESENT

JUDY FITZMAURICE-JOHNSON
BRENDA HERDER
MICHELE MULDER
GERRY OBERG
GWENDA POYSER
BILL SEARS
WAYNE THRONDSO (left the meeting at 11:25 a.m., returned at 1:18 p.m. and left at 3:48 p.m.)
PATRICIA ZENIUK

ABSENT

ALSO PRESENT

WARREN PHILLIPS, Acting Superintendent of Schools
STEPHEN SMITH, Acting Chief Deputy Superintendent of Schools (left the meeting at 3:50 p.m.)
BILL SCHULTE, Secretary-Treasurer
SYLVIA LAUBER, Recording Secretary

G. POYSER IN THE CHAIR

APPROVAL OF THE AGENDA

#289/02 G. OBERG – That the Board approves the agenda with the distributed
add-on sheet.

CARRIED

APPROVAL OF THE MINUTES

#290/02 M. MULDER – That the minutes of the regular meeting held on
November 14 and November 29, 2002 be approved as presented.

CARRIED

COMMUNICATIONS ADVOCACY PUBLIC RELATIONS PACKAGE

Chairman Poyser circulated a draft communications and advocacy
package to the Trustees for their input and response. A final copy will be
distributed at a future meeting.

IN-CAMERA SESSION (9:13 a.m.)

#291/02 J. FITZMAURICE-JOHNSON – That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except Trustees, Acting Superintendent of Schools Phillips, Acting Chief Deputy Superintendent of Schools Smith, Secretary-Treasurer Schulte, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 9:49 a.m. and the regular meeting reconvened at 9:49 a.m.

RATIFICATION OF PAYMENT OF ACCOUNTS – NOVEMBER 2002

#292/02 B. SEARS – That the Board ratifies the payment of the accounts for November 2002.

CARRIED

AISI (ALBERTA INITIATIVE FOR SCHOOL IMPROVEMENT) CONFERENCE

Trustees were informed that an AISI conference is scheduled for January 30 and 31, 2003 in Calgary. Trustees were invited to attend. Trustee Oberg and Chairman Poyser volunteered to attend the AISI conference.

CUSTODY ISSUES

#293/02 G. OBERG – That the Administrative Guidelines with respect to Custody Issues be directed to the Policy Development/Review Committee.

CARRIED

DIRECTOR OF TRANSPORTATION REPORT

Brenda Johnson, Director of Transportation, and Wayne Bowman, Fleet Supervisor, joined the meeting at 9:53 a.m.

Edberg Bus Garage

#294/02 M. MULDER – That the Board serves notice to the renter of the Edberg shop to vacate the premises by March 31, 2002, and further that, at that time, the building be advertised for sale to be removed from the property.

CARRIED

Monitoring and Maintenance of Bus Fleet

Fleet Supervisor Bowman updated the Trustees with respect to the monitoring and maintenance of the bus fleet. Kudos were given to the transportation mechanics and to the fleet supervisor for the fine work done in maintaining the fleet.

Mr. Bowman left the meeting at 10:10 a.m.

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

#295/02 P. ZENIUK – That the regular meeting recess to permit the Trustees to meet in-camera, and that all persons except Trustees, Acting Superintendent of Schools Phillips, Acting Chief Deputy Superintendent of Schools Smith, Secretary-Treasurer Schulte, Director of Transportation Johnson, and Recording Secretary Lauber be excluded.

CARRIED

The in-camera session recessed at 10:24 a.m. and the regular meeting reconvened at 10:24 a.m.

MEETING RECESS

The regular meeting recessed at 10:24 a.m. and reconvened at 10:37 a.m.

NOTICE OF MOTION – INTERNATIONAL TRAVEL

Trustee Mulder requested permission to withdraw her notice of motion with respect to international travel made at the November 29, 2002 meeting. Trustees unanimously agreed to the withdrawal.

POLICY HGBC ‘TRAVEL STUDY’

Trustee Mulder reviewed the revisions made by the Policy Development/ Review Committee to policy HGBC ‘Travel Study’.

#296/02 M. MULDER – That draft policy HGBC ‘Travel Study’ be approved as amended.

CARRIED

REQUEST FROM BAWLF EDUCATIONAL SUPPORT TEAM

Trustees reviewed a letter of financial request from the Bawlf Educational Support Team with respect to installing a new playground structure on the Bawlf School grounds.

Trustees requested that this letter be forwarded to Pat Spelliscy, Director of Operations and Maintenance, for response.

ANNUAL EDUCATION RESULTS REPORT 2001-02

Acting Chief Deputy Superintendent of Schools Smith reviewed the Annual Education Results Report 2001-02 with the Trustees.

Trustee Thronson left the meeting at 11:25 a.m.

#297/02 M. MULDER – That the Annual Education Results Report 2001-02 be approved as presented, and further that the report be forwarded to Alberta Learning.

CARRIED

MEETING RECESS

The regular meeting recessed at 12:02 p.m. and reconvened at 1:11 p.m.

COMPUTERS AT TOFIELD SCHOOL

Trustee Thronson rejoined the meeting at 1:18 p.m.

#298/02 G. OBERG – That the Board postpones a decision with respect to placing a computer in each classroom at the Tofield School for the use of teachers until the January 9, 2003 Board meeting.

CARRIED

POLICY DEVELOPMENT – BOARD GOVERNANCE

Trustees reviewed an amended document on Board Governance that was developed at their Planning Session on November 29-December 1, 2002.

#299/02 J. FITZMAURICE-JOHNSON – That the document with respect to Board Governance be adopted in principle as guidelines until such time as these can be embedded in policy.

CARRIED

BOARD YEARLY PLAN

#300/02 P. ZENIUK – That the Board Year Plan, developed at the Planning Session of the Trustees on November 29-December 1, 2002, be reviewed by Trustees and brought back to the January 9, 2003 Board meeting for approval.

CARRIED

RE-APPOINTMENT OF SUPERINTENDENT OF SCHOOLS

Trustees were informed that Mr. Paul J. Dolynny, in a letter to the Board, indicated that he will not be seeking re-appointment as Superintendent of Schools when his contract expires on December 31, 2002.

Chairman Poyser expressed her thanks to Mr. Dolynny and noted Battle River Regional Division #31 excelled in many areas, including academics and technology, because of Mr. Dolynny's extraordinary vision and dedication. His legacy is his passion for education. Ms Poyser noted "Mr. Dolynny's contributions to the jurisdiction and our

students has established Battle River Regional Division #31 as one of the most efficient and effective school divisions in the province. He has laid the foundation for continued successes.”

DATE OF PUBLIC MEETING – HEISLER SCHOOL

#301/02 M. MULDER – That the public meeting with respect to the notice of motion regarding the possible closure of Heisler School be scheduled for Monday, February 10, 2002 at 7:00 p.m. at the Heisler Community Hall, or alternatively, on Wednesday, February 12, 2002.

CARRIED

APPOINTMENT – FORESTBURG PARENTS

At 1:40 p.m., Chairman Poyser welcomed five parents from the Forestburg area to the meeting. Fraser Beebe served as spokesperson, noting that this delegation did not represent the School Council. Mr. Beebe posed the following questions.

1. With respect to the recent appointment of the principal at the Forestburg School, what was the process of hiring and who served on the selection committee?

Chairman Poyser responded that it is normal practice when hiring a principal for the Selection Committee to be comprised of the Chief Executive Officer (Superintendent of Schools), the Chief Deputy Superintendent of Schools, and the Trustee from the ward in which the school is located.

Mr. Beebe questioned if each of these above-noted individuals has a vote and are they equally empowered.

Dr. Phillips responded that the normal practice is consensus.

Mr. Beebe – How many applied for this position?

Dr. Phillips – [I] cannot comment directly on personnel issues.

Mr. Beebe – How many applied internally?

Dr. Phillips – The same answer as above applies to this question.

Mr. Beebe noted that he wouldn't expect this information to be kept secret.

2. Why was the Division in such a hurry to select a candidate?

Dr. Phillips – The principal that is currently at the Forestburg School is retiring as of January 31, 2003 and the Board wanted someone in place by that time.

3. When a person is selected is there any special preference or pressure given by the ATA?

Dr. Phillips – No, the ATA is not involved in this process.

4. Dr. Phillips, did you bring forward any concerns that were voiced to you by a group of concerned parents from the Forestburg area?

Response – ... that a group of four people from the Forestburg area met with me [Dr. Phillips]? No, I did not mention that to the Selection Committee. Were the concerns that you brought forward discussed at the Selection Committee? Yes, they were.

5. When a new principal is hired, is there a probation period?

Dr. Phillips – All principals are given an initial contract that is term specific. That is followed up by a second contract. The term is from a year to a year and a half.

6. If the School Council were to do a survey in the school community about the successful candidate, would that be appropriate?

Chairman Poyser – No, that would not be appropriate. The School Act clearly indicates that the School Council acts as an advisory body and excludes personnel issues. When hiring a new principal, advice is sought from the School Council with respect to the characteristics they wish to see in a new principal, and this information is considered when interviews are done.

7. Who would [delegates] contact in Alberta Learning to receive more training in School Council procedures?

Chairman Poyser – Loraine Steele, Regional Director of Zone 4, would be able to assist the School Council; and perhaps the Alberta Home and School Councils Association could also be of assistance. There is a School Council Resource Manual available that outlines the role and responsibilities of School Councils. Alberta Learning has recently conducted a review of School Councils and their recommendations reaffirm that School Councils are advisory bodies and that review specifically excludes personnel issues from School Councils mandate. It is not mandated that the Board seeks advice from School Councils when hiring a principal, but this is something this Board chooses to do.

Several Trustees noted that this Board also provides information to School Councils with respect to their role through School Council/ Board of Trustees Liaison meetings and has also hosted a workshop on the role of School Councils.

8. You are saying there is a contract in place for 1 – 1 ½ years. Is there a time during this time when parents can meet again before the contract is renewed?

Dr. Phillips – Before the second contract is offered there is an evaluation done by senior administrative personnel in Divisional Office.

Chairman Poyser noted that parents can always bring concerns to the Board.

Trustee Mulder noted that generally speaking there is a protocol in place for expressing concerns. If a concern exists with a teacher, first the teacher should be contacted by the person expressing the concern. If that does not produce satisfaction, then the person can contact the principal. The next step in this process is to contact the Superintendent and then the Board. Should the person still not be satisfied that his/her concern was addressed; he/she can then contact Alberta Learning.

9. Would you say then that the individual has more access to the Board than does the School Council does when it comes to personnel matters?

Chairman Poyser – If an individual has a concern, the protocol noted above should be followed and, if necessary, bring that concern to the Board.

Trustee Sears noted that it is not appropriate for the School Council to vote on personnel issues, but, as a parent, each person has the right to express concerns following the protocol noted above.

Trustee Thronson indicated that the role of School Councils is advisory and to provide consultation to the principal.

10. [The delegation] is also looking for information with respect to the hiring process.

Dr. Phillips – When a resignation is received, a person profile is developed through input from the School Council and school staff. This assists in determining what kind of personal qualities the successful candidate should have and this is used to match the profile with the person. A position profile is also developed – what are the technical skills needed to successfully do the job. These are used specifically at the interview, i.e. the interview questions are tailored to the profile. Vacant positions are advertised in the Edmonton Journal, on the Education Canada Network website and posted at the schools. The Division continues to advertise until there is a sufficient pool of candidates to make a choice. Divisional Office staff does the short listing and references are checked. Normally at least two reference checks are made. Reference checks are done on all candidates interviewed. The Superintendent and Chief Deputy Superintendent for Personnel are involved in the selection of candidates for the short list. It is safe to say that there has been some difficulty in obtaining personnel generally and some positions have been advertised twice.

11. You mention a suitable pool of applicants – is this based on the number of applicants or on suitable qualifications?

Dr. Phillips – It is based on the latter.

Chairman Poyser noted that one difficulty faced by Battle River Regional Division #31 and others across the province is in obtaining specialist teachers.

Dr. Phillips noted that he has not hired an administrator that he does not have confidence in.

12. Will the same process be used for hiring a vice-principal?

Dr. Phillips – The profiling process is not used when hiring a vice-principal.

The delegation left the meeting at 2:09 p.m.

MEETING RECESS

The regular meeting recessed at 2:09 p.m. and reconvened at 2:20 p.m.

Catherine Jensen, Business Manager, joined the meeting at 2:20 p.m.

APPOINTMENT – ASBIE (ALBERTA SCHOOL BOARDS INSURANCE EXCHANGE)

At 2:20 p.m., Chairman Poyser welcomed Janice Boiko and Garth Lane to the meeting to provide a presentation to Trustees with respect to ASBIE insurance.

It was noted that Alberta School Boards have been part of Jubilee Insurance for many years. There has been a notion for some time that school boards should have an insurance company that represents only school boards. This will happen, if Boards so choose, when ALARIE, of which many school boards are a part, dissolves at the end of December 2002. There will be 45 school boards that will have to determine where they wish to obtain their insurance. They can continue under the umbrella of Jubilee Insurance or choose to sign on with ASBIE. ASBIE was developed to accommodate school boards by designing a good program of insurance specifically for school boards. ASBIE has a sound insurance program, which may be a little more costly initially because of start-up costs.

Ms Boiko and Mr. Lane outlined the policies available.

Ms. Boiko and Mr. Lane left the meeting at 3:14 p.m.

Ms Jensen, Business Manager, and Bill Schulte, Secretary-Treasurer, left the meeting at 3:14 p.m.

INTERNATIONAL TRAVEL REQUEST FROM FORESTBURG SCHOOL

#302/02 G. OBERG – That the senior high school students from Forestburg School be permitted to participate in the Daysland School Travel Club trip to Italy during spring break 2003.

CARRIED

INFORMATION ITEMS

Chairman Poyser reviewed the information items as noted on the distributed copies of the agenda.

COMMITTEE REPORTS

Student Affairs

The Student Affairs Committee met on November 25, 2002 to hear a recommendation of expulsion from Camrose Composite High School. The Committee accepted the recommendation to expel a student from CCHS for the balance of this school year with the recommendation for the student to access home schooling.

Negotiating Committee

The Negotiating Committee for School Support staff will be meeting in January with the school support staff.

Policy Development/Review Committee

The Policy Development/Review Committee will be meeting on December 16, 2002.

Small Schools Committee

The Small Schools Committee met on December 3, 2002 and members of this Committee were treated to a virtual school presentation. Trustees were informed that a Small Schools Conference is scheduled for April 11 and 12, 2003.

Trustee Thronson left the meeting at 3:48 p.m.

Capital Plan Committee

Charlie Killam School Modernization Project

Trustee Sears reported on a site meeting held on December 11, 2002 with respect to the modernization project at the Charlie Killam School.

- #303/02 B. SEARS – That the Board authorizes the Director of Operations and Maintenance to proceed immediately with the construction of four core portable classrooms at the Charlie Killam School.

CARRIED

Playground Support

Trustee Sears noted that the Director of Operations and Maintenance has allocated \$15,000 in the maintenance budget for playground support. Schools fundraising for new playground equipment may submit a request to the Capital Plan Committee by March 1st, after which time the submissions will be reviewed by the Committee and funding allocated based on the submissions. The criteria for this allocation will be brought to the January meeting.

ASBA Zone 4

Trustee Oberg reported on his attendance at the ASBA Zone 4 meeting held on November 25, 2002. The next meeting is scheduled for January 27, 2003 in Wetaskiwin.

IN-CAMERA SESSION (4:17 p.m.)

- #304/02 B HERDER – That the regular meeting recesses to permit the Trustees to meet in-camera, and that all persons except Trustees and Acting Superintendent of Schools Phillips be excluded.

CARRIED

The in-camera session recessed at 4:48 p.m. and the regular meeting reconvened at 4:50 p.m.

Secretary-Treasurer Schulte and Business Manager Jensen joined the meeting at 4:50 p.m.

MOTION FOR THE MEETING TO GO BEYOND 4:30 P.M.

- #305/02 G. OBERG – That the regular meeting continue beyond 4:30 p.m.

CARRIED

RESCIND MOTION #224/02

#306/02 J. FITZMAURICE-JOHNSON – That the Board rescinds motion #224/02, which reads “That the Board of Trustees authorizes the Superintendent of Schools to negotiate contracts with the Chief Deputy Superintendent of Schools, the Deputy Superintendent, the Associate Superintendent, Secretary-Treasurer, Finance Manager, and Business Manager and grid placements for the FSL Workers.”

CARRIED

EXECUTIVE COMMITTEE – CONTRACT NEGOTIATIONS

#307/02 M. MULDER – That, for the 2002-03 school year, the Executive Committee enters into contract negotiations with the Superintendent of Schools, the Chief Deputy Superintendent of Schools, the Deputy Superintendent, the Associate Superintendent and the Secretary-Treasurer, with recommendations to be brought to the Board of Trustees for ratification.

CARRIED

SUPERINTENDENT AUTHORITY

#308/02 B. SEARS – That the Superintendent of Schools be authorized to negotiate contracts with the Business Manager, the Finance Manager, and the grid placements for FSL workers.

CARRIED

ASBIE (ALBERTA SCHOOL BOARDS INSURANCE EXCHANGE)

Trustee Mulder excused herself from the discussion with respect to ASBIE.

#309/02 G. OBERG – That, as recommended by the Secretary-Treasurer, the Battle River Regional Division #31 joins the Alberta School Boards Insurance Exchange (ASBIE) insurance program and accepts Lloyd Sadd Insurance Ltd. as the broker of record.

CARRIED

Business Manager Jensen left the meeting at 5:00 p.m.

Trustee Mulder returned to the meeting at 5:00 p.m.

ADJOURNMENT

All items of business being complete, and there being no dissent, Chairman Poyser adjourned the meeting at 5:00 p.m.

GWENDA POYSER, CHAIRMAN

WILLIAM SCHULTE, SECRETARY-TREASURER