

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE  
BATTLE RIVER REGIONAL DIVISION #31, HELD ON MARCH 14, 2002,  
COMMENCING AT 9:35 A.M.**

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**PRESENT**

JUDY FITZMAURICE-JOHNSON (left the meeting at 3:48 p.m. and returned at 4:11 p.m.)  
BRENDA HERDER  
MICHELE MULDER  
GERRY OBERG  
GWENDA POYSER  
BILL SEARS  
WAYNE THRONDSO  
PATRICIA ZENIUK

**ABSENT**

**ALSO PRESENT**

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

**G. POYSER IN THE CHAIR**

At 9:35 a.m., Chairman Poyser called the continuation of the February 28, 2002 regular meeting to order and declared it adjourned.

At 9:36 a.m., Chairman Poyser called the regular meeting of March 14, 2002 to order.

**APPROVAL OF THE AGENDA**

#50/02 P. ZENIUK – That the agenda be approved with the addition of the add-on sheet and the following items:

**In-camera Session**

5. Staff Relations

**New Business**

8. Political Contributions – Gerry Oberg

CARRIED

**APPROVAL OF THE MINUTES**

- #51/02 W. THRONDSOON – That the minutes of the regular meeting held on February 14 and 28, 2002 be approved as presented. CARRIED

**DATE FOR BRINGING FORWARD NOTICE OF MOTION – SIFTON JUNIOR HIGH SCHOOL**

- #52/02 B. HERDER – That the notice of motion with respect to the closure of the Sifton Junior High School be brought forward at the regular meeting of the Board of Trustees meeting on April 25, 2002. CARRIED

**ROUND HILL SCHOOL COUNCIL REQUEST – ATTENDANCE BOUNDARIES**

Trustees received a letter, signed jointly by the Tofield and C. W. Sears School Councils chairpersons, voicing their opposition to the proposed attendance boundary change by the Round Hill School Council to move the northernmost boundary line into the current attendance area of the Tofield and C. W. Sears Schools.

Trustees will discuss this in the broader context of attendance boundaries at their planning session on March 21 and 22, 2002. The decision with respect to the request by the Round Hill School Council will be made at the March 28, 2002 meeting of the Board.

**COST OF CORE CURRICULAR OUTCOMES**

Dr. Phillips, Acting Superintendent, reviewed a proposal outlining the cost and procedure of providing summer school courses for junior high school students, as well as tutoring services for students taking 30-level courses this semester.

Summer School

- #53/02 J. FITZMAURICE-JOHNSON – That funds from AISI (Alberta Initiative for School Improvement) funding be used to provide summer school to the junior high school students up to a maximum of \$40,000. CARRIED

Tutoring

- #54/02 B. SEARS – That funds from AISI (Alberta Initiative for School Improvement) funding be used to provide tutoring services to students registered in 30-level courses to a maximum of \$20,000. CARRIED

**DATE FOR FALL TRUSTEES' PLANNING SESSION**

Trustees scheduled a Fall planning session to be held on November 8, 9, and 10, 2002.

**BOARD PLANNING SESSION – MARCH 21 AND 22, 2002**

Trustees will meet from 8:30 a.m. – 5:00 p.m. at the Knights of Columbus Hall for a planning session.

**REVIEW OF THE FOUR-DAY WEEK – HOLDEN AND RYLEY SCHOOLS**

Dr. Phillips, Acting Superintendent, posed the question to the Trustees about the possibility of obtaining the services of an outside consultant to conduct the review of the four-day week at the Holden and Ryley Schools. The focus of the outside consultant would be to analyze performance with opportunity for community input.

#55/02 W. THRONDSOON – That the services of an outside consultant be obtained to conduct the review of the four-day week at the Ryley and Holden Schools, that the focus of the review be on performance issues, and further that the cost for this project not exceed \$5,000.

DEFEATED

#56/02 M. MULDER – That Divisional Office administrators be directed to conduct a review of the four-day week at the Ryley and Holden Schools with opportunity for input from the School Councils at those schools.

CARRIED

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Brenda Johnson, Director of Transportation, and Wayne Bowman, Fleet Supervisor, joined the meeting at 10:15 a.m.

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**MEETING RECESS (10:37 a.m.)**

The regular meeting recessed at 10:37 a.m. and reconvened at 10:46 a.m.

**REPORT FROM THE DIRECTOR OF TRANSPORTATION (10:46 A.M.)**

Advertisement – Red Light Issues

Ms Johnson outlined a proposal for radio spots highlighting the concern she has had with respect to the number of drivers who do not respect the flashing red lights on a stopped bus.

Towing Services

Ms Johnson informed Trustees with respect to towing services.

**IN-CAMERA SESSION (11:00 a.m.)**

#57/02 W. THRONDSO – That the regular meeting recess to allow the Trustees to meet in-camera, and that all persons except Trustees, Acting Superintendent Phillips, Secretary-Treasurer Schulte, Director of Transportation Johnson, Fleet Supervisor Bowman, and Recording Secretary Lauber be excluded.

CARRIED

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Ms Johnson and Mr. Bowman left the meeting at 11:18 a.m.

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The in-camera session recessed at 1:32 p.m. and the regular meeting reconvened at 1:32 p.m.

**CAMROSE COMPOSITE HIGH SCHOOL (CCHS) REVIEW**

Max Lindstrand, Principal; and Gary Vornbrock and Alex Oliver, Vice-Principals, at CCHS joined the meeting at 1:32 p.m.

Dr. Phillips, Acting Superintendent, presented the report on behalf of the review team with respect to the school review at CCHS. Dr. Phillips outlined the many good activities happening at CCHS, as noted below.

**Commendations**

- CCHS is to be commended for the positive manner in which school staff and administration treated the review team. All team members enjoyed being at CCHS and felt welcome during the week.
- There is high morale among staff in the school and the vast majority is satisfied working at CCHS.
- Diligent department heads and highly competent senior administrators are to be commended for providing high quality leadership.
- The school is efficiently organized, well managed and financially sound. The administration is very supportive of their teachers and support staff.
- The school staff and students are to be commended for having a higher percentage of students than the province achieving the Acceptable Standard on seven out of nine diploma subjects.
- School spirit and student recognition is strong at CCHS. Student Union and student leadership programs are very positive.
- Students generally like their school and are satisfied with the programs and options/courses available. Many said it was a great school with a lot of good teachers.
- The Counseling Program Plan has provided direction for many CCHS students.
- There are many Off-Campus Education opportunities for CCHS students.
- The food preparation area and cafeteria provide excellent services for students, staff, and outside customers. Many regular and Special Needs students really appreciate the work experience and credit opportunities.

- The school is to be commended for having a CTS/Vocational department that provides numerous practical programs and opportunities not normally available to high school students.
- The administration, staff, volunteers and school council are to be commended for encouraging and providing a wide array of extra-curricular opportunities and initiatives for students (athletics, music, practical and fine arts, leadership, and out of school activities).
- The support staff is to be complimented for their dedication to students and cooperation with teachers and administration.
- The students are to be commended for being good school ambassadors and for their keen interest and involvement in programs, activities and performances.
- The Student Union is to be commended for its leadership and for being active and contributing in many positive ways to the student body and school as a whole.
- CCHS students involved in school, district and provincial competitions have brought a great deal of recognition to their school and are an important source of pride in Battle River Regional Division and the Camrose community.
- CCHS staff is to be commended for the great deal of effort that goes into communicating with parents and other stakeholders (media releases, newspaper profiles, newsletters, annual reports, education plans, student handbooks, course prospectus, parent-teacher interviews).
- Parents interviewed indicated that CCHS is a “good” school with a “solid” reputation. They indicated that school administration is open, receptive, and cooperative.
- School staff and administration are to be commended for providing a wide array of programs and offerings in order to “provide the best educational opportunities for all students”. This includes continually looking at educationally sound ways of integrating courses/modules and exploring more ways to generate additional student credits and CEU’s.
- Students and staff are to be commended for the high degree of time on task that exists in most classrooms.
- Student conduct at CCHS can be described as “good”, thanks to a large majority of cooperative and well-behaved students, a diligent staff and well-established guidelines.
- The school is to be commended for its extensive collection of classroom, laboratory, and library resources available to students and staff.
- Many great things are happening at CCHS – it is a very fine school.

Dr. Phillips noted that each school review also provides suggested recommendations and noted the ones listed below.

#### Recommendations

- Phase 3 modernization of the Practical Arts/CTS areas and the Drama area is a high priority in Battle River Regional Division #31 and needs to occur as soon as possible.
- It is suggested that staff and stakeholder groups revisit the mission and vision for CCHS with consideration given to the *Professional Learning Communities* model.

- It is recommended that all staff role descriptions and administrative structures be reviewed and updated. The role description for department heads should be modified to include classroom observations/teacher supervision.
- General supervision practices need to be reviewed with the notion of increasing personnel on duty. A higher level of supervision should occur inside and outside of the building before school, during breaks and lunchtime, after school, and while students from feeder schools are loading and unloading.
- More administration presence in all classrooms in the form of drop in and scheduled visits would be helpful for students and staff. This would be in accordance with Battle River Regional Division Policy GCN (Guidelines on Supervision).
- The format of report cards needs to be reviewed with inclusion of more information such as term marks, anecdotal comments and final exam marks.
- While staff members are encouraged to participate in district in-services and outside professional development activities, and many do, increased involvement by all teachers would lead to even greater school improvement. Division funds are available for the highly specialized teachers to attend in-services not available in Battle River Regional Division #31.
- It is recommended that there be increased opportunity for teachers to visit classrooms within and outside of the school. It is important for teachers to share their ideas and insights, and to appreciate and promote the good work their colleagues do. Greater collaboration within and between departments at CCHS would be beneficial.
- Friday early dismissal should be reviewed so that transportation needs of rural and urban bussed students are looked after.
- It is recommended that the school continue to review the practice of making tests and returning tests to students. Greater use of LXR and other test banks would be helpful.
- Since some important information is not getting through, it is suggested that the system of daily announcements and the posting of important information be reviewed. It is suggested that consideration also be given to setting up a school council display board in/near the office area to provide information to parents.
- It is suggested that the school continue to explore additional techniques of distributing the newsletter by way of traditional methods and perhaps using electronic mailing lists.
- The practice of splitting teachers for subjects such as Language Arts 9 and Science 10 should be reviewed.
- The interaction of CCHS and PACE students needs to be reviewed. School staff and administration need to continue looking at ways to increase the school's capacity to provide meaningful services and a sense of belonging to marginalized students. Also, the current review of accommodating "students at risk" should continue.
- It is recommended that school staff continue to work towards reducing the number of students in the halls during class time.
- Teachers of Achievement Test and Diploma Exam subjects should be provided with copies of their specific group/class results. All relevant staff should participate in a yearly item analysis where exam results are cross-

referenced with exam blueprints. This analysis will encourage staff to analyze their courses, share ideas, develop common evaluation strategies and come up with action plans that will result in a stronger program for students.

- CCHS might consider looking into programs such as AP (Advanced Placement) and self-directed study. These would provide gifted students with additional academic challenges and opportunities.

Dr. Phillips concluded his report by noting that “all seven members of the school review team enjoyed being at the Camrose Composite High School, learned a great deal about the school’s operations, and expressed confidence in the staff and programs that exist. Camrose Composite High School serves the students and the community very well.”

The school administrators responded to questions from the Trustees.

Chairman Poyser commended the administrative team on their school newsletter, noting that she looks forward to reading each newsletter from CCHS as it is always very informative. Ms Poyser also commended the administrative team on the leadership and support they have given to the school.

Mr. Lindstrand, Principal, noted that every review that has been done has led to some ideas for improvement.

Dr. Phillips added that at CCHS there are more subject specialists, so in addition, the staff at CCHS also received an appendix on different subject areas that are not a part of the general report. Dr. Phillips informed Trustees that Mr. Oliver, Vice-Principal, is retiring this school year, noting that he is an excellent teacher and administrator.

Mr. Oliver noted that he has been at CCHS since 1971 and thanked Dr. Phillips for the opportunity to be part of the review. Mr. Oliver indicated that CCHS is an extremely strong school and thanked the Board for the support he has had teaching and that he has enjoyed his 35 years of teaching. He noted that CCHS has had few administrators because it is a great school and people tend to remain there. Mr. Oliver expressed his appreciation for the cooperation he has received from the administrators at the high school.

Mr. Vornbrock, Vice-Principal, questioned the Board with respect to the possibility of providing one-time funding for implementing some of the recommendations contained in the report if the school can provide a good proposal for that implementation.

Chairman Poyser thanked the administrators for attending the meeting.

Mr. Lindstrand, Mr. Vornbrock and Mr. Oliver left the meeting at 2:42 p.m.

**MEETING RECESS (2:42 p.m.)**

The regular meeting recessed at 2:42 p.m. and reconvened at 2:57 p.m.

**EXCHANGE STUDENTS – APPLICATION OF POLICY**

Dr. Phillips informed Trustees that he is receiving calls from student exchange organizations requesting information about admitting students to schools in Battle River Regional Division #31. He noted that this was discussed at the Superintendent’s Advisory Council (SAC) with the administrators present indicating that there appear to be more companies requesting student placements than previously experienced. This is perhaps starting to have an adverse effect on the ability of staff to provide adequate services to these students. Administrators at the SAC meeting suggested that an amendment could be made to the policy so that if there is nonreciprocal ‘exchange’, a fee would be levied for these students. The schools accepting these students would then receive reimbursement for their services.

Trustees determined that this will be discussed further at their meeting on March 28, 2002. A change will be made to the policy that will state that suitable accommodation for an exchange student **must** be assured prior to the school accepting such students.

**POLITICAL CONTRIBUTIONS**

Trustee Oberg questioned whether there was a fee for attending the Premier’s dinner in Camrose on March 7, 2002. Several Trustees expressed their view that it is important to attend functions whereby dialogue can occur with MLAs, and possibly with the Premier.

#58/02

G. OBERG – That the Board refrains from making political contributions to any party, including fundraising dinners that includes a portion of the cost that is tax receiptable.

Trustee Oberg requested a recorded vote.

For the motion

G. Oberg

Opposed to the motion

B. Herder  
J. Fitzmaurice-Johnson  
G. Poyser  
M. Mulder  
B. Sears  
P. Zeniuk  
W. Thronson

DEFEATED

**RATIFICATION OF PAYMENT OF ACCOUNTS**

#59/02 W. THRONDSOON – That the Board ratifies the payment of the accounts for the month of February 2002.

CARRIED

**IN-CAMERA SESSION (3:26 p.m.)**

#60/02 B. HERDER – That the regular meeting recess to allow the Trustees to meet in-camera, and that all persons except Trustees, Acting Superintendent Phillips, Secretary-Treasurer Schulte, and Recording Secretary Lauber be excluded.

CARRIED

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Trustee Fitzmaurice-Johnson left the meeting at 3:48 p.m.

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The in-camera session recessed at 4:05 p.m. and the regular meeting reconvened at 4:05 p.m.

**TRUSTEE REPORTS**

Chairman Poyser noted that staff appreciation events are happening at a number of schools in her area.

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Trustee Fitzmaurice-Johnson returned to the meeting at 4:11 p.m.

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**INFORMATION ITEMS**

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

**COMMITTEE REPORTS**

Negotiating Committee

Several Trustees attended the Labor Relations Issues meeting in Edmonton on March 11, 2002.

Facilities Committee

Trustee Zeniuk reported on the attendance of members of the Facilities Committee at the CEFPI meeting on March 11, 12 and 13, 2002 in Kananaskis.

At the above-noted meeting, Trustees were informed that there will be no block funding for next year.

Alberta School Boards Association Reports and Information

Trustees were informed that the Canadian School Boards Association (CSBA) meeting will be held in Newfoundland from July 4-6, 2002.

Chairman Poyser informed Trustees that she has received a draft report with respect to Sparsity and Distance Funding. Any response to the report is to be submitted to ASBA by April 6, 2002.

Trustee Mulder noted that the ASBA Board of Directors endorsed the recommendations in the Small Schools Study report and that this will be presented to the general membership at the spring general meeting.

The next ASBA Zone 4 meeting will be held in Red Deer on March 25, 2002.

Alberta School Employees Benefit Plan (ASEBP)

Secretary-Treasurer Schulte, who is a member of the Board of Directors of ASEBP, noted that the Directors will meet on March 15, 2002 for a general meeting, and on March 26, 2002 for their annual investment meeting. Mr. Schulte noted that a rate increase is expected this year.

Administrators' Meeting

Chairman Poyser reported on her attendance at the March 12, 2002 meeting of the school administrators, noting that the dance performance by the grades 3, 4, and 5 students (who volunteered) from Chester Ronning School was very enjoyable.

Small Schools Committee

Trustee Herder reminded Trustees about the upcoming Small Schools Conference on May 3 and 4, 2002 in Red Deer.

**REGULAR MEETING OF THE BOARD OF TRUSTEES – APRIL 2002**

#61/02 G. OBERG – That the regular meeting in April be scheduled for Wednesday, April 10, 2002, rather than Thursday, April 11, 2002.

CARRIED

**MEETING RECESS (4:32 p.m.)**

At 4:32 p.m., Chairman Poyser recessed the meeting until 9:30 a.m. on March 28, 2002.

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