

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF PRAIRIE LAND REGIONAL DIVISION #25
HELD AT HANNA ON TUESDAY, January 13, 2010

Present:

Duane Roy, Chair	Edward Brinkman
John Neill	Marsha Tkach
Sam Vogel	Angie Warwick
Elaine Horner	Vern Thuroo

Wes Neumeier, Superintendent
Sharon Orum, Secretary-Treasurer
Lana Campbell, Administrative Assistant

Absent with regrets:

Bob Smith, Deputy Superintendent

Board Chair Duane Roy called the Regular Business Meeting of
Prairie Land Regional Division #25 to order at 11:01 a.m.

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| Review of Agenda | Motion 2009-2010- 94 – E. Horner
That the agenda be adopted to include the following agenda items:
7C Face Book
7D Volunteer Drivers
13Cii Facilities/Transportation
13E Board/Superintendent Evaluation
13F Senior Administration Contracts | Carried |
| Review of Action Sheet | The action sheet reflecting the directives for action from previous meetings was presented as information. | |
| Consent Item Agenda | Motion 2009-2010- 95 – V. Thuroo
That the Consent Agenda that included the following items(s) be accepted as presented. The star will be removed from 13A.
PSBAA
Parent Link
Central Alberta Governance Circle | Carried |
| Adoption of the December 9, 2009 Regular Board Minutes | Motion 2009-2010- 96 – E. Brinkman
That the minutes of the Regular Board meeting of December 9, 2009 be adopted as amended. | Carried |

- Review of Annual Work Plan** The Superintendent presented the Annual Work Plan and reviewed the recommended revisions with the Board.
- Motion 2009-2010- 97 – E. Horner**
That the Board Annual Work Plan be accepted as amended:
- Commence review of School Board Policy Handbook* moved from the January meeting to the first meeting in September.
- Identify priorities for the Divisional Three-year Education Plan* moved from the January meeting to the first meeting in March.
- Carried
- Options for Per Diem Rate** The Secretary-Treasurer presented information received from ASBOA members regarding the treatment of subsistence. From a review of responses, it appears that the majority of jurisdictions do have a specified meal allowance; hotels are being paid at the actual rates for most Boards.
- Suggested rates from this review: Breakfast \$10, Lunch \$15, Dinner \$25 or a maximum of \$50 per day.
- Discussion ensued regarding the meal allowance rates to be used as a guideline for all Prairie Land employees.
- Policy 6 – Board Operations** The Superintendent presented Board Policy 6 – Board Operations and reviewed the recommended revisions with the Board.
- Motion 2009-2010- 98 – V. Thuroo**
That Policy 6 – *Board Operations* be accepted as amended.
- 2.3 will read Individual trustee attendance at regular and/or special meetings of the Board may occur via video-conferencing as pre-arranged through the Chair.*
- 7.7 will read Bourinot’s Rules of Order.*
- 10.3 will include suggested rate would be Breakfast \$15, Lunch \$15, Dinner \$25 inserted after approval by the Board Chair.*
- Carried
- Governance Circle** Trustee Vogel presented options regarding Prairie Land Regional Division #25 hosting the Governance Circle meeting in October of 2010.

Discussion ensued regarding the cost, venue, and the responsibilities of the Board.

The Board was invited to attend the meeting. Details and attendance will be decided closer to the date.

Motion 2009-2010- 99 – S. Vogel

That the Board of Prairie Land Regional Division #25 host the Governance Circle meeting at Palliser Regional Planning Commission in October of 2010 at a maximum meeting cost of \$500.

Carried

Administrative Procedure 421 – Administrator Evaluation

Recommended changes to Administrative Procedure 421 *Administrator Evaluation* were discussed with principals and will be forwarded for school council input.

Policy 7 – Committees of the Board

The Superintendent reviewed Policy 7 - *Committees of the Board* and proposed a change to 1.7.3 *an ex officio member upon invitation* instead of *Superintendent*.

Motion 2009-2010- 100 – V. Thuroo

That Policy 7 – *Committees of the Board* be accepted as amended.

Carried

Special Schools Tax Levy Information

The Secretary-Treasurer, presented information from Alberta Education regarding the Special School Tax Levy. The process requires adherence to strict guidelines and specific deadlines including timely cooperation from municipalities. Information provided to ASBOA indicates that there have been three attempts over the past few terms to implement a levy; none were successful due to the stringent process and timelines involved.

Discussion ensued.

Further discussion regarding the Special Schools Tax Levy information will be postponed until the February 24, 2010 Board meeting following the release of the provincial budget on February.9.

Recess

A recess was requested at 12:17 p.m.

The meeting reconvened at 12:24 p.m.

**Consort Career
and Technology
Studies (CTS)
Grand Opening**

At the December 2009 Board meeting, trustees were asked to consider holding a Grand Opening Ceremony at the renovated Consort School CTS Trades shop to occur sometime after completion of the facility at the end of January.

Discussion ensued about possible times, attendees and fitting the ceremony into the Board meeting schedule to control costs.

Motion 2009-2010- 101 – M. Tkach

That the Consort CTS Grand Opening be scheduled for February 24, 2010 at 10:00 a.m. subject to the date working for the school,

Carried

Invited guests will include: Special Areas Chair, Jay Slemp; Consort mayor, Terry McMahon, and Consort Town Council; MLA and Minister of Agriculture, Jack Hayden; as well as Consort, Veteran, and Altario school councils.

Motion 2009-2010- 102 – J. Neill

That the Board meeting of February 24, 2010 be relocated to Consort. .

Carried

**Administration
Procedure 516 -
Purchasing**

The Secretary-Treasurer presented information regarding local purchasing options. Both the Transportation and Facilities areas do some local purchasing and do have some contracts in place at this time. These contracts will be tendered prior to the renewal of any agreements and identified local vendors will be notified of requests for proposal/quotes posted on the Alberta Purchasing Connection (APC). This site is available to any vendor wishes to obtain access.

The granting of tenders leaves discretion for considerations other than cost alone. If the Board wishes to utilize local providers, we must establish parameters whereby staff has a specific percentage of flexibility.

Discussion ensued regarding local purchasing options and guidelines.

The Board requested that Administration create a common sense clause in Administration Procedure 516 - *Purchasing* that supports

local purchasing and support of businesses in our communities.

Recess

The meeting recessed at 12:54 p.m. for lunch.

Reconvened

The meeting was reconvened at 1:33 p.m.

**Starland County
Funding
Contribution**

The Board Chair shared the response from Starland County regarding the request for removal of the conditions of the County's proposed CTS contribution.

Discussion ensued regarding possible routes that the Board can take regarding Starland County's response.

It was decided to table this item until the February 3, 2010 meeting at which time The Deputy Superintendent will report on other manageable options for CTS in Altario, Veteran, and Youngstown.

Administration will send a letter of acknowledgement to Starland regarding their letter dated December 22, 2009 indicating that we will respond after other options are considered on February 3rd.

Face book

The Board discussed the option of posting Prairie Land information onto a social networking medium such as Face book or Twitter, in order to enhance communication with the public. A policy regarding the use of these media may need to be implemented.

Administration will discuss the implications of this action with the technology department, the ASBA, and principals.

**Volunteer Bus
Drivers**

Concerns were raised regarding busing safety issues as they pertain to volunteer bus drivers performing pre-trip inspections.

Discussion ensued regarding requiring volunteer bus drivers to complete the S endorsement course.

Transportation Coordinator, Bill Best, and Administration have decided to assign new buses to long trips and will teach volunteer drivers how to perform a pre-trip inspection.

Administration will discuss with principals the requirement for all volunteer bus drivers to perform pre-trip inspections.

**Off-Site Activity
Proposal
Youngstown**

Youngstown School is preparing to take an international trip to Italy and Greece, leaving April 1 and returning April 11, 2010. Brian Giesbrecht and Susan Connors will be the supervising staff to three students.

Motion 2009-2010- 103 – A. Warwick

That the Board approve the Youngstown International trip to Italy and Greece scheduled for April 1-11, 2010.

Carried

**Alberta
Education: Zone 5
Director's Report**

The Zone 5 Director's Report of January 8, 2010 was received as information on the following topics:

HIV/AIDS in Educational Settings
Provincial Telephone Surveys
New Web Page for Francisation
Questions from the Field

**ASBA
Governance
Handbook Update**

An updated copy of the ASBA Governance Handbook has been placed in the Board room for trustee reference. The handbook can be accessed on the ASBA website.

**CAPSLE
Conference**

The CAPSLE Conference will be held April 25 to 27, 2010 at the Hyatt in Calgary. Trustees require prior approval from the Board to attend at Board expense.

**Principal Meeting
Summary**

The Superintendent gave a summary of the December 10, 2009 principals meeting.

The principals discussed the Annual Education Results Report (AERR) presentations to the Board and passed on a collective thank you to the Board for the excellent conversation and partnering that occurred during these meetings. Principals felt this was a good process for building common understanding of the schools' achievement results and the work that is being undertaken to improve our outcomes. Other feedback was presented as attached.

As per the Boards request for principals to review school secretarial needs, principals unanimously agreed that each school needs a full-time secretary and that this change should be implemented as soon as possible. Principals will audit safety

concerns with their communities through their school councils and will report on any unresolved safety issues that they cannot resolve locally or for which they may require additional resources in addition to full-time secretarial support.

Motion 2009-2010- 104 – E. Brinkman

That every school have a full-time secretary, effective immediately.
Carried

Alberta Distance Learning Centre (ADLC)

The Superintendent received a letter from ADLC regarding potential funding cuts. Prairie Land Regional Division students enrolled in 102 courses through ADLC in 2008 and showed a completion rate of 70%.

Discussion ensued regarding student registration and completion rates.

The Board asked administration to address with principals the issue of so many students enrolling in ADLC courses without starting the courses and the low completion rate.

The Board directed administration to draft a letter to the Minister of Education in support of continued, sustainable funding to the Alberta Distance Learning Centre.

Central Alberta Career Development Partnership

Central Alberta Career Development Partnership has sent a list of PLRD Tech Prep graduates. The number of PLRD students participating in this program has significantly increased in 2008-2009. In 2007/2008, 65 students participated in this program and in 2008/2009, 79 students participated.

ASBA

Trustee Warwick provided an overview of the ASBA Zone 5 meeting held on January 8, 2010.

Discussion ensued regarding the statement by Heather Wellwood, ASBA president, that AISI funding should not be used to provide professional development to teachers in the area of assessment.

Administration will gather the necessary information to clarify this issue.

Motion 2009-2010-105 – A. Warwick

That the Board pay for accommodation, travel, and meals for one member of each of our school councils to attend the Alberta School Councils Association Annual general meeting and conference April 25-27, 2010 at the Mayfield Inn, Edmonton.

Carried

SCARC

Trustee Tkach presented an overview of the SCARC meeting held in Strathmore on December 11, 2009.

**Town of Hanna
Council Meeting**

Board Chair reported on the Town of Hanna Council meeting that he attended along with Vice Chair, E. Horner, Trustee A. Warwick, and Superintendent, Dr. W. Neumeier. PLRD presented information to council on our current and projected budget deficit, CTS programming for students throughout the division including the Town of Hanna, 21st century learning initiatives that the district is undertaking, and the results of the Board's community consultation meetings that were held in 2009 in each of our communities.

Discussion ensued regarding inviting the Mayor of Hanna, Mary Collins and CEO Geraldine Gervais to a lunch meeting with members of the Board and senior administration.

The Board requested that administration invite the Mayor of Consort, Terry McMahan, and Special Areas Chair, Jay Slem, to lunch and the Board meeting on February 24, 2010.

Round Table

The Board requested that the 2010-2011 school calendar be determined as soon as possible.

Administration was asked to assist Morrin school with signage at each door to direct people to the office.

The Board requested that administration contact Nadine Hein and ask her to report on her current role and work.

**Recognition and
Acknowledgement**

There were no recognition and acknowledgements at this time.

**Recess
Reconvened**

The meeting recessed at 3:22 p.m.
The meeting reconvened at 3:31 p.m.

Minutes of the Regular Board Meeting
Prairie Land Regional Division #25
January 13, 2010 11:00 a.m.

Motion to Move In Camera	Motion 2009-2010-106 – V. Thuroo That the Board move in camera at 3:31 p.m.	Carried
Motion to Rise From In Camera	Motion 2009-2010-107 – M. Tkach That the Board rise from in camera at 5:40 p.m.	Carried
Adjournment	The meeting was adjourned at 5:40 p.m.	

Duane Roy
Board Chair

Sharon Orum
Secretary-Treasurer