January 30, 2012

MINUTES

VALHALLA SCHOOL FOUNDATION REGULAR BOARD MEETING

Valhalla School Foundation 9:00 Am to Noon

In attendance:

J. Kochendorfer R.Battochio J. Moutray B. Kjemhus A. Harpe

T. Fehr D. Kochendorfer S. Mumert M. Westad

Meeting called to order 9:00 am at the Valhalla School Foundation board room by J. Kochendorfer with a quorum present.

The Junior High Classes of VCS was also in attendance today to observe and takes notes on our meeting.

- -Motion to approve the Agenda with addition of change to April 30, 2012 meeting date by B. Kjemhus. AIF Carried

-Motion by J. Moutray to approve December 15, 2011 Regular Board Minutes, AIF. Carried.

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Business Arising From Minutes

Nothing at this time.

4.1 Board Self Evaluation

Board self evaluation worksheets to be sent out and done for February meeting.

4.2

Superintendent Evaluation- Review of procedures, and key information that should be included in Superintendents evaluation.

*See attached sheet with detail.

4.3

Human Resources Committee –Definition of Role

*See Attached document on HR Committee Roles Matrix

4.4

Superintendent Job Description and Ad

VSF Board will use the same ad that we used in the Fall of 2011 for the previous Superintendent Search.

4.5

Superintendent Search Process

We will advertise in the local paper the Daily Herald Tribune, through CASS, and also on the Education Canada Website.

4.6

School Calendar Preliminary Discussion

Administration to work on Final copy of School Calendar for 2012-2013.

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4.7

AGM Planning

Motion made to have AGM meeting to March 26, 2012, by A. Harpe, at 7:00 pm . AIF. Carried.

4.8

In Camera Proposal

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4.9

Transportation Policy Updates

- **Change to policy G-203 Appendix C.8**

  .1.1..1 The change will change the evaluation process for the bus drivers to every three year.

Motion by A. Harpe to change the **G-203 Policy** Appendix C change to "***the transportation director shall shall evaluate the bus drivers' and substitute drivers' performance once every three years***". AIF. Carried.

*Job Description for Transportation Director.

***Policy G-501 Role of Transportation Director**. See Attached.

Motion made by B. Kjemhus to approve **G-501** Job Description of the Transportation Director. AIF. Carried.

*__G-203 Benefits for Bus Drivers__ -Change so that once the probationary period is over the benefits start.

Motion made by A. Harpe to change the Policy G-203 that the full-time, permanent bus driver's are eligible for the Board's benefits plan after a successful Probationary period. AIF. Carried.

For information, changes to the guidelines for cold weather clothing were presented.

Policy E-102: GUIDELINES:

- All students riding on school buses must wear, which is preferable, or carry with them, proper clothing appropriate for the weather conditions. If a student is not wearing, or does not have in their possession, appropriate clothing suitable for the weather conditions the bus driver shall advise the parent, principal and document the discussion. In a situation that the Principal determines to be of significant risk to the student he/she may decide to keep the student at the school until they have appropriate clothing or the parent picks them up.

Motion by A. Harpe to table the item regarding compensating bus drivers for plugging in vehicles in after minus twenty, until next Board meeting. AIF. Carried.

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4.10

School Fees Collection

*Review of philosophy behind setting the rate for school fees, and also the default on paying school fees by parents.

*Letter presented R. Battochio to possibly be used to recoup school fees. Issue turned over the Valhalla Community School Parent council. Issue to be discussed and voted on by VSF Board at a later date.

Invoices to be sent out to parents of VCS that have not paid their school fees for the current school year. Principal to publish a reminder in the Newsletter to explain how important it is for school fees to be paid..

4.11

Change in Meeting Date

We need to change April 30, 2012 Valhalla School Foundation Board meeting date April 23, 2012.

Motion to change meeting date by B. Kjemhus, to April 23, 2012, from April 30, 2012, AIF. Carried.

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❖ **Reports**

5.1 Chairpersons Report- See attached

*See Attached Report

*Motion to cover expenses incurred by J.Kochendorfer to go to TAAPACS meeting in Red Deer, B. Kjemhus motions to approve. AIF. Carried.

5.2 Superintendent Report- See attached

5.3 Transportation Report-See attached

Motion to hire J. Todd as a permanent employee, made by J. Moutray. AIF. Carried.

5.4 Principals Report- See attached

*Motion to approve field trip to Quebec with the Junior High 8/9 class, the May 17-23 by T. Fehr . AIF. Carried.

*The Principal would like the Board to reconsider the Swimming Lessons for VCS as costs continue to rise.

*IT logistics: working with two online courses, there are still some challenges.

5.5 Secretary Treasurers Report-

-See attached Income Statement for January 27, 2012

-Sec/Tres written report attached.

Motion to accept with regret R. Battochio's resignation letter made by J. Moutray . AIF. Carried.

The Valhalla School Foundation is extremely disappointed to accept this resignation as we have very much enjoyed our working relationship with Mr. Battochio. We wish him well in all his future endeavors, and would look forward to another opportunity to work with him in the future should the situation allow.

J. Kochendorfer excused herself from the in camera session at 11:55 am.

Motion to move in camera at 11:55 am by T. Fehr. AIF. Carried.

Motion to come out of camera at 12:15 by T. Fehr. AIF. Carried.

A personnel matter was discussed by the Board members present during the in camera session. This issue, with a recommendation, will be brought back to the VSF Board at the regularly scheduled meeting on February 27, 2012.

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J. Mountray motions to adjourn the meeting at 12:20 pm . AIF Carried

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J. Kochendorfer-Chair Mary Ann Westad Secretary - Treasurer

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