



December 11, 2014

# MINUTES

## VALHALLA SCHOOL FOUNDATION REGULAR BOARD MEETING

In attendance:

J. Picard (by Skype)	J. Kochendorfer	B. Kjemhus	J. White	T. Campbell
J. Hauger	M. Gerow	S. Mumert	K. Rosvold	

Absent: 1 vacancy.

**1.0 CALL TO ORDER – REVIEW AND APPROVAL OF AGENDA** Called to order with a quorum present at 6:04pm. (14/12-1) B.Kjemhus made motion for agenda acceptance with the switching of 8.1 and 8.2. AIF

**2.0 APPROVAL OF MINUTES (Nov 27/14)** (14/12-1) B.Kjemhus made motion for agenda acceptance with the switching of 8.1 and 8.2. AIF

**3.0 BUSINESS ARISING FROM MINUTES:** nothing at this time

### **4.0 BOARD DEVELOPMENT**

**4.1 Jump Math:** Jen LeBlanc explained Jump Math to the board. It is a Canadian program, very easy to run the 3-4 programs as one unit. Students that have struggled in previous years seem to be succeeding with this program. The only thing that is lacking is the memorization portion for the curriculum. There is smart board programing included in the package that we have.

**4.2 Board Self Evaluations-in new business**

### **5.0 Reports**

**5.1 Chair:** J. Kochendorfer gave a verbal report. There has been a letters of both concern and support about the 5/6 field trip filed. She has asked the concerned parties to take their concerns to the TD and Superintendent.

**5.2 Transportation Director:** attached. Two people did email about the 5/6 field trip and he has discussed the issues with them.

**5.3 Secretary Treasurer:** attached. (14/12-3) J. White moved to have an ongoing fundraiser for awards and bursaries. AIF.

**5.4 Principal:** attached. (14/12-4) J.White moved to approve the Ottawa, Montreal, Quebec trip of May 19-25, 2016 as proposed. AIF.

**5.5 Superintendent:** attached. Finally managed to talk to Michael Edigar (Alberta Education-Facilities) about the VHS/lease concerns.

## **6.0 COMMITTEE REPORTS**

### **6.1 Executive Committee:**

6.1.1 Superintendent Evaluation. (14/12-5) B. Kjemhus moved to accept the evaluation process and timeline as circulated. AIF

**6.2. Finance Committee:** J. White did contact M.Lucuk about depreciation/amortization concerns but he is away on holidays, he will get back to us when he is back.

### **6.3 Human Resources Committee:**

6.3.1 Policy E: 102 attached. (14/12-6) M. Gerow moved that Policy E102: Bus and School Operations During Inclement Weather Policy be sent to the policy advisory committee for future development. AIF.

6.3.2 Policy Review moved to new business.

**6.4 Program Committee:** B. Kjemhus presented information about bursary. J. Kochendorfer identified potential conflict of interest and excused herself from conversation. (14/12-7) J. White moved to accept the bursary program in principal as presented. AIF. B Kjemhus will bring final details to January meeting.

J. Kochendorfer returned to meeting.

### **6.5 Governance Committee:**

6.5.1 Vacancies: (2014/12-8) M Gerow moved to have J Hauger fill the Director Rep position on the Human Resources Committee and the Fund Development Committee, and to have B Kjemhus fill the Director Rep position on the Finance Committee. AIF.

## **6.6 Fund Development Committee:**

6.6.1 Cookbooks are here, K. Rosvold will man a table at the Christmas concert in the afternoon and J. White will look after the table in the evening. GST must be charged on the cookbooks. No one responded to J. White's email with concerns about the Madhatters dinner. (14/12-9) B. Kjemhus moved rescind the motion to go ahead with the Madhatters fundraiser. AIF. J. White will call to cancel.

## **6.7 Reports from Partner Organizations**

6.7.1 VHS. Next meeting is Dec 16, 2014. Discussion about the concerns of user regular user groups and the cost to the school of these groups. Issue tabled to the next meeting.

6.7.2 VCS School Council: There have been some concerns with the playground. The parents are also concerned about the Alberta Education Survey that has been poorly responded to and if it is because of a language barrier i.e.: German. J. Picard will follow up the German language survey support question with Alberta Ed.

6.7.3 Playground: nothing to report

6.7.4 TAAPCS: J. Kochendorfer will be attending the January 15/16, 2015 meeting and J. Picard is to decide which of the administration should be attending as the second person.

John Moutray left meeting at 8:04 pm

## **7.0 OLD BUSINESS**

7.1 Christmas Party: excellent party well received.

## **8.0 NEW BUSINESS**

### **8.2.1 Policy Review:**

J. Kochendorfer read policy B-101: Roles and Responsibilities of the Charter Board. (14/12-10) J. White moved the approval of B-101: Roles and Responsibilities of the Charter Board with numbering adjustments. AIF.

J. Kochendorfer read policy B-102: Role of Charter Board Chair/Co-Chairs. B-102: Role of Charter Board Chair/Co-Chairs (14/12-11) B. Kjemhus moved the approval of B-102: Role of Charter Board Chair/Co-Chairs with numbering adjustments. AIF.

J. Kochendorfer read policy B-103: Duties of the Treasurer. (14/12-12) M. Gerow moved the approval of B-103 : Duties of the Treasurer. AIF.

J. Kochendorfer read policy B-104: Duties of the Secretary. (14/12-13) T. Campbell moved the approval of B-104 Duties of the Secretary. AIF.


**8.1 Board Self Evaluation:** attached. Discussion surrounding the questionnaire. Overall did well, only potential issues were to look into non-director committee members more. Create clarity on

committees. We handle risk management very well. Should send out packages sooner. First priority is to clarify committee roles on nominating and audit committees and move them into policy.

**9.0 EVALUATION OF MEETING** we always appreciate staff coming to meet us and explaining what they are working on.

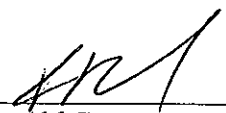
**10.0 ADJOURNMENT:** (14/12-14) M. Gerow made motion to adjourn at 9:05pm.

*Next meeting is January 20, 2015*



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J. Kochendorfer – Chair



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K. Rosvold Secretary-Treasurer

# Principal's Report

To the VSF Charter Board

DECEMBER 11, 2014

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## CURRENT STATUS

- **Enrolment**

September Enrolment (Confirmed as of Sep.29)		
2014/2015	Classroom	Wait List
ECS - 14	14	K - 0
Gd 1 - 9, Gd 2 - 13	22	Gd 1 - 0, Gd 2 - 0
Gd 3 - 6, Gd 4 - 10	16	Gd 3 - 0, Gd 4 - 0
Gd 5 - 7, Gd 6 - 16	23	Gd 5 - 0, Gd 6 - 0
Gd 7 - 12	12	Gd 7 - 0
Gd 8 - 13	13	Gd 8 - 0
Gd 9 - 14	14	Gd 9 - 0
<b>TOTAL</b>	<b>114</b>	<b>0</b>

- Enrolment -- actual numbers (Gd K-9: 114, Gd 1-9: 100), FTE: 107.0 (K-9),
  - Sept., 2013: K-9 was 115, 1-9 was 110, FTE was 112.5
- Special Education students
  - One PUFs student- funding applied for
  - One Code 44 student (Grade 3) - funding in place
  - Several diagnosed (some medicated) ADHD students ... these are not funded
  - Many ESL coded students (grant available)
- Working with classes/students to develop routines to help students take ownership for their classroom and the school building (and to help ease custodian workload)
- Ongoing work with students, teachers and parents on student management
- IPP development underway
- Ongoing work with Transportation Director and drivers on student management and other concerns

- Ongoing work with Secretary/Treasurer on admin, finance
- Consultation with Superintendent on student management issues, transportation matters
- Dec. 1 – School Council meeting
- Working with Superintendent to provide training for Anna in Calgary through FFCA (Anna spent Dec.3 working on Maplewood with FFCA support)
- working with Cindy to provide Reading Master training and support to teachers

## LOOKING AHEAD

- VCS staff and management will be continuing to seek ways to intentionalize and strengthen the implementation of our charter's leadership mandate. We're also working on ways to improve our charter required cursive writing program.
- Need to continue working toward improved communication of our message with the wider community as well as *improving classroom to home communication*
- Preparation underway for Christmas concert
- Admin is working to add value to VCS students' experience. Les Bouchérons booked for one day in March, 2015, investigating possibility of bringing Missoula Theatre next year – These programs are *extra-budget!* Support will be solicited.
- Seeking board approval and support for 2016 Quebec/Ottawa trip. See attached.
- Increasing community use of facility highlighting need for facility fee to help cover costs
- Though this school year is not without challenges, teachers continue to comment on the improved classroom atmosphere and student behavior over last year. The challenges that continue tend for the most part to be less serious and more about finding better management practices for specific situations. I am very pleased at the level of participation of our junior high students in the Remembrance Day ceremony and looking forward to more of the same for our Christmas concert. Teachers are also noting they can do more unstructured and "fun" activities with classes this year than was possible the last few years. As we have seen in other years, we note that this year is showing huge improvement in attitudes, school effort and behaviour in many of our more challenged students.
- I continue to look forward to discussion with the board and any individuals concerning the ongoing direction of our school. The reality of the challenges all schools face can only be met by continual, creative cooperation by all of our school community ... something that I hold to be a privilege to be a part of!

Respectfully submitted,



Steve Mumert, Principal



# Valhalla School Foundation

## SUPERINTENDENT'S REPORT

December 11, 2014

### Activities and Developments

- AEP AERR finalization and posting
- Discussions with Michael Ediger (Alberta Education – Facilities)
- Staffing, Student Discipline, Transportation
- Transportation policy

### Staff and Board Communication

- Steve Mumert – Staffing, student issues, transportation
- Karen Rosvold – Budget update
- Transportation Director – Policy work, cancelling buses, staffing
- Board Chair – Board Agenda, Policy work, Transportation, Governance

### Planning and Priorities

- Facilities Long-term planning
- Policy Review
- 15 Year Charter Renewal / Bylaws, Charter Update
- Strategic Planning – Future of VSF/VHS arrangement for facility
- Critical needs:
  - long-term, sustainable fund development to support school operation and transportation needs

*Respectfully,  
John Picard*