



March 18, 2015

## MINUTES

### VALHALLA SCHOOL FOUNDATION REGULAR BOARD MEETING

#### In attendance:

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

**1.0 CALL TO ORDER – REVIEW AND APPROVAL OF AGENDA** Called to order with a quorum present at 6:00pm. (15/3-1) T. Campbell made motion for agenda acceptance with the amendments of 5.4 offer of employment, 6.1.2 moved to 5.1; 6.1.1 moved to 8.2 and will be in camera, AIF

**2.0 APPROVAL OF MINUTES (Feb 19/2015)** (15/3-2) J. White made motion to accept the minutes as amended. AIF.

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

**4.0 BOARD DEVELOPMENT:** Using the strategic planning models how we can improve the second language program. Concerns were; how can we teach both second languages effectively, would we be better off having one second language offered rather than two and which one. Would it be advisable to have German speaking parents come in to converse with students and include cultural aspects at that time. (15/3-3) E. Penner moved that we survey parents at registration regarding second language; is second language a priority? Which language preferred or both? B. Kjemhus seconded. AIF. Do we also want to bring this up at the AGM or wait till after the survey, S. Mumert suggested that we mention it at the AGM and look for feedback. B. Kjemhus will speak to this topic at the AGM. Mr. El-Tantawy will be asked for his German students to draft an invitation for German parents explaining the issue.

#### **5.0 Reports**

**5.1 Chair:** J. Kochendorfer gave a verbal report and included the invitation to the Education Act implementation seminar. (15/3-4) J. White made motion to send two directors and reimburse expenses up to \$400 per person, T. Campbell seconded. AIF. J.Kochendorfer and E. Penner will attend.

**5.2 Transportation Director:** attached

**5.3 Secretary Treasurer:** attached

**5.4 Principal:** attached.(15/3-5) J. White moved that we approve the moving of \$500 of the principal expenses to advertising so we may advertise for Kindergarten registration, J. Hauger seconded. AIF.

Transportation needs to look into preschool costs and regulations.

(15/3-6) B. Kjemhus moves to rescind motion 14/2-4-Quebec trip approval, and approve the Quebec Trip and its alternate dates of April 29-May 5, 2016. T. Campbell seconded. AIF.

S. Mumert brought forward a calendar with alternate dates included and it will be sent to Parent Council for consideration.

**5.5 Superintendent:** attached.

## **6.0 COMMITTEE REPORTS**

### **6.1 Executive Committee:**

6.1.1 Superintendent Evaluation. Moved to 8.2

6.1.2 Already discussed in 5.1

6.1.3 Report submitted for AGM.

### **6.2. Finance Committee:**

6.2.1 Budget, it was suggested by Alberta Ed to hold off on this till after the provincial budget on March 26, 2015.

6.2.2 Report submitted for AGM.

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

6.3.1 (15/3-7) T. Campbell moved the approval of Policy E102: Bus and School Operations During Inclement Weather Policy, as presented. E. Penner seconded. AIF. (15/3-8) J. White moved the approval of Policy G202: Personnel Policy: Non-Teaching School Based Staff, as presented. J. Hauger seconded. AIF. (15/3-9) T.Campbell moved to approve Policy G203: Personnel Policy: Bus Drivers, with the adding of 'regular' drivers to #5 under job description. E. Penner seconded. AIF.

6.3.2 Report submitted for AGM.

### **6.4 Program Committee:**

6.4.1 Report submitted for AGM.

### **6.5 Governance Committee:**

6.5.1 Board Member Recruitment, We have a parent member willing to let her name stand for the board as well as E. Penner will let his name stand but we still need to recruit for one intern director.

6.5.2 AGM- Discussed information that is needed to bring to the AGM. B. Kjemhus will discuss second language, information about board member recruitment, Parent Council to have report as well as AFS. Ski Hill? some members to bring cookies.

6.5.3 Policies: (15/3-10) B. Kjemhus moved to approve as presented; Policy B201: Charter Board Members Code of Conduct, Policy B601: Executive Committee of the Board, Policy B602: Governance Committee of the Board, Policy B603: Program Committee of the Board, Policy B604: Human Resources Committee of the Board, Policy B605: Finance Committee of the Board, Policy B606: Fund Development Committee of the Board. J. White seconded. AIF.

6.5.4 Bylaw 2-6 draft: (15/3-11) J. Hauger moved to approve the new by-law proposal Section 6 Article 2 Director Conflict of Interest as presented. J. White seconded. AIF.

6.5.5 Report submitted for AGM.

### **6.6 Fund Development Committee:**

6.6.1 Nothing to report

6.6.2 Report submitted for AGM.

### **6.7 Reports from Partner Organizations**

6.7.1 VHS. AGM is March 24, 2015

6.7.2 VCS School Council: nothing to report.

6.7.3 Playground: meeting coming up.

6.7.4 TAAPCS: next meeting May 6-7 in Medicine Hat.

## **7.0 OLD BUSINESS**

7.1 Charter Renewal- Strategic Planning Meeting Feb 28/15, this was very helpful.

## **8.0 NEW BUSINESS**

### **8.1 Discussion- Amendments to Bill 10**

8.2 Superintendent Evaluation- (15/3-12) T. Campbell moved to go in-camera at 8:43pm. (15/3-13) B. Kjemhus moved to come out of camera at 8:56pm. (15/3-14) J. Hauger moved we accept the Superintendent Performance Appraisal and Growth Plan as presented, T. Campbell seconded. AIF.

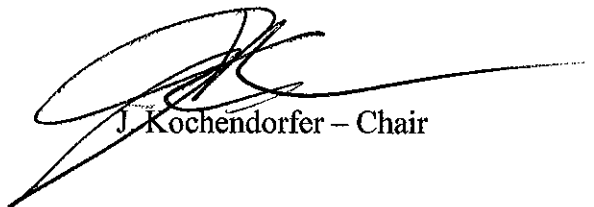
Thank you expressed to J. Picard for his work with our school, in particular his strength in helping us further our charter vision.

Thank you to J. White and M. Gerow as they both come to an end of their terms as directors

**9.0 EVALUATION OF MEETING:** Meeting went well. There was a lot to cover.

**10.0 ADJOURNMENT:** (15/3-15) J. White made motion to adjourn at 8:57pm.

*Next meeting is April 23, 2015*



J. Kochendorfer – Chair



K. Rosvold Secretary-Treasurer

## TRANSPORTATION REPORT MARCH 2015

Not a whole lot to report on this Month, I have completed the 6 monthly CVIP on Unit 107, no big surprises as expected. Unit 108 & 106 will be done in this week, again I don't expect any surprises.

Only had to drive the bus routes once due to the freezing last week.

Still having a few behavior issues on a couple of the buses, am working with the drivers and Steve to rectify this.

After the testing is completed at the school we will be completing evacuation drills, there is 2 to do.

Thanks

John



# Valhalla School Foundation

Operating Valhalla Community School, Northern Alberta's First Rural Leadership Charter School

Box 148 Valhalla Centre, AB T0H 3M0  
Phone: 780-356-2370 Fax: 780-356-2789

## Secretary/Treasurer Report March 2015

I continued with the everyday business of this office. Paying bills and handling emails and mail.

Worked with Diane and Lee to deal with issues with ATRF and their website.

Received confirmation of the amended WCB annual return, now it is closer to what was originally budgeted.

Made several trips to Beaverlodge to post office and bank..

Continued with finding information about the new benefit packages and products. We will be receiving a 5% discount on our ASO benefits.

Looked into some budget issues, and have started to work on the budget for the upcoming year. Had a discussion with Robert Mah on some concerns I had for building an accurate budget.

Attended via Skype a Charter Secretary/Treasurer meeting, there was discussion around the upcoming AB Gov budget (potential 5% cut for Education), Inclusive Ed, the new regulations surrounding the requirements of the Audit and Finance committees, information surrounding the new Education Act; committee meetings will be required to have minutes of these meetings, as well as information about document management.

Received information on the upcoming TAAPCS meeting.

Worked on the GRE (Government Reporting Entity) for this year and submitted it.

At this point our Profit/Loss budget vs actual should be at approximately 58%. Budget has been updated as per motions from previous meetings.

The advertising budget has been used up advertising for EA and teacher positions therefore Steve is asking to use his expense line to advertise for kindergarten and new students.

Respectfully Submitted

Karen Rosvold  
Secretary/Treasurer  
Valhalla School Foundation

# Principal's Report

To the VSF Charter Board

MARCH 18, 2015

## CONTENTS

STARTUP UPDATE.....Error! Bookmark not defined

CURRENT STATUS.....

- Enrolment.....

LOOKING AHEAD.....

## CURRENT STATUS

- Enrolment

VCS Enrolment (Updated January 19, 2015)		
2014/2015	Classroom	Wait List
ECS - 15	15	K - 0
Gd 1 - 10, Gd 2 - 14	24	Gd 1 - 0, Gd 2 - 0
Gd 3 - 6, Gd 4 - 11	17	Gd 3 - 0, Gd 4 - 0
Gd 5 - 7, Gd 6 - 16	23	Gd 5 - 0, Gd 6 - 0
Gd 7 - 11	11	Gd 7 - 0
Gd 8 - 12	12	Gd 8 - 0
Gd 9 - 14	14	Gd 9 - 0
TOTAL	116	0

- Enrolment -- actual numbers (Gd K-9: 116, Gd 1-9: 101), FTE: 108.5 (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)
- Several students moved away or have taken extended trips

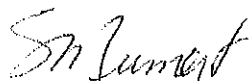
## Recent Activity

- Ongoing work with students, teachers and parents on student management
- Ongoing work with families regarding attendance issues
- Ongoing work with Transportation Director and drivers on student management and other concerns
- Ongoing work with Secretary/Treasurer on admin, finance
- Monthly curriculum/program updates for parents have been implemented; admin working with teachers to ensure close family contact as needed for individual students
- Implemented 1<sup>st</sup> round of peer coaching observations/discussions
- Interviewed for maternity leave replacement for Mrs. LeBlanc - candidate selected
- 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!* Necessary funds for Les Bouchérons have been successfully raised.
- March 5,6: Teachers Convention
- March 13: Term 2 Report Cards -- Successful implementation of reporting through Maplewood.
- March 18 : Les Bouchérons
- March 9-19: CTBS testing
- March 16: VCS Kindergarten Registration/Orientation -- advertising for new Kindergarten students underway
- Ongoing social drama among Junior High students is prompting teachers to reconsider (yet again) the best way to manage student personal electronic device use in the school
- Alberta Health Services are removing counseling service from VCS for the remainder of the year and cutting service in half for next year
- Request for funding from Hythe Regional School -- "tree hugger" bench near community center (about \$1600)

## LOOKING AHEAD

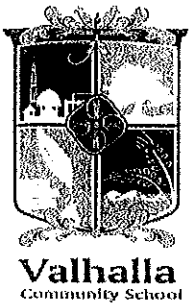
- VCS staff and management will be continuing to seek ways to intentionalize and strengthen the implementation of our charter's leadership mandate. We're also working on ways to improve our charter required cursive writing program.
- Need to continue working toward improved communication of our message with the wider community as well as *improving classroom to home communication*. We need to strengthen our message that parents need to partner with VCS by ensuring a daily (on school days) after-school, monitored homework time for doing assignments and (perhaps more importantly) studying core school subjects. We need to develop better tools/helps for parents to implement this practice.
- March 19 -- Parent/Teacher Interviews
- April 2-12: Spring Break
- April 20-22: VCS Returning Students Registration
- 2016 Quebec trip dates changed ... requires change to 2015/2016 calendar
- 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

March 18, 2015

### Main Activities and Developments

- Strategic Planning Meeting and Follow-up
- Governance Committee Meeting
- Policy/HR committee meeting
- Policy Work
- Facility Future – Michael Ediger

### Staff and Board Communication

- Steve Mumert – Student discipline, Home-school communication, programming
- Karen Rosvold – Budget update/ Policy work
- Board Chair – Agenda, Policy, Superintendent contract

### Planning and Priorities

- Academic Improvement
- Strategic Planning
- 2015-2016 Budget
- Charter Update
- Future of VSF/VHS arrangement for facility
- Critical needs:
  - long-term, sustainable fund development to support school operation and transportation needs

*Respectfully,  
John Picard*