



September 17, 2015

## MINUTES

### VALHALLA SCHOOL FOUNDATION REGULAR BOARD MEETING

In attendance:

J. Picard (by Skype)    J. Kochendorfer    B. Skaksen    B. Kjemhus    J. Hauger  
S. Mumert    K. Rosvold    J. Moutray  
Absent: E. Penner and T. Campbell, sent regrets, 1 vacant

**1.0 CALL TO ORDER – REVIEW AND APPROVAL OF AGENDA** Called to order with a quorum present at 6:02pm. (15/9-1) B. Kjemhus made motion for agenda acceptance with amendments, AIF

**2.0 APPROVAL OF MINUTES (June 18/2015)** (15/9-2) B. Skaksen made motion to accept the minutes as with the correction of the motion 15/6-4. AIF.

**3.0 BUSINESS ARISING FROM MINUTES:** None at this time.

**4.0 BOARD DEVELOPMENT:** Brainstorming about board composition. Discussion about parents vs. community members as potential board members.

**4.1 Strategic Planning Meeting September 26, 2015:** (15/9-3) J. Hauger moved to postpone the Strategic planning meeting with Garry Andrews to January 30, 2016. AIF

#### **5.0 Reports**

**5.1 Chair:** J. Kochendorfer gave an oral report.

**5.2 Transportation Director:** attached. J. Moutray to check into distance funding.

**5.3 Secretary Treasurer:** went over past years and current year's profit loss statements.

**5.4 Principal:** attached. (15/9-4) B. Kjemhus moved to approve the teacher contracts for J. Lowen and J. Warkentin as presented. AIF. It will be necessary to alter a couple of CSW due to unforeseen issues will bring back information to next meeting.

**5.5 Superintendent:** attached.

## **6.0 COMMITTEE REPORTS:**

### **6.1 Executive Committee:**

6.1.1 Superintendent Visits/Board Planning: discussion of dates.

6.1.2 Charter Board Meeting Schedule: (15/9-5) J. Hauger moved to approve board meeting schedule as presented. AIF.

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

6.2.1: Budget 2015-2016. Budget updates were explained

6.2.2 Fundraising Considerations moved to 6.6.1

6.2.3 Meeting date to be set in October for final budget deliberations.

J. Moutray left meeting at 7:25pm

### **6.3 Human Resources Committee: Policy review.**

(15/9-6) J. Hauger moved to approve Policy I-301 Field Trips, as presented. AIF.

(15/9-7) B. Skaksen moved to approve Policy C-301 General School Administration Safety Program Rationale, as presented. AIF. Will carry on to the next policies at future meetings.

### **6.4 Program Committee:**

6.4.1 Second Language Discussion- as attached.

6.4.2 AEP Meeting Date, tabled to next meeting.

### **6.5 Governance Committee:**

6.5.1 Board Vacancy- list of potential members was submitted, will continue searching.

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

6.6.1 Fund Development Plan- Proposal for a 'Jimmy the Janitor' event was submitted. (15/9-8) B. Kjemhus moved to approve the 'Jimmy the Janitor' event and that a mandate is given to the committee to plan the details. AIF.

6.6.2 Communities In Touch- Beaverlodge: some interest, should book a full table for next year.

## 6.7 Reports from Partner Organizations

6.7.1 VHS: VHS will be donating the food and labor for our "Jimmy the Janitor" event.

6.7.2 VCS: BBQ on September 23, 2015

6.7.3 TAAPCS: Invitation has been received, Oct 28 & 29, 2015 with the TAAPCS Directors conference on Oct 30, 2015. All in Calgary.

## 7.0 OLD BUSINESS

7.1 Registration Update/Improving Registration Plan: run ad again, beef up charter focus, less is more with words.

## 8.0 NEW BUSINESS

8.1 **Charter Evaluation Plan:** attached, discussion with the explanation that a 10 page report will be due the end of January 2016

8.2 **Enrolment: (15/9-9)** B. Kjemhus moved to go in camera at 8:36pm. AIF. (15/9-10) J. Hauger moved to come out of camera at 9:11pm. AIF. J. Picard will report to October meeting regarding follow-up to discussion on topics identified from exit interviews.


9.0 **Evaluation of Meeting:** Special note of thanks to K. Rosvold for the great work on the budget.

10.0 **ADJOURNMENT:** (15/9-11) B. Skaksen made motion to adjourn at 9:13pm

*Next meeting is October 15, 2015*



J. Kochendorfer – Chair



K. Rosvold Secretary-Treasurer

## **TRANSPORTATION REPORT SEPTEMBER 2015**

Welcome back to a new year of school, we have a new driver this year. Lorraine Gerow has taken over from Jason who retired from driving at the end of last year, the other 3 drivers, Teresa, Shellie, Janelle have all returned. Frieda and Jason when available will be our spare drivers, so we are in good shape.

The bus routes have been revamped a little;

### **Route 1.**

Driver: Teresa

Distance: 183 km/day

### **Route 2.**

Driver: Janelle

Distance: 147 km/day

### **Route 3.**

Driver: Lorraine

Distance: 196 km/day

### **Route 4.**

Driver: Shellie

Distance: 200 km/day

This summer the Bus Centre was supposed to do the warranty on our 3 new buses, they had been booked in for 3 months before the end of school. Unfortunately they didn't have time to look at our buses so I was authorized by the Bus Centre to perform the warranty work. In the past all we have received is a credit on our parts account for parts and labor, this time the school will have a cheque cut for the labor. As we received the invoices Karen and I will then work on invoices for Thomas.

The first couple of weeks have so far been uneventful which is a good thing, all we need is some more kids to show up.

I have spoken to Alberta Transportation several times over the summer in regards to placing advertising on the buses, there has been very mixed responses none of which was encouraging. Concerns are all related to the possibility of corrupting the integrity of the reflective signage and distracting other drivers to what else is written/ graphics and not focusing on the School Bus. I have come to the conclusion that

we should drop the idea of trying to add advertising on our buses and perhaps look at sponsorship instead, just a thought.

John

# Principal's Report

To the VSF Charter Board

SEPTEMBER 17, 2015

## CONTENTS

STARTUP UPDATE .....	1
CURRENT STATUS .....	1
• Enrolment.....	1
LOOKING AHEAD.....	2

## STARTUP UPDATE

- All classrooms back to full use after summer cleaning
- First weeks were smoothest start yet; students transitioning into new classes, teachers building positive connections with students, very positive atmosphere evident in classrooms and school
- 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)
- Positive signs in spring Achievement Test results: improvement in 5 of 8 tests in spite of a challenging grade 9 cohort last year

## CURRENT STATUS

- Enrolment

September Enrolment (Confirmed as of Sep.15)		
2014/2015	Classroom	Wait List
ECS - 14	14	K - 0
Gd 1 - 11, Gd 2 - 8	19	Gd 1 - 0, Gd 2 - 0
Gd 3 - 14, Gd 4 - 5	19	Gd 3 - 0, Gd 4 - 0
Gd 5 - 8, Gd 6 - 6	14	Gd 5 - 0, Gd 6 - 0
Gd 7 - 14	14	Gd 7 - 0
Gd 8 - 6, Gd 9 - 10	16	Gd 8 - 0, Gd 9 - 0
<b>TOTAL</b>	<b>96</b>	<b>0</b>

- Enrolment – significantly down from starting numbers a year ago:
  - Sept., 2015: K-9 is 96, Gd 1-9 is 82, FTE at 89.0 (K-9)
  - Sept., 2014: K-9 was 118, Gd 1-9 was 104, FTE was 111.0 (K-9)
- Special Education students
  - One PUFs student (Kindergarten) – funding being applied for
  - Several diagnosed (some medicated) ADHD students ... these are not funded
  - Many ESL coded students (grant available)
- Junior High classes recombined
  - Grade 7 – modular, Grade 8/9 – Mrs. Flint's room

## LOOKING AHEAD

Going into the new year, we're excited about the possibilities!

- Timetabling/teacher assignments was challenging with staffing reductions. We continue with:
  - Gender segregated PE and Health/Leadership classes
  - Enhanced Learning Opportunity (ELO) classes for JH students
  - Continued Study Hall program for struggling JH students (reduced to two one hour blocks/week)
  - Improved budget position seems to be pointing away from the need for additional combining of classes
  - Still working to finalize arrangements to cover the vacated teaching position
- Change in student demographic seems to be very positive this year. Teachers are all commenting on easier classroom management, more relaxed and cooperative classrooms
- Continuing with rotating, in-house options program. This year: Art, Outdoor Education, Student Council
- 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.
- Continuing efforts to improve PATs scores, classroom structure and routines, standardizing charter knowledge and skill foci across grades and student learning
- Need to continue working toward improved communication of our message with the wider community
- Terry Fox Run (Sept.25) – please join us if you can!
- 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**

**September 17, 2015**

**Main Activities and Developments**

- **Strategic Planning Preparation**
- **Budget / Registration / Staffing**
- **Program Committee / Second Language Program**
- **Parent discussions**
- **Cathy Rasmussen – Charter, Second language, Charter Evaluation**

**Staff and Board Communication**

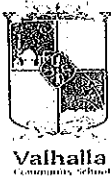
- **Steve Mumert – Budget, Recruitment, Registration, Staffing, Scheduling, Students Leaving, Professional Development**
- **Karen Rosvold – Budget / Financial Summaries**
- **Board Chair – Agenda, Superintendent contract/ Registration/ Budget**
- **John Moutray – Bus Routes, Drivers**
- **Cathy Rasmussen – Charter Evaluation**

**Planning and Priorities**

- **2015-2016 Budget**
- **Academic Improvement**
- **Strategic Planning**
- **AERR AEP**
- **Charter Evaluation**
- **Student Recruitment**
- **Charter Update**
  
- **Critical needs:**
  - **long-term, sustainable fund development to support school operation and transportation needs**

*Respectfully,*  
*John Picard*





# Valhalla School Foundation

## CHARTER BOARD MEETING SCHEDULE 2015-2016

### Valhalla Viking Centre

**Board Meetings at 6:00 PM (unless otherwise specified)**

Board Meetings / Essential Items	Proposed Committee Meetings	Superintendent Visit
September 17 / Budget updates / Accountability Pillar Report / Charter Evaluation and Renewal	Finance – Fall Budget Update	August 29 Management Meeting Board Chair
October 15 / Budget Audit /AERR AEP	Program Committee – AERR AEP Finance Committee – Audit and Budget	September 26 Strategic Planning Management Meeting Board Chair Program Committee AEP/AERR
November 19 / Budget/ Audit / AERR AEP / Board Self-Evaluation	Program Committee – AERR AEP Committee - Charter Evaluation Finance Committee – Fall Budget Final	October 31 Management Meeting Board Chair Program Committee AEP AERR
December 10 / Policies / Charter Evaluation Renewal Board Self-evaluation / Superintendent Evaluation / Board retreat (working session) New board member recruitment	HR Committee – Policies Charter Evaluation	
January 21 / Charter Renewal / Superintendent evaluation / Policies / Strategic Planning / Member Recruitment	Fund Development Committee – Planning Executive Committee – Charter Review / Renewal / Superintendent Evaluation / HR Committee	January 9 Management Meeting Board Chair Executive Committee
February 18 / Charter Review / Strategic Planning / Registration / Budget / Policies / AGM Planning /	Finance Committee – 2015-2016 Budget Draft Program Committee – School Program / School Registration / HR Committee?	January 30 Management Meeting Board Chair Executive Committee
March 10 (tentative) / Budget / Charter Review / Superintendent Growth Plan / Strategic Planning / AGM / Elect new board members / Fund development	Executive Committee – Superintendent Performance Review – Charter Review / Renewal Governance Committee – Board Evaluation and Board member recruitment	March 9,10 (tentative) Management Meeting Board Chair Meeting with Alberta Ed re Charter Evaluation
March 23 AGM		
April 21 / Budget / Charter Renewal / Superintendent Growth Plan / Board retreat, working session / Fund development /	Finance Committee – Budget Executive Committee – Superintendent Growth Plan, Charter Renewal	
May 19 / Budget / Charter Renewal / Superintendent Growth Plan / Fund development	Executive Committee – Superintendent Performance Review and Growth Plan Finance Committee - Budget	May 18,19 Management Meeting Board Chair Finance Committee
June 16 / Accountability Pillar / Surveys Year Plan 2016-2017 / Fund development		TBD

**Important Items**

- 2014-2015 Audit
- Policy and Bylaw updates
- 2015-2016 and 2016-2017 Budgets
- AERR AEP
- Charter Review
- Research Plan
- Board member recruitment
- Fund development