



October 15, 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

Guest: N. Westad

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. (15/10-1) B. Kjemhus made motion for agenda acceptance with the addition of 8.3: Christmas Party, AIF

2.0 APPROVAL OF MINUTES (September 17/2015) (15/10-2) B. Skaksen made motion to accept the minutes as presented. AIF.

3.0 BUSINESS ARISING FROM MINUTES: None at this time.

4.0 BOARD DEVELOPMENT: Explanation, review and discussion pertaining to strategic planning priorities.

4.1 Board Involvement in School- it is suggested that the board be more visible and involved in the school. Photos will be taken at the November board meeting for posting.

5.0 Reports

5.1 Chair: J. Kochendorfer gave an oral report, very little to report at this time

5.2 Transportation Director: attached including route maps.

5.3 Secretary Treasurer: attached, to check into cost of onsite audit.

5.4 Principal: attached.

5.5 Superintendent: attached.

6.0 COMMITTEE REPORTS:

6.1 Executive Committee: Nothing to report at this time.

6.2. Finance Committee:

6.2.1: Budget 2015-2016. Budget updates were explained, suggested that we move the surplus into contingency funds.

6.2.2 Meeting Date: TBD

6.3 Human Resources Committee: Policy review.

6.3.2- (15/10-3) B. Kjemhus moved to approve Policy D-702 Record & Information Management, as presented. AIF.

6.3.3- (15/10-4) J. Hauger moved to approve Policy D-801 Freedom of Information Management with the removal of the word only (3rd word in #1) and the striking of the VSF Administrative Procedures Manual form the cross references. AIF.

6.3.4- (15/10-5) B. Skaksen moved to send Policy E-201 Critical Response Plans to the Policy Advisory Committee for review, to check into transportation plans. AIF

6.3.1- (15/10-6) J. Hauger moved to go in camera at 7:32pm. (15/10-7) B. Skaksen moved to rise and report at 7:39pm. (15/10-8) B. Kjemhus moved that the temporary contract for V. Lewis be approved as presented. AIF. (15/10-9) B. Skaksen moved that the VSF provide full benefits to the Secretary/Treasurer position. AIF.

6.4 Program Committee:

6.4.1 AEP Meeting Date: nothing to report at this time.

6.5 Governance Committee:

6.5.1 Board Vacancy- hoping N. Westad will consider the position.

6.6 Fund Development Committee:

6.6.1 Fund Development Plan- Proposal for a 'Jimmy the Janitor' event was submitted. We will need to look in to a rental sound system. (15/10-10) B. Kjemhus moved to approve a \$1000 fundraising budget. AIF.

6.7 Reports from Partner Organizations

6.7.1 VHS: NTR

6.7.2 VCS: new executive very enthusiastic.

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

7.0 OLD BUSINESS

7.1 Charter School Evaluation- displayed on smart board, explained and discussed still a work in progress.

8.0 NEW BUSINESS

8.1 **AEP AERR update** – Nothing at this time.

8.2 **Calendar Adjustments** – (15/10-11) J. Hauger moved that we transfer February 26, 2016 CSW to May 27, 2016 to accommodate the BRHS grad for our staff members. AIF.

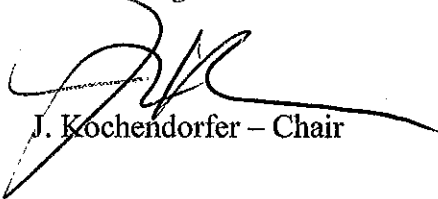
8.2 **Christmas Party** (15/10-12) B. Skaksen moved to have the staff, board, foundation Christmas party on December 11, 2015. AIF.

9.0 **In Camera Session** - (15/10-13) B. Skaksen moved to go in camera at 9:13pm. AIF. (15/10-14) J. Hauger moved we rise and report at 9:30pm, AIF. J. Picard will provide a progress report on issues discussed in December.

10.0 **Evaluation of Meeting** – Most agenda items went well. In Camera discussion was challenging.

11.0 **ADJOURNMENT:** (15/10-15) J. Hauger made motion to adjourn at 9:35pm

Next meeting is November 19, 2015



J. Kochendorfer – Chair



K. Rosvold Secretary-Treasurer

Action Items:

- Transportation budget information
- Cape Research into parent engagement.
- Check into RCMP notification of incidents happening in VC.
- Takes PATS/AEP to parent council.
- J. Picard to follow-up with college about research projects.
- Consider contract hours for sec/treas position prior to next budget.

TRANSPORTATION REPORT OCTOBER 2015

Not a whole lot to say this month so far,

Sent off the Invoices to The Bus Centre for the Warranty that J&P mechanical services did on the 3 new Thomas Buses this past summer. These Invoices cover the Labor portion of the repairs which total \$5,029.01 and Cheryl the service writer told me that they would cut the school a cheque for this amount upon approval from the Thomas Factory. The parts used will also be credited to our account as per normal claims, paying the school for the labor is a new advancement, so I put in the labor rate the same as The Bus Centre instead of J&P's rate which is lower.

The drivers are doing a great job, we are very lucky to have these ladies on our team and makes my job a lot easier.

With our communication guru Paul's initiative we now have a back up Radio channel protocol programmed in the bus radios so if our Repeater ever goes down the buses can communicate between each other on a line of sight basis.

Thanks

John



Valhalla School Foundation

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

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Secretary/Treasurer Report October 15, 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 and new staff.
Made several trips to Beaverlodge to post office and bank and to Grande Prairie with bank forms for the audit.
Worked with various staff with benefit issues
Continued to work on budget as student numbers changed and adding areas that may be of concern.
Received information on the upcoming TAAPCS meeting.
At this point our Profit/Loss budget vs actual should be at approximately 13%.-17%
Completed and submitted the GST reports.
Completed and submitted the corporate registries report.
Had a good start on the CRA charities return then lost everything off my computer and had to start again.
Received info from accountants yesterday but had already gathered almost everything in preparation for the audit, will take papers in to accountant either Tuesday or Wednesday of next week.
Worked with B. Skaksen to do with our upcoming fundraiser.

Respectfully Submitted

Karen Rosvold
Secretary/Treasurer
Valhalla School Foundation

Correspondence you may be interested in

School Administrators publishing company- school administrators handbooks
Human resource risk framework- received via Sec/treas meetings
BRHS dry grad thank you

Principal's Report

To the VSF Charter Board

OCTOBER 15, 2015

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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.30)		
2014/2015	Classroom	Wait List
ECS - 14	14	K - 0
Gd 1 - 11, Gd 2 - 8	19	Gd 1 - 1, 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 - 1, Gd 6 - 0
Gd 7 - 13	13	Gd 7 - 0
Gd 8 - 6, Gd 9 - 10	16	Gd 8 - 0, Gd 9 - 0
TOTAL	95	0

- Enrolment – significantly down from starting numbers a year ago:
 - Sept., 2015: K-9 is 95, Gd 1-9 is 81, FTE at 88.0 (K-9)
 - Sept., 2014: K-9 was 118, Gd 1-9 was 104, FTE was 111.0 (K-9)

- Special Education students
 - Two PUFs students (Kindergarten, playschool) – funding being applied for
 - some ESL coded students (numbers declining)
- Junior High classes recombined
 - Grade 7 – modular, Grade 8/9 – Mrs. Flint's room
- 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
 - New teacher hired to cover vacated position: Mrs. Victoria Lewis
 - Our thanks to Mr. Juan Warkentin for filling in until we could sign a new teacher
- Change in student demographic seems to be very positive this year. Teachers are all commenting on easier classroom management, more relaxed and cooperative classrooms ... zero student management in office to date this year
- Continuing with rotating, in-house options program. This year: Sewing, Outdoor Education, Student Council
- IPP development underway
- Work with grade 3 teacher on planning and implementation/administration of grade 3 SLA
- Sept.23 – Meet the Teacher/SC AGM – new executive elected
- Sept. 25 – Terry Fox run
- Sept. 26 – Meetings with superintendent (GP,VCS) – school admin, staffing AERR/3YR, staff PD
- Oct.6 – SC meeting – new format ... Term 1 Student Council attended with parents

LOOKING AHEAD

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

- 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
- Oct.23 teacher PD – Acct Pillar, PAT, CTBS analysis for guiding program improvement, peer coaching, possibly active listening workshop
- moving CTBS administration to fall to better use as diagnostic for student programming
- Nov.10 – VCS Remembrance Day Ceremony – JH planning/hosting
- Planning beginning for annual VCS Christmas concert
- Missoula Theatre booked for April, 2016. Cost is around \$4000 and we need to provide billeting for two workers for about a week as well as a pianist. Fundraising will be required (we're working on an initial idea to kick this project off)
- Working with superintendent to develop a community speakers program – bringing in community speakers to present to students on a regular basis ... hoping to involve board directors, school council, others
- Need to continue working toward improved communication of our message with the wider community
- 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

October 15, 2015

Main Activities and Developments

- Budget
- Charter School Evaluation Process
- AERR preparation
- Cathy Rasmussen – Charter Evaluation

Staff and Board Communication

- Steve Mumert – Budget, Professional Development, Charter School Evaluation, AEP and AER planning
- Karen Rosvold – Budget / Financial Summaries
- Board Chair – Budget,
- 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*