



November 19, 2015

MINUTES

VALHALLA SCHOOL FOUNDATION REGULAR BOARD MEETING

In attendance:

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

1.0 CALL TO ORDER – REVIEW AND APPROVAL OF AGENDA Called to order with a quorum present at 6:06pm. (15/11-1) B. Kjemhus made motion for agenda acceptance with the addition of 6.2.2 Audit Approval. AIF

2.0 APPROVAL OF MINUTES (October 15/2015) (15/11-2) T. Campbell made motion to accept the minutes as presented. AIF.

3.0 BUSINESS ARISING FROM MINUTES:

Photos will be taken in December

Discussion about Transportation budget and how we really could use the mileage portion.

PATS/AEP were taken to parent council

S. Mumert has had a discussion with the RCMP concerning potential lock downs.

4.0 BOARD DEVELOPMENT: tabled to December

5.0 Reports

5.1 Chair: J. Kochendorfer gave an oral report, very little to report at this time but did listen into a very brief Budget call.

5.2 Transportation Director: J. Picard read J. Moutray's report.

5.3 Secretary Treasurer: submitted financials has been working primarily on the budget, audit and AEP reports as well as the day to day things.

5.4 Principal: attached.

5.5 Superintendent: attached.

6.0 COMMITTEE REPORTS:

6.1 Executive Committee: Has not met but Garry Andrews will be here January 30 for a strategic planning meeting from 10-1.

6.2. Finance Committee:

6.2.1: Budget 2015-2016. (15/11-3) B. Kjemhus moved to approve and submit the deficit budget as presented, T. Campbell seconded. AIF

6.2.2 Audit: B. Kjemhus gave a brief report explaining M. Lucuk our accountant's findings during the audit.

J. Moutray joined meeting at 6:54pm

N. Westad joined meeting at 6:55pm

(15/11-4) B. Kjemhus moved that we approve the Audited Financial Statement as presented by McNabb Lucuk LLP for our 2014-2015 fiscal year, B. Skaksen seconded. AIF.

6.3 Human Resources Committee: Nothing to report

6.4 Program Committee: moved to after 6.6

6.5 Governance Committee:

6.5.1 Board Vacancy- (15/11-5) B. Skaksen moved to accept N. Westad as an interim director filling the vacant position ending in March 2016. AIF.

6.5.2 Board Evaluation – (15/11-6) N. Westad moved to accept the board self-evaluation proposal and that all evaluations to be returned to J. Kochendorfer for compilation by December 1 to be discussed at the December regular board meeting. AIF.

6.6 Fund Development Committee:

6.6.1 Fund Development Plan- B. Skaksen gave an oral report. There are concerns about how to deal with budget short falls primarily in transportation as well as developing a Fund Development Code of Ethics. There will be an opportunity on December 4 at the Anglican Hall in Beaverlodge from 5-9pm to sell tickets; cookbooks, and calendars, board participation is requested. (15/11-7) B. Skaksen moved to ask the Governance Committee to develop a Code of Ethics for the Fund Development Committee, B.

Kjemhus seconded. AIF. (15/11-8) E. Penner moved to reimburse B. Skaksen for costs incurred for the Jimmy the Janitor event thus far, T. Campbell seconded. AIF

6.4 Program Committee

6.4.1 AERR AEP Approval. J. Picard went thru and explained the AERR AEP plans. (15/11-9) B. Kjemhus moved to approve the 3 year AERR AEP with amendments as discussed, T. Campbell seconded. AIF

6.7 Reports from Partner Organizations

6.7.1 VHS: B. Skaksen went to meeting, they are wondering what is happening with utility bills. K. Rosvold report not having much luck trying to get them transferred over so it was suggested to just send the bills over.

6.7.2 VCS: NTR

6.7.3 TAAPCS: attached. (15/11-10) T. Campbell moved to reimburse J. Kochendorfer for her plane ticket of \$405.56, E. Penner seconded. AIF.

7.0 OLD BUSINESS

7.1 Charter School Evaluation- still a work in progress.

8.0 NEW BUSINESS

8.1 **Casino:** dates are set for May 16-17, 2016

9.0 **Evaluation of Meeting** – thanks to N. Westad for joining the board we look forward to working with her. Thanks to all involved for all the work done on the budget, AERR AEP. Excellent audit this year.

11.0 **ADJOURNMENT:** (15/11-11) E. Penner made motion to adjourn at 8:35pm

Next meeting is December 10, 2015

 J. Kochendorfer – Chair

 K. Rosvold Secretary-Treasurer

Action Items:

- Transportation letter concerning mileage and density
- Fund Development Code of Ethics
- Cape Research into parent engagement.
- J. Picard to follow-up with college about research projects.
- Consider contract hours for sec/treas position prior to next budget.

TRANSPORTATION REPORT NOVEMBER 2015

Not a whole lot to report on this past month, a few minor repairs on our buses nothing too serious.

I have been monitoring the tyre wear on the 4 buses and we will have to change rear tyres on at least 2 of the buses before winter is over. The new buses used a larger size tyre than the old buses, I had put the extra re-capped tyres that we have on Kijiji with no bites. The tyre shop that we use had originally thought that they may purchase them from VSF but now have them on consignment.

We will be rotating buses on the various routes in order to even out the km's

Anna and I have completed the Transportation Grant and have electronically submitted it, the amount is quite disappointing as we are down 26K from last year with less students and the funding amount has been reduced. A special thanks to Anna for her help on this Grant.

Talked with Cheryl warranty claims person for Thomas Buses and our warranty work that J & P Mechanical Services did last summer is being processed so we will see how that goes.

Sending Shellie Mclean is slotted to do her "S" endorsement latter this week with Peace Wapiti and then all of our drivers and spares are up to date.

Thanks John

Principal's Report

To the VSF Charter Board

NOVEMBER 19, 2015

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CURRENT STATUS

Enrolment

September Enrolment (Confirmed as of Nov.13)		
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 - 11	17	Gd 8 - 0, Gd 9 - 0
TOTAL	96	0

- Enrolment – actual numbers:
 - Nov., 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)
- One additional (unfunded) grade 9 student registered after funding deadline
- 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
- 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

Recent Activities

- IPP development underway
- Work with grade 3 teacher on planning and implementation/administration of grade 3 SLA
- Work with admin assistant to prepare for enrolment verification audit
- Work with staff to prepare and issue report cards
- Work with staff on Professional Growth Plans, Professional Development, Long Range Plans
- Fund raising and service
 - Missoula Theatre fundraiser
 - Christmas Shoebox campaign
 - Consults regarding VSF fundraising requirements
 - School Council Christmas silent auction
 - Quebec Trip fundraising (ongoing)
 - Junior High Service campaign – purchase goats for African family/community development
 - Student Council Foodbank campaign (over 700 items collected for delivery to Hythe Foodbank)
- Oct.23 teacher PD – Acct Pillar, PAT, CTBS analysis for guiding program improvement, peer coaching, possibly active listening workshop
- Oct.29 – Meeting with Cathy Rasmussen (Alberta Education manager)
- Oct.31 – Meetings with superintendent (VCS) – school admin, staffing AERR/3YR, staff PD
- Nov.3 – School Council Meeting ... grade 3 students attending
- Nov.6 – Enrolment verification audit
- Nov.10 – Successful Remembrance Day service planned and organized by Mr. Heikel and Junior High students
 - thanks to Mrs. Nancy Westad for playing bagpipes
- Nov.13 – report cards issued, cut-offs for Operation Christmas Child and first Missoula Theatre fundraiser
- Nov.18 – Parent/Teacher interviews

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.
- Continuing efforts to improve PATs scores, classroom structure and routines, standardizing charter knowledge and skill foci across grades and student learning
- moving CTBS administration to fall to better use as diagnostic for student programming
- Planning underway 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
- 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

November 19, 2015

Main Activities and Developments

- Budget
- AERR preparation
- TAAPCS meetings

Staff and Board Communication

- Steve Mumert – Budget, Professional Development, AEP and AERR planning.
- Karen Rosvold – Budget / Financial Summaries
- Board Chair – Agenda, TAAPCS meetings

Planning and Priorities

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

*Respectfully,
John Picard*