



Valhalla School Foundation CHARTER BOARD MEETING

December 8, 2016

6:00 to 9:00 PM

Meeting Location: Valhalla Viking Centre

Minutes

1.0 Call to order – Review and approval of agenda

J Kochendorfer called to order 6:01pm approved agenda - moved B Kjemhus, AIF, carried In

Attendance: J Kochendorfer, S Mumert, B Kjemhus, J Hauger, B Skaksen, T Campbell, J Moutray, N Westad.

2.0 Approval of minutes (November 9, 2016)

- Audit presentation (correction) motion to approve as corrected JH, AIF, carried

3.0 Business arising from minutes

- cookbook advertising ... B Skaksen working with P Gibson. on this, note no longer charging GST

4.0 Policy Review- up for review

C101, I401, I801,

G202 and G20 (yearly)

Motion - send I401, I801, G202, G203 to committee for review (TC) AIF, carried

C101 ok to approve as written - motion (BK), AIF, carried.

Motion - H102 to be sent to PAC for review (BK), AIF, carried.

5.0 Government Relations Note Christmas card from minister of education

6.0 Board Development (Standing Item) – Year Plan

motion to table to January, (BS), AIF, carried

7.0 Administration Reports

7.1 Chair nothing specific

7.2 Transportation Director - see attached, bus maintenance a challenge lately

7.3 Secretary Treasurer - away

7.4 Principal - attached -

7.5 Superintendent - attached

8.0 Committee Reports

8.1 Executive Committee (J. Kochendorfer)

8.1.1 Meeting November 30 (attached) J Kochendorfer reviewed Superintendent review timeline

motion to approve process and timeline as proposed by exec. committee - (BK), AIF, carried

8.2 Program Committee (J. Hauger)

8.2.1 AERR/AEP – submitted / Report to stakeholders J Picard noted submission was on time

8.3 Human Resources Committee (T. Campbell) PAC met Nov.30. Policy amendment proposed

8.3.2 Policy Amendment E201 (attached) **Motion: Approve policy E201 as amended (J Hauger), AIF, carried. Crisis Response manual to be reviewed and updated by admin. in January.**

8.4 Finance Committee (B. Kjemhus)

8.4.1 Discussions regarding Facility Maintenance and Repair - B Skaksen met with VHS reps. Summary doc. re building maintenance to be discussed at 9.2

Management Letter - recommendations noted by B Kjemhus. Also letter to directors referenced.

8.5 Governance Committee (D. Steyer, absent) J Kochendorfer reviewed board evaluation. information collected

- 8.5.1 Board Self evaluation
Board Governance Assessment Tool summary reviewed by J Kochendorfer
consensus suggestion to survey Kindergarten parents re why they chose VCS to identify possible marketing direction. administration concurs.
and during registration ... ask parents how they found out about the school, etc. J Picard making notes.
Suggestion: have students and parents attend VSF board meetings occasionally rather than School Council meetings
Motion to invite January families to VSF meeting rather than School Council meeting (B Skaksen), AIF, carried
- 8.5.2 Grievance Committee – parents?

8.6 Fund Development Committee (B. Skaksen) - cookbook item on to do list. will meet in new year.
- suggestion (J Kochendorfer): extra calendars - item for people who may donate or have donated?

8.7 Strategic Planning Committee (N. Westad)
- Draft Vision, Mission and Values (attached)
- plan to circulate draft document to parents for information and feedback .
- **Proposal: circulate doc through student mailboxes and Facebook announcement asking for feedback (N.Westad to manage) should this wait until a more complete doc is ready so parents are approached only once? directors agree to wait for a more finished document before approaching parents**
- suggestion: put teaser on Facebook with a link to draft document. In new year. (N.Wested to work with administration.) T Boucher. has resigned from her volunteer positions. Staff rep will be sought (J.Picard)

8.8 Reports from Partner Organization

8.8.1 VHS (B. Skaksen) check re insurance liability and coverage for non-school use of facilities (J.Picard)
Motion: agreed to principle of managing rentals in return for receiving rental income (T Campbell).
AIF, carried. note: asking for details from VHS so we establish common understanding with VHS.

8.82 VCS School Council (J. Hauger) - no meeting to report on.

8.8.3 TAAPCS (J. Kochendorfer)

8.8.3.1 Kathleen Rhyason ED - new exec. director of TAAPCS. board development. sessions being hosted in Edmonton and Calgary, and may be willing to come to VCS.

8.8.3.2 Board Development / May Meetings - tentatively May 11-12 at VCS

Motion (B Skaksen) AIF, carried: Exec. Committee to provide oversight for the TAAPCS meetings hosted at Valhalla

9.0 Old Business

9.1 Christmas Party

Location proposal: LaGlace Curling Club

Date proposal: Sat. Jan.21 or 28 (BS to check on availability)

Potluck appetizers

ReGifting gift exchange.

Details to be shared with directors as available.

9.2 Building Request - Document by J. Picard circulated.

10.0 New Business

11.0 Evaluation of meeting – Written (attached)

12.0 Adjournment (B Skaksen) moved. 9:01pm

submitted by S Mumert

