



January 21, 2016

# MINUTES

## VALHALLA SCHOOL FOUNDATION REGULAR BOARD MEETING

In attendance:

J. Picard (by Skype)	J. Kochendorfer	B. Skaksen	B. Kjemhus	J. Hauger
S. Mumert	N. Westad	J. Moutray	K. Rosvold	T. Campbell
E. Penner				

**1.0 CALL TO ORDER – REVIEW AND APPROVAL OF AGENDA** Called to order with a quorum present at 6:03pm. (16/1-1) B. Kjemhus made motion for agenda acceptance with the addition of 8.3 in-camera- incident at school.AIF

**2.0 APPROVAL OF MINUTES (December 10,2015)** (16/1-2) B. Skaksen made motion to accept the minutes with the correction of names. AIF.

### **3.0 BUSINESS ARISING FROM MINUTES:**

Discussion about Christmas Party

- was smaller than usual; why? Should there be venue or date changes. Review in Sept or Oct

### **4.0 BOARD DEVELOPMENT**

**4.1 Strategic Planning** – J. Picard explained the strategic planning documents and what will happen in the January 30, session with G. Andrews.

### **5.0 Reports**

**5.1 Chair:** J. Kochendorfer gave an oral report, met with J. Picard and S. Mumert concerning Charter School Evaluation

**5.2 Transportation Director:** attached and explained

**5.3 Secretary Treasurer:** attached and explained

**5.4 Principal:** attached and explained with discussion of the lockdown.

**5.5 Superintendent:** attached and explained.

## **6.0 COMMITTEE REPORTS:**

**6.1.1. Superintendent Evaluation –** J. Kochendorfer will compile all the documents and meet with committee to evaluate.

### **6.2 Finance Committee - NTR**

### **6.3 Human Resources Committee**

#### **6.3.1 Policy Advisory Committee**

**6.3.1.1 School Act section 16.1 and 45.1-** J. Picard will bring information to committee for reference. Discussion. Committee will formulate plan. Deadline is March 31, 2016  
E. Penner joined meeting at 7:05pm

#### **6.3.1.2 E-201 Critical Response Plan -**

### **6.4 Program Committee :**

### **6.5 Governance Committee:**

**6.5.1 Board Member Resignation- (16/1-3)** T. Campbell moved to regretfully accept the resignation of E. Penner effective March 15, 2016. AIF

**6.5.2 Nominating Committee-** names are being suggested.

**6.5.3 Fund Development Code of Ethics -** needs to be developed.

**6.5.4 Board Evaluation Follow- Up -** attached. Need to work on Mission statement and communication. FOIP compliance meeting in October.

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

**6.6.1 Event Update -(16/1-4)** B. Kjemhus moved to send Policy F-201 Community Use of School Facilities to the Policy Advisory Committee. B. Skaksen seconded.AIF

**6.6.2 Casino Update-** B. Skaksen and J. Hauger will share casino commitment

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

**6.7.1 VHS:** J. Moutray explained the HVAC issue.

**6.7.2 VCS:** Christmas concert was reviewed

**6.7.3 TAAPCS -** J. Kochendorfer gave a verbal report on the January meetings. Many issues are arising with the new government including new Charter schools being denied. TAAPCS will be hiring a public relation strategist to help get the Charter information out there to public and government. Looking to set up a meeting with board chairs and the government. Use of 2 minute elevator speech, with the 4 main points 1. freedom to choose, 2. equality for every child, efficient , 3. accountable use of tax dollars, and 4.opportunity. (16/1-5) B. Skaksen moved to repay J. Kochendorfer \$312.27 for her costs accrued attending TAAPCS meetings in Red Deer.AIF

## **7.0 OLD BUSINESS**

**7.1 Charter School Evaluation-** attached. J. Picard went over and explained the Charter Evaluation for the board. Board was asked for comments. J. Kochendorfer made suggestion that we focus more on leading with the positive and not focus on the negative. Editing of document happened as meeting progressed. Updated version also attached. (16/1-6) B. Skaksen moved to

accept the Charter School Evaluation 2015/2016 as amended by board and administration, J. Hauger seconded. AIF.

## 8.0 New Business

**8.1 Change of Date:** (16/1-7) B. Kjemhus moved to change the March meeting date to Tuesday March 8, 2016 at 6:30pm with a 4:00 pm supper meeting with M. Lambe and B. Hoppins. N. Westad seconded. AIF. Details to be confirmed. Evaluator questions will be available in advance.

**8.2 AGM March 23, 2016** (16/1-8) B. Skaksen move to set the nomination deadline as March 7, seconded by J. Hauger.AIF. J. Kochendorfer circulated previous years annual reports as information for current committee chairs.

**8.3 In Camera Session:** (16/1-9) B. Kjemhus moved to go in camera at 8:43 pm. AIF(16/1-10) B. Skaksen moved we rise and report at 8:50pm AIF. Board updated regarding school incident.

**9.0 Meeting Evaluation** Meeting evaluated as being successful and effective.

**10.0 Adjournment** (16/1-11) B. Skaksen moved to adjourn at 8:55pm. AIF.

*Next Meeting is February 18, 2016*



*J. Kochendorfer - Board Chair*



*K. Rosvold - Recording Secretary/Treasurer*

### *Action Items:*

*Christmas Party - September/October*  
*FOIP Compliance - October*  
*Sec/Treas contract hours prior to budget*  
*Fund Development Code of Ethics*  
*Casino/ Jimmy the Janitor*  
*F201 Community Use of School Facility Policy*  
*Mission Statement and Communication,*  
*School Act information Section 16.1 & 45.1*  
*Charter Evaluation meeting- March*

## TRANSPORTATION REPORT FEBUARY/2016

Well mother nature has shown us who's in charge once again with a couple of snow days off [well ice days] , which I'm sure that the students and drivers didn't mind.

Anyway the buses are going along without any major issues so far this month, we will be looking at getting tyres for Unit 105 in March, Unit 107 and Unit 108 will be due for tyres by May.

Millage for our buses at mid February is

#105 – showing 35k plus 20k before the dash was changed = 55,000 km

#106 – 46,000 km

#107 – 51,000 km

#108 – 50,000 km

The plan for replacing the Tyres is to replace #105 rear wheels [4] with re-caps, send our own take offs for capping, then we can change tyres on the other units as we get the re-caps back. This is the most cost effective way of replacing the drive tyres in our fleet.

Steering Tyres are a different kettle of fish as its illegal to use re-caps on the front of a school bus so we have no choice but to buy new. I have been rotating the steer tyres from left to right as we have been doing the 6 month CVIP inspections, again #105 will require tyres on the steer first.

The cost of rear tyres fitted

Re-capped- Having to buy 4 recapped outright @ \$452.00 each, total \$1,808.00

After having our own 4 casings capped the cost of recap's = \$350.00 each fitted

The cost of 4 drive per unit is \$1,400.00 fitted per bus

The Steering Tyres that we will use are Michelin XZE2 @ \$655.00 each plus \$9.00 recycle charge

Cost per Bus \$1,328.00

I have shopped around Grande Prairie for pricing but our local Tyre Shop in Hythe is within \$10 per wheel, we get good service, if we have road side issues they are right here and free rotating.

Thanks John

# Principal's Report

To the VSF Charter Board

FEBRUARY 18, 2016

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## CURRENT STATUS

### Enrolment

2015-2016 Enrolment (as of February 16, 2016)		
2014/2015	Classroom	Wait List
ECS - 14	14	K - 6
Gd 1 - 11, Gd 2 - 8	19	Gd 1 - 0, Gd 2 - 0
Gd 3 - 14, Gd 4 - 5	19	Gd 3 - 1, Gd 4 - 0
Gd 5 - 8, Gd 6 - 6	14	Gd 5 - 1, Gd 6 - 0
Gd 7 - 13	13	Gd 7 - 1
Gd 8 - 6, Gd 9 - 11	17	Gd 8 - 0, Gd 9 - 1
<b>TOTAL</b>	<b>96</b>	<b>10</b>

- 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
- Increase in enquiries concerning 2016/2017 enrolment: at this point 3 new families (5 students, 1 playschool) waitlisted in addition to our current Playschool students moving up to Kindergarten. This includes 2 Code 44 junior high students (autism)
- Direction re future planning for Kindergarten is requested

## Recent Activities

- Ongoing work on IT maintenance/management
- Work with superintendent on charter renewal
- Work with admin assistant to plan for fundraising for Quebec trip and Missoula Theatre project
- Very successful completion of VCS Public Speaking Competition
- Planning/organizing for Missoula Theatre project
- Planning and communicating with parents for Accountability Pillar Survey administration and implementation (in school)
- Jan.28 – Teacher conferencing at BRHS re. improving students readiness for high school
- Jan.29 – Meetings with Superintendent, Alberta Education
- PD day (Jan.29)
- Draft VCS 2016/2017 School Calendar
- Ongoing meetings with new families re possible VCS enrolment
- Feb.2 – School Council Mtg – Term 2 Student Council class attended
- Feb.3 – Program Committee re: Handwriting Program
- Working with teachers on PAT analysis and developing PAT Action Plans
- Meeting with teachers for PGP progress reviews

## LOOKING AHEAD

- New VCS Spelling Bee Competition: to be held in regular student assembly, March 7, 12:45pm
- Planning for in-school evaluation for charter renewal – March 8,9
- Prepping for Jimmy the Janitor -- March 17
- 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
- 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 (especially the fact that attending junior high in VCS is better preparation for High School and life than going to bigger schools)
- 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**  
Community School

# Valhalla School Foundation

## SUPERINTENDENT'S REPORT

February 18, 2016

### Main Activities and Developments

- AEP AERR follow-up discussion with Cathy Rasmussen
- Charter School Evaluation – Final draft and submission / planning Alberta Education visit
- Strategic Plan – Plan January 30 session – Follow-up document
- Draft Policy I101
- Draft Policy on facility use
- Executive Committee Meeting

### Staff and Board Communication

- Steve Mumert – Professional Development, Charter School Evaluation, AERR Action Plan,
- Karen Rosvold – Budget
- Board Chair – Agenda, Charter Evaluation, Strategic Plan, Superintendent Evaluation

### Planning and Priorities

- Charter Evaluation
- Policy Work
- Student Recruitment
- Strategic Planning / Charter Update
- Transportation funding enquiry follow-up
- Critical needs:
  - Appropriate transportation funding from Alberta Education that reflects the rural reality
  - Continued successful and sustainable fund development to support school operation and transportation needs

*Respectfully,*  
*John Picard*

# Program Committee

Prepared for Feb 18 2016 Board Meeting

The program committee met Feb 3, 2016

Present Judy Hauger

John Picard (telephone)

Steve Mumert

Jolene Kochendorfer

The program committee has started the discussion: into putting more time into cursive and expressive writing. Steve has been researching the benefits of cursive writing and John Picard is checking on program. Finding time will be a challenge as well as budget. We are hoping to implement changes by fall of this year.

Judy



# Fund Development Notes

February 18, 2016

- Policy committee update for beer/wine sales at Event.
- Wondering which board members are NOT coming as a guest. Jolene to speak to the cause at 7:15pm. Also looking for local talent to provide music during arrival (6-6:30pm)
- Board sign up and forms to complete - Casino
- Review "call for help" pamphlet created by Paul Gibson. Budget for printing 100 copies
- VCS WISH TREE (Help us Grow) is almost complete and ready for bulletin board application. Steve offered wall between the gym doors, which will be visual during food service. Hope to keep until 2016-2017 registration ++
- Now have list of past and recurring yearly donors for database. Very few.
- Currently creating a graph of Transportation expense vs. budget. Hopes that a visual look at the situation will shred interest in further support. Need to actual \$\$'s

EXAMPLE

AB ED Transportation Budget  
vs.  
Valhalla Community School Expenses

