



**APPROVED MINUTES OF THE BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
HELD AT THE EDUCATION CENTRE  
2651 CHINOOK WINDS DRIVE S. W.  
AIRDRIE, ALBERTA**

**THURSDAY, NOVEMBER 5, 2009**

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**TRUSTEES PRESENT:**

Chair, Ward 3    Sylvia Eggerer  
Vice-Chair, Ward 1    Jennifer Avery  
Ward 4    Helen Clease  
Ward 5    Colleen Munro  
Ward 6    Dr. Bruce Pettigrew

**TRUSTEES ABSENT WITH NOTICE:**

Ward 7    Don Thomas  
Ward 2    Bev LaPeare

**ADMINISTRATION PRESENT:**

Superintendent of Schools    Greg Bass  
Associate Superintendent of Business and    Darrell Couture  
Operations  
Associate Superintendent of Learning    Dr. David Peat  
Associate Superintendent of Schools    Murray Besenski  
Director of Communications    Angela Spanier  
Executive Assistant    Karen Dolynny

**RECORDING SECRETARY:**

**CALL TO ORDER:**

Chair Sylvia Eggerer called the meeting to order at 1:07 p.m.

**REGULAR BOARD MEETING AGENDA:**

**#248 – 09 MOTION BY TRUSTEE HELEN CLEASE:**

That the Board of Trustees approves the November 5, 2009, Regular Board meeting agenda as circulated.

**CARRIED**

**MINUTES OF THE BOARD MEETING:**

**#249 - 09 MOTION BY TRUSTEE JENNIFER AVERY:**

That the Board of Trustees approves the minutes of the Regular Board Meeting of October 15, 2009, as presented.

**CARRIED**

**STUDENT SHOWCASE – 100% DIPLOMA EXAM RECIPIENTS**

The Board of Trustees acknowledged the outstanding performance of the following six students, who received 100% on their Diploma Exams in June, 2009.

Rocky View School Division No. 41

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Chair – Board of Trustees

### **Ian Mount - Math 30 Pure, Cochrane High School**

Ian's key to achieving 100% on the Math 30 Pure Diploma Exam was to review everything that he couldn't remember the day before the test. His choice of post secondary institution is the University of Victoria, and he is interested in the fields of Biology and Medicine. Some activities he enjoyed in while in high school were volleyball and badminton.

### **Jenessa Fett – Math 30 Pure, Cochrane High School**

Jenessa's keys to achieving 100% on the Math 30 Pure Diploma Exam were to study, do practice exams, take time on the exam and review it. She also paid close attention in class and worked hard throughout the year. Her choice of post secondary institution is The University of Calgary and she is interested in studying Environmental Engineering. Her career goal is to obtain a career that allows her to gain life skills, have security, be able to support her lifestyle, and to attain experience "superiority". Some activities she enjoyed while in high school were community and school soccer, track, camping, travelling, reading, drawing and a part-time job. Her community service involvement included the Sustainable Development Committee.

### **Joel Dueck – Social Studies 30, Springbank High School**

Joel's impressive academic standing throughout high school is one of many records this talented young man has achieved. He is known for his drive to achieve in all aspects of school. He was a midget triple A hockey player and a provincial champion in javelin in grades 10 and 11. He placed 5<sup>th</sup> in the national track and field championships this past year, where he was also awarded the Ron Rivard Memorial Trophy for outstanding leadership in sports. Now attending Bodenseehof Bible School in Germany, he is known for sharing his amazing talents with the world.

### **Rianne Diepstraten - Math 30 Pure, Cochrane High School**

Rianne's keys to achieving 100% on the Math 30 Pure Diploma Exam were motivation, to study hard and do many practice exams. She checked her work multiple times when writing the diploma exam as well as checking her work in different ways. Her choice of post secondary institution is the University of Calgary and her area of study might be Health Sciences to possibly obtain a Bachelor of Science. Her career goal is to become a Doctor. Some of Rianne's activities and hobbies that she has been involved in are reading, making movies and her job at the golf course. Her community service involvement includes volunteering at the Bethany Care Centre, working on the school newspaper - The Voice, and on Student Council.

### **Ryan Hassen - Physics 30, Cochrane High School**

Ryan's keys to achieving 100% on the Physics 30 Diploma Exam were preparation, dedication to his goals and dreams, and having self-confidence. His choice of a post secondary institution is the University of Calgary and his area of study is engineering. Ryan's career goal is to own and operate a successful engineering-driven company. Some of Ryan's activities and hobbies are golf, badminton, skiing and music. His community service involvement at Cochrane High School was being a member of Sustainable Development Committee and being a producer of Musicals. At the University level he is a member of Engineers Without Borders – U of C Chapter.

### **Sahil Sharma - Math 30 Pure and Chemistry 30 - Cochrane High School**

Sahil's keys to achieving 100% on his Diploma Exams were to review notes, understand the material, work on practice questions and use classroom time to study. He also asked many questions but did not over study. Another of Sahil's keys was to stay well rested and hydrated. His choices of post secondary institutions are the University of Calgary, the University of British Columbia and San Francisco University. Sahil's area of study is Engineering, Architecture and Sustainable Development and career goal is to resolve global matters through innovation, a

means of a sustainable world. Some of Sahil's activities and hobbies are football, soccer, basketball, student council, a member of the Sustainability Group, music, and playing bass guitar. Sahil is interested in tutoring younger students and working with schools to coach school teams.

Board Chair Sylvia Eggerer called a recess at 1:20 p.m.

Board Chair Sylvia Eggerer reconvened the meeting at 1:30 p.m.

## **SUPERINTENDENT'S REPORT**

### **H1N1 Influenza**

Angela Spanier, Director of Communications, reviewed the prognoses of the H1N1 as it relates to Rocky View Schools.

Rocky View Schools continues to monitor the influenza H1N1 virus and takes its lead from Alberta Health Services. Due to the increasing number of absences due to flu-like symptoms, we want you to know we have heightened our pandemic protocols in schools across the jurisdiction. The following are some of the steps we have taken or will be taking to ensure our school communities remain healthy learning environments:

**Daily Flu Reporting** - As a means to monitor the health of our students, we continue reporting to Alberta Health Services when absenteeism is greater than 10 percent due to illness. Having increased our Pandemic Protocols across the jurisdiction, thresholds of greater than 10 percent will no longer be posted.

**Morning/Afternoon Flu Checks** - Classroom teachers will conduct daily flu checks, morning and afternoon. Any child exhibiting a fever plus cough, sore throat, aches, or headache should be escorted to the school's flu isolation room until they can be picked up by a parent. (These student will not be allowed to take the bus home).

**Visitor Check-In** - All visitors are asked to report to the office to ensure they are flu-free before entering our learning environments.

**Flu Isolation Room** - Should a student arrive at school with flu symptoms or develop symptoms during the school day, that student will be escorted to a flu isolation room, so they can be monitored until they can be picked up. A sick child will not be permitted to take the bus home. A parent, or other person noted on the child's emergency contact information, will be required to pick up the child.

**Education on Self-Care Practices** - Schools continue to encourage students to practice proper hand-washing and infection control practices such as sneezing and coughing in the sleeve. On an ongoing basis, we also provide important school and health information to all staff so they are aware of the simple steps that can be taken to lessen the spread of the H1N1 virus.

**Heightened Cleaning** - Our custodial staff and contract bus drivers have heightened the cleaning of high touch surfaces in our schools and on our school buses.

As partners with our education system, parents need to know the most important thing you can do to assist us in keeping your child's school healthy is to not send your child to school if they are ill. We encourage all parents to develop family pandemic plans as recommended by the [Public Health Agency of Canada](#). This should include planning for your child's care if you or they become ill with the virus. Consider now who might be able to help you.

### Calendar Committee Terms of Reference

**#250 - 09 MOTION BY TRUSTEE HELEN CLEASE:**

That the Board of Trustees approves the Calendar Development Committee Terms of Reference as presented.

Trustee Jennifer Avery proposed a friendly amendment to change the Terms of Reference Trustee membership from two to three.

Trustee Helen Clease agreed the amendment was friendly.

Voting on Motion #250 as amended:

**CARRIED**

### Audit Committee Terms of Reference

**#251 - 09 MOTION BY TRUSTEE COLLEEN MUNRO:**

That the Board of Trustees approves the proposed changes to the Audit Committee Terms of Reference as per the attachment.

Trustee Bruce Pettigrew proposed a friendly amendment to remove the honorarium amount of \$100.00 from the Audit Committee Terms of Reference; number 5. Compensation b) Public members: \$100 per half day.

Trustee Colleen Munro did not agree the amendment was friendly.

**#252 – 09 Motion by Trustee Bruce Pettigrew:**

That the Board of Trustees delete amendment 5(b) which outlines the honorarium amount of \$100.00.

**CARRIED**

**Voting on Motion #251 as amended:**

That the Board of Trustees approves the proposed changes to the Audit Committee Terms of Reference as per the attachment with the amendment deleting amendment 5 which outlined the honorarium amount.

**CARRIED**

**#253 – 09 MOTION BY TRUSTEE BRUCE PETTIGREW:**

That the Board of Trustees directs the Superintendent to bring Policy DLD Honoraria and Expenses for Outside Personnel, to the Policy Development Committee to establish honorarium amounts.

**CARRIED**

## **Policy DJ Purchasing Authority – Second Read**

### **#254 - 09 MOTION BY TRUSTEE BRUCE PETTIGREW:**

That the Board of Trustees approves second read of amended Policy DJ Purchasing Authority.

**CARRIED**

## **2008/2009 High School Student Completion Rates**

### **#255 - 09 MOTION BY TRUSTEE JENNIFER AVERY:**

That the Board of Trustees accepts as information Rocky View School's accountability progress report on High School Completion Rates for the 2008-2009 school year.

**CARRIED**

## **BOARD CORRESPONDENCE:**

Chair Sylvia Eggerer recognized the thank you cards received from staff who attended the Long Service and Retiree Banquet.

Letter from Jack Hayden, Minister of Infrastructure, which included the 2008/2009 Alberta Infrastructure Report.

## **BOARD AND COMMITTEE REPORTS:**

### **Jennifer Avery:**

- Beiseker School extra-curricular activities are being very well received by the grade six students.
- A Beiseker High School student has been chosen as an Olympic Torch Relay carrier.

### **Helen Clease Reported:**

- October 14 – Attended Springbank Middle Council meeting
- October 15 – Attended Planning and Regular Board meetings
- October 16 – Attended Advocacy Committee meeting
- October 16 – Attended the RVS Long Service Awards and Retiree Banquet
- October 18 & 19 – Attended Inspiring Education, Edmonton
- October 21 to 23 – Attended PSBA, Edmonton
- October 26 - Tour of classroom renovations at Elbow Valley Elementary School
- October 26 – Attended the Bragg Creek Community Association AGM
- October 28 – Attended Springbank Park for all Seasons Torch Relay meeting
- October 28 – Attended Banded Peak School Council
- October 29 – Attended Parent Meeting at Education Centre
- October 29 – Attended Rockyview West Recreation Board
- October 30 – Attended MLA Dr. Ted Morton Cheque Presentation to Bragg Creek Trails

- November 2 – Attended an Expulsion Hearing
- November 4 – Attended Elbow Valley Elementary Council
- November 5 – Attended Board Planning and Regular Board meetings
- Walking trails between Banded Peak and Redwood Meadows are complete
- Olympic Torch Relay in Springbank on January 20, 2010

**BOARD PROFESSIONAL DEVELOPMENT**

**Public School Boards Association of Alberta University and Lois Hole Lecture**

Trustees LaPeare, Pettigrew, Clease, Avery and Eggerer attended the PSBAA University in Edmonton from October 21 - 23, 2009.

**Alberta Education - Inspiring Education**

Trustees Eggerer, Clease, Avery, Pettigrew and LaPeare attended Inspiring Education in Edmonton from October 18 – 19, 2009.

**Canadian Parents for French Conference**

Trustee Avery attended the Conference in Calgary on October 20<sup>th</sup>, 2009, along with two parent volunteers from the Springbank area.

**ADJOURNMENT:**

**#256 - 09 MOTION BY TRUSTEE COLLEEN MUNRO:**

That the Regular Board meeting be adjourned at 2:45 p.m.

**CARRIED**

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**CHAIRMAN**

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**SECRETARY-TREASURER**

## **Audit Committee Terms of Reference**

**Directive for Action Item:     Audit Committee Terms of Reference**

**Darrell Couture, Associate Superintendent of Business and Operations**

**Date of Meeting:                 November 5, 2009**

### **Background:**

At its June 18<sup>th</sup>, 2009, regular board meeting, the Board of Trustees approved the Audit Committee Terms of Reference.

At the October 16, 2009, Audit Committee Meeting, the Committee reviewed the Terms of Reference and proposed the following changes.

#### **A. Current**

3. b) “two members of the general public, who are independent of the Division, have no relationship to the audit firm and who are financially literate.”

#### **Proposed**

3. b) “two members of the general public who:

- live in the Division;
- are independent of the Division, member and/or spouse cannot be Division employees;
- have no relationship to the Board Appointed External Auditors or potential audit firms; and,
- are financially literate.”

#### **B. Current**

5. b) “Public members: as per Board Policy DLD Honorarium and Expenses for Outside Personnel.”

#### **Proposed**

5. b) “Public members: \$100 per half day and kilometerage at regular Division rates.”

### **Alternatives**

1. That the Board of Trustees approves the proposed changes to the Audit Committee Terms of Reference.
2. That the Board of Trustees amends and then approves the Audit Committee Terms of Reference.
3. That the Board of Trustees refers the Audit Committee Terms of Reference back to the Audit Committee for further consideration.

### **Recommendation**

That the Board of Trustees approves the proposed changes to the Audit Committee Terms of Reference as per the attachment.