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B.P.T.A. Executive/Board Liaison Meeting Minutes  
Tuesday, May 3, 2011 @ 4:30 PM  
Division Office

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**Present:** Kathleen Guillas, Bonnie Snezyk, Jason Young, Dale Swanton, Donna Christison, Connie Suggitt and Moira Woods

The meeting was called to order at 4:30 p.m. and chaired by Jason Young.

1. Summary of last meeting

There was a discussion held around locks on classroom doors. The cost was investigated and it would cost in excess of \$110,000 to change locks divisionally to locks that were keyed from both sides. It was felt that it was a high cost for such a project.

2. Personal Day

Question was raised as to why staff needs to indicate what their personal day is used for if it is in fact personal?

Some History: The superintendent shared numbers of personal days granted this year. There has been no day denied or even questioned for any reason for a personal day of a teacher or support staff this year if it has been days that they are allowed under the collective agreement or under Policy G.C.C. All days requested have been granted for all staff. Thus teachers have not really been forced into putting a reason for these days.

There are some reasons as to why there is a spot for "reason" on personal leave forms:

- a) Collective agreement states: "Each teacher or principal shall be allowed for good reason". This is the personal day clause.
- b) When people are asking for additional days beyond what is provided for in the Collective Agreement for teachers or Policy G.C.C. for support staff, the superintendent provides the board with the reasons that these days have been taken so far. This is part of the decision as to whether additional leave is granted.

3. Superintendent reviewed Policy Changes in the 2010/2011 School Year:

- G. N. Employee Wireless Communication - Change in policy around divisional cell phones allowing some additional flexibility.
- B.D.F. Board Committees – Housekeeping to meet current practice.
- B.D.B. Board Officers - Housekeeping to meet current practice.
- B.D.A. Board Organization Meeting - Housekeeping to meet current practice.
- G.C.C. Staff Employment Benefits and Regulations – Change in number of personal days support staff are eligible for from 1 paid and 2 unpaid to 1 paid and 3 unpaid. As well, principal can grant any days that people are entitled to under this policy.
- I.C.B. Distance Education Fees – Increase if amount division pays for correspondence courses. (increased to \$450 from \$350)
- I.C.C. Senior Years Programs in Hutterite Colony Schools - Amendment to fee structure as per above.

- F.B.A. Community Use of School Facilities - Changes made so teaching staff were not required to fill out “Permit of Use of Facilities” forms for school events happening during regular custodial hours. (communication inside school settings must be in place between teaching and custodial staff)
- E.G.F. Guidelines for Extra-Curricular Supervisors and Parent Chaperones – Some clarity to this policy was made after meeting with BPTA concerning extra-curricular trips. Students travelling by bus should be allowed to join or leave the group if:
  - a) their parent/legal guardian picks them up at a pickup or drop off location that is part of the normal itinerary OR
  - b) with prior written notice from the parent that clearly identifies the adult that will directly pick up or drop off the student. Any pickup and drop off can only occur at points that are part of the normal itinerary.
- E.E.A. Transportation Procedures in Case of Hazardous Weather - We took away the section that said buses would not run the following morning after storm billeting process.
- G.A. Staffing Formula - Divisors were lowered at two high schools by .25
- E.C.B. Driver Absences - Any leave of absence in excess of three consecutive days is required to be reported to the Board of Trustees as per policy G.C.C.

Policies Currently on Table:

- J.G.F. Procedures on Dealing with Student Use, Possession & Supplying of Drugs and Alcohol
- J.G.K. Cell Phone/Electronic Communication Devices
- J.C.B. Teacher Supervision and Growth
- J.C.B.A. Teacher Supervision Criteria

4. Teacher Evaluation Policy

The superintendent reviewed current progress of teacher evaluation model. The main direction was to make our process more formal, not just a one-time formal evaluation then professional growth from then on.

Process:

- Began discussion in September around this at the Board table.
- More in depth discussion at January Board/Principal Conference.
- Subcommittee in place for last 1 ½ months looking at “What is Good Teaching” which forms the foundation for our teacher evaluation.
- An initial draft of what that policy may look like has been discussed with the Board and “Good Teaching” committee.
- Work we have done has used Charlotte Danielson’s work as a foundation.

## 5. Government Initiatives

### a) Report Cards

Timelines are still the same, pilot next school year (No BPSD schools), province wide implementation in the 2012/13 school year.

### b) Assessment Policy

- Policy must be in place by next school year with the government document.
- “Academic Responsibility, Honesty and Promotion/Retention” as the foundation for the policy.
- We plan to look at this in more detail at the Principals Meeting on May 25<sup>th</sup>.
- A rough draft of the policy is made up as a starting point that will allow schools to maintain flexibility and autonomy around assessment practices.

The meeting was adjourned at 5:45 p.m.