



Chinook's Edge School Division No. 73

Organizational Meeting

Date: Wednesday, September 9, 2020
Time: 9:00 AM
Location: Boardroom

Attendance

Trustees Present: C. Butler, H. Bilton, S. Cooper, M. Copley, C. Huelsman, T. James, G. Kerr, J. Knispel-Matejka, A. Tarnoczi

Staff: S. Bexon - Communications Officer, S. Russell, Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO, S. Babb - Executive Assistant to the Superintendent, S. Westwood - Administrative Assistant/Recording Secretary, P. Spiller - Administrative Assistant Corporate Services

Call to Order

The meeting was called to order by Associate Superintendent Corporate Services S. Russell at 9:00 a.m.

Agenda Items

Resolution # 20200909001ORG

Moved By: H. Bilton

Motion to accept the agenda as presented.

Carried

Establish Rules of Procedure for Election of Chair and Vice-Chair - attachment

Motion that The Chinook's Edge School Division Board of Trustees establish the rules of procedure for the election of Chair, Vice-Chair and Second Vice Chair as follows:

- Trustees review the non-binding expression of interest in Chair, Vice-Chair and Second Vice Chair positions
- Call for nominations (will be repeated three times)
- Trustee nominations
- Candidates confirm acceptance of nomination
- Candidates will have an opportunity to speak to the position
- Voting will be by secret ballot
- Ballots will be counted by two administrative staff members
- If there is a tie, a second vote with the top names will be held
- If the vote remains a tie, a name will be drawn from a hat.
- The 2020/2021 year term will begin September 9, 2020 and end October 27, 2021.

Resolution # 20200909002ORG

Moved By: C. Huelsman

Motion that The Chinook’s Edge School Division Board of Trustees establish the rules of procedure for the election of Chair, Vice-Chair and Second Vice Chair as follows:

- Trustees review the non-binding expression of interest in Chair, Vice-Chair and Second Vice Chair positions
- Call for nominations (will be repeated three times)
- Trustee nominations
- Candidates confirm acceptance of nomination
- Candidates will have an opportunity to speak to the position
- Voting will be by secret ballot
- Ballots will be counted by two administrative staff members
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- If the vote remains a tie, a name will be drawn from a hat.
- The 2020/2021 year term will begin September 9, 2020 and end October 27, 2021.

Carried

Election of Board of Trustees Chair

Associate Superintendent Corporate Services S. Russell called for nominations for the position of Board of Education Chair for the 2020/2021 term.

Trustee H. Bilton was nominated for the position of Board of Trustees Chair for the 2020/2021 term. Nominated by C. Butler

Trustee A. Tarnoczi was nominated for the position of Board of Trustees Chair for the 2020/2021 term. Nominated by G. Kerr

Nominations were called for a second and third time.

The Associate Superintendent Corporate Services S. Russell declared that nominations cease.

The candidates were given an opportunity to speak to the position and ballots were distributed, collected and counted.

Trustee H. Bilton was declared elected as the Board of Trustees Chair for the 2020/2021 term.

Official Oath of Office - Chair

The Chair H. Bilton took the Official Oath of Office administered by Associate Superintendent Corporate Services S. Russell.

Election of Board of Trustees Vice-Chair

Chair H. Bilton called for nominations for the position of Board of Trustees Vice Chair for the 2020/2021 term.

Trustees M. Copley was nominated for the position of Board of Trustees Vice Chair for the 2020/2021 term. Nominated by S. Cooper.

Nominations were called for a second and third time.

The Chair declared that nominations cease.

The candidate was given an opportunity to speak.

Trustee M. Copley was declared elected as the Board of Trustees Vice Chair for the 2020/2021 term by acclamation.

Resolution # 20200909003ORG

Moved By: S. Cooper

Motion to nominations cease.

Carried

Official Oath of Office - Vice Chair

The Vice Chair M. Copley took the Official Oath of Office administered by Associate Superintendent Corporate Services S. Russell.

Board Standing and Adhoc Committee Membership

- Trustees will review the non-binding expression of Trustee interest.
- Committees will be populated in the following order: Audit Committee, Transportation Committee, Negotiations Committee, Facilities & Maintenance Committee, ASBA Zone 4 Representative, Student Appeal, Policy Committee, Teachers Matter Representative, Stakeholder Relations Committee,
- Trustees will self-nominate for positions on the Committees. The Board Chair will confirm Trustees, who through the survey expressed an interest, are willing to let their name stand.
- Trustees will be given the opportunity to speak to the committee position stating why they are interested and their background.
- If there are more candidates than there are positions, a secret ballot will be held. Candidates with the most votes will be assigned to the Committee and if there is a tie for the last position a vote will be held between the tied candidates. If the vote remains a tie, a name will be drawn from a hat.

- The committee chairs will be selected by the entire Board according to the same rules used to select the Chair, Vice Chair.

Resolution # 20200909004ORG

Moved By: G. Kerr

Motion that The Chinook's Edge School Division Board of Trustees approve the committee selection process as outlined.

Carried

Resolution # 20200909005ORG

Moved By: M. Copley

Motion that The Chinook's Edge School Division Board of Trustees approve the Board Standing and Ad Hoc Committee membership for the 2020/2021 term.

Audit Committee: G. Kerr, A. Tarnoczi, C. Huelsman, J. Knispel-Matejka (a)

Transportation Committee: C. Butler, A. Tarnoczi, T. James, J. Knispel-Matejka (a)

Negotiations Committee: S. Cooper, C. Butler, G. Kerr, T. James (a)

Facilities & Maintenance Committee: G. Kerr, A. Tarnoczi, J. Knispel-Matejka, T. James (a)

ASBA Zone 4 Representative: C. Butler, J. Knispel-Matejka (a)

Student Appeal: A. Tarnoczi, C. Butler (a)

Policy Committee: S. Cooper, A. Tarnoczi, G. Kerr, J. Knispel-Matejka (a)

Teachers Matter Representative: A. Tarnoczi, J. Knispel-Matejka (a)

Stakeholder Relations Committee: J. Knispel-Matejka, M. Copley, S. Cooper, C. Butler (a)

TEBA Representative: S. Cooper, G. Kerr (a)

Rural Caucus Representative: J. Knispel-Matejka, H. Bilton (a)

Carried

Resolution # 20200909006ORG

Moved By: S. Cooper

Motion that The Chinook's Edge School Division Board of Trustees approve the Committee Chair selection for the 2020/2021 term.

Audit Committee: A. Tarnoczi

Transportation Committee: C. Butler

Negotiations Committee: S. Cooper

Facilities & Maintenance Committee: G. Kerr

Student Appeal: A. Tarnoczi

Policy Committee: S. Cooper

Stakeholder Relations Committee: J. Knispel-Matejka

Carried

Disposition of Ballots - attachment

Recess: 9:50 a.m.

Reconvene: 10:05 a.m.

Resolution # 20200909007ORG

Moved By: C. Huelsman

Motion that the ballots be destroyed.

Carried

Freedom of Information and Privacy Implications - attachment

Treasurer S. Roy joined the meeting at 10:11 a.m.

As a requirement of PL 2-01.3.0 (Board Organizational Meeting), Treasurer S. Roy attended the meeting to provide an overview of the implications of the Freedom of Information and Privacy (FOIP) act.

Treasurer S. Roy reminded Trustees that records produced by the Board can be requested under FOIP. Emails are also records and can be requested under FOIP.

Trustee Remuneration Rates - attachment

There was a discussion regarding Trustee remuneration rates. In the past the Board Remuneration has aligned with the teacher contract.

Resolution # 20200909008ORG

Moved By: T. James

Motion that Chinook's Edge School Division Board of Trustees approve the Trustee remuneration package for the 2020/2021 term as presented.

Carried

Trustee Remuneration Policy (PL 2-03.4.0) - attachment

PL 2-03.4.0 (Trustee Remuneration) was provided for approval.

Resolution # 20200909009ORG

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve PL 2-03.4.0 Trustee Remuneration as presented.

Carried

Trustee Benefits - attachment

Trustees only need to apply for benefits after an election. If they turn 70, they are required to obtain benefits elsewhere. If any changes are required, Trustees were asked to contact People Services.

Dates and Times for Board of Trustees and Education Committee Meetings - attachment

The schedule of meeting dates for the 2020/2021 school year was provided for review.

Resolution # 20200909010ORG

Moved By: C. Huelsman

Motion that Chinook's Edge School division Board of Trustees approve the Board of Trustees and Education Committee meeting schedule as amended.

Board Meetings

- September 9, 2020 (organizational meeting / Board meeting) - set by previous motion
- October 7, 2020
- November 4, 2020
- November 25, 2020 - to approve audited financial statements only
- December 9, 2020
- January 13, 2021
- February 10, 2021
- March 10, 2021
- April 7, 2021
- May 12, 2021
- May 26, 2021 - to approve budget only
- June 23, 2021
- September 8, 2021
- October 6, 2021
- October 27, 2021 – organizational meeting

Education Committee Meetings

- September 23, 2020
- October 21, 2020
- November 25, 2020 (following Board meeting)
- January 27, 2021
- February 24, 2021
- March 24, 2021
- April 28, 2021
- May 26, 2021 (following Board meeting)
- June 9, 2021
- September 22, 2021 Meetings are to be held in the Chinook's Edge School Division Boardroom (4904 – 50 Street, Innisfail, Alberta) commencing at 9:00 a.m., unless otherwise stated.

Board Work Plan - 2020/2021 - attachment

The 2020/2021 Board Work Plan was provided for review.

Planned Absences and Succession Plan Update - attachment

This item was moved to the In Camera portion of the Board Meeting.

Stakeholder Relations - attachment

As per PL 3-06.0.0 (Stakeholder Relations), Superintendent K. Sacher provided a verbal plan to communicate with stakeholders. A list of the information that schools are required to make available to stakeholders electronically and/or in print was also provided for information.

Superintendent K. Sacher asked the Board of Trustees if they would like to continue to receive the weekly email update. The Board unanimously agreed that they would like the email to continue.

Staff Relations - attachment

As per PL 3-04.0.0 (Staff Relations), Superintendent K. Sacher informed the Board of how staff will be consulted and included in decisions that affect them. The Board also reviewed the administrative procedure that identifies the primary responsibilities delegated to school principals (AP 4-06 Role of the School Principal).

Financial Reporting at Board Meetings - attachment

As per PL 2-01.2.1 Financial Reporting at Board Meeting, a schedule of financial reporting for 2020 - 2021 was provided for review. Pandemic costs are now included in this reporting.

Cheque Review Process - attachment

Trustees selected a month to review a batch of cheques and electronic transfers.

September – M. Copley

October – G. Kerr

November – T. James

December –S. Cooper

January – C. Huelsman

February – C. Butler

March –A. Tarnoczi

April - J. Knispel-Matejka

May - H. Bilton

June – G. Kerr

Sept 2021 – J. Knispel-Matejka

Oct 2021 - will not be reviewed

Attendance at Agenda Setting

Trustees discussed a rotation of a third Trustee to attend agenda setting. This item will be discussed at the Education Committee Meeting.

Carried

Adjourned

Resolution # 202009011ORG

Moved By: G. Kerr

Motion to adjourn at 10:42 a.m.

Carried

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary